

# DATA REQUEST FORM

## Energy and Water Reporting and Benchmarking (EWRB)



Ontario Regulation 20/17 under the *Green Energy Act*, 2009 requires owners of large properties with a gross floor area of 50,000 square feet and above to report their energy consumption and water use data to the Ministry of Energy on an annual basis. Visit [Guide to Energy and Water Reporting](#) for more information. The reporting requirement will be phased in as displayed in the following schedule:

| REPORTING TIMELINE                                      | COMMERCIAL AND INDUSTRIAL PROPERTIES GROSS FLOOR AREA | MULTI-UNIT RESIDENTIAL PROPERTIES GROSS FLOOR AREA |
|---|---|--|
| By July 1, 2018<br>(information for 2017 calendar year) | 250,000 square feet and larger                        | Not required to report in first year               |
| By July 1, 2019<br>(information for 2018 calendar year) | 100,000 square feet and larger                        | 100,000 square feet and larger                     |
| By July 1, 2020<br>(information for 2019 calendar year) | 50,000 square feet and larger                         | 50,000 square feet and larger                      |

Please use this form to request the annual energy consumption and water use data for your property from Burlington Hydro Inc. **Please email the completed form to:** [waterbilling@burlingtonhydro.com](mailto:waterbilling@burlingtonhydro.com) and quote **“EWRB Request Form”** in the subject line.

For property owners requiring aggregated consumption for a suite-metered property, Burlington Hydro Inc. will provide an account list including names and addresses for validation by the requestor.

Personal Information relating to identifiable individual customers will only be aggregated.

**Please submit your data request as soon as possible. Requests received after June 1 may not be processed by the July 1 deadline.**

### STEP 1: Gather Necessary Information

Burlington Hydro Inc. requires the following information before it can provide the energy consumption and water use data for your property:

- i. Account number for at least one of the accounts of the property you own or manage.
- ii. Ontario EWRB ID — the unique number provided by the Ministry of Energy (MOE) for the property.
- iii. The property code for your property — information which you can find on your property assessment and tax bill, or the Municipal Property Assessment Corporation (MPAC) website.
- iv. Gross Floor Area in square feet of the property for which you are requesting the energy consumption and water use data.

If you are a property manager, energy consultant or other third party requesting energy consumption and water use data on behalf of a property owner, the property owner must complete and sign the authorization section in PART (A) of this form to authorize Burlington Hydro Inc. to release the data to you. Burlington Hydro Inc. cannot process a request from a third party if this section is not completed and signed.

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### STEP 2: Complete this Form

#### A) PROPERTY OWNER INFORMATION

This section relates to the person/company that owns the property for which energy consumption and water use data is requested. Please note, if you are making a request for multiple properties, please provide the information in PART (C) (page 3) for each property.

Full legal/corporate name of property owner (please print):

\_\_\_\_\_

Business name/operating as (if different from the legal/corporate name):

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

**To authorize a third party representative to place a request on behalf of the property owner, complete and sign the section below.** The property owner for the property(s) identified in PART (C) hereby authorizes the third party named in PART (B) to access aggregated consumption data for the property(s).

**Authorized Signature of Property Owner:**

X \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### B) DATA REQUESTOR INFORMATION

This section is to be completed if the person requesting energy consumption and water use data **is different than the property owner**. If not the property owner, please indicate status below:

Property manager     Energy consultant     Other (specify): \_\_\_\_\_

Full name of data requestor (please print): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Full legal/corporate name: \_\_\_\_\_

Business name/operating as (if different from the legal/corporate name):

\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

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### C) PROPERTY INFORMATION (Mandatory information is indicated with a \*)

This section relates to the property for which energy consumption and water use data is requested. Reminder, if you are requesting information for multiple properties at different locations please complete the information in PART (C) for **each property** and attach it to your email.

Calendar Year for which data is being requested \*: \_\_\_\_\_

Does the property have multiple buildings with one street address\*?

No  Yes; how many: \_\_\_\_\_

Does the property have multiple street addresses\*?

No  Yes; please provide each address<sup>1</sup>:

Property address<sup>1</sup>\*: \_\_\_\_\_

City\*: \_\_\_\_\_ Province/State\*: \_\_\_\_\_ Postal/Zip Code\*: \_\_\_\_\_

Property address<sup>1</sup>: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Property address<sup>1</sup>: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Account # \*<sup>2</sup>: \_\_\_\_\_

Property name (if applicable): \_\_\_\_\_

Ontario EWRB ID\*: \_\_\_\_\_

MPAC property code\*: \_\_\_\_\_

Gross floor area (square feet)\*<sup>3</sup>: \_\_\_\_\_ Number of units\*<sup>4</sup>: \_\_\_\_\_

1. Use the Service Address as stated on your Burlington Hydro bill. If you have multiple street addresses for this property, please list up to three addresses on this form. For additional addresses, please use a separate sheet of paper.
2. Provide the Burlington Hydro account number for any ONE account that is part of this property. For individually or suite-metered properties, provide the account number associated with the common area of the property for which you are requesting information.
3. To assist in confirming reporting timelines and validate coverage under EWRB.
4. To assist in validating all units associated with the property are included to aggregate consumption.

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### Acknowledgement and Verification of Information

By signing below, I hereby confirm that the information provided in this form is accurate and complete. I also certify that I have the legal authority to provide the information set out in this form, and that I will notify Burlington Hydro Inc. immediately in writing if any of the information provided changes.

### Disclaimer

I understand and acknowledge that Burlington Hydro Inc. is providing the requested data as available through the existing metering infrastructure and based on the information provided in this form. On behalf of the property owner, I acknowledge and agree that Burlington Hydro Inc. and its directors, officers, employees, contractors, agents and other representatives will not be liable under any circumstances for any errors, omissions, or delays in respect of the requested data, including any liability, loss or damages, which may arise in contract, tort or otherwise.

### Collection and Use of information

On behalf of the property owner I consent to the use of the information collected on this form by Burlington Hydro Inc. for the purposes of providing energy consumption and water use data for purposes of Ontario Regulation 20/17. I also acknowledge that all information submitted in this process may also be used by Burlington Hydro Inc. for purposes of the *Electricity Act, 1998*, the *Ontario Energy Board Act, 1998*, applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures and its electricity license.

### Signature of Data Requestor:

X \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Incomplete forms will not be processed.

If you have any questions about this information collection, the ways in which your personal information may be used by Burlington Hydro, or would like further information about Burlington Hydro's Privacy Policy, please visit our website at [www.burlingtonhydro.com](http://www.burlingtonhydro.com).