

## Administrative Code

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### Chapter 305. Rules for Electricity and Natural Gas Submetering and for Energy Allocation Equipment

#### **20VAC5-305-90. Billing for apartment houses, office buildings, and shopping centers.**

Bills shall be rendered for the same billing period as that of the utility, generally monthly, unless service is rendered for more or less than that period. Bills shall be calculated and rendered as promptly as possible following receipt by the owner of the bill from the utility, but no later than 15 days after receipt of the utility's bill. The submetering or energy allocation equipment shall be read within three business days of the scheduled reading date of the utility's master meter.

For submetering, the unit of measurement shall be the energy unit as defined in [20VAC5-305-10](#). For energy allocation equipment, the units of measurement shall be those characteristics monitored by the allocation equipment.

The energy billed to any tenant shall be only the energy consumed within that dwelling or nonresidential rental unit and so measured or monitored by the equipment. The cost of energy used in owner-paid areas may only be recovered by the owner as provided in the last paragraph of this section, and may not be billed to any tenant as part of the billings rendered pursuant to this chapter and may not be measured through the dwelling or nonresidential rental unit submetering or energy allocation equipment. Where tenant lease agreements have made such provision, energy costs for usage consumed within the dwelling unit or nonresidential rental unit, that are not allocated by energy allocation equipment, may be allocated by the owner among the various tenants in the same proportions as the leased space square footage. These costs shall be listed separately from energy billings based on energy allocation equipment, and appropriately marked on the monthly tenant bills.

The owner shall render bills to the tenant in the same energy unit or units as billed the owner by the utility.

The tenant's bill shall show all of the following information:

1. The dates and readings of the submetering or energy allocation equipment at the beginning and at the end of the period for which the bill is rendered and the billing date.
2. The number of energy units consumed during the current billing period.
3. The average cost in cents per energy unit used in computing the bill.
4. The amount due for electricity or natural gas consumed, within the dwelling unit or nonresidential rental unit, the administrative service charge, if any, the balance forward, and the total amount due.
5. The name or address, or both, of the tenant to whom the bill is applicable.
6. The name of the firm rendering the tenant's bill and the name or title, address, and telephone number of the person or persons where payment can be made and, also, who to contact in the case of any questions or disputes concerning the bill.
7. A precise statement that the bill is not from the utility providing service to the apartment house office building, or shopping center.

Bills will be mailed or delivered to the tenant's premises within three business days after the billing date.