

**INFORMATION FOR PROSPECTIVE TENANTS WHERE
THE LANDLORD USES A RATIO UTILITY BILLING SYSTEM
("RUBS")**



Pursuant to Maryland Real Property Code § 8-212.4, if we use RUBS to bill tenants for one or more utilities, then we are required to provide you, as a prospective tenant, with the following information in writing:

1. If you become a tenant, then you will be billed by us (or our 3rd party billing company if applicable) for the following allocated utility services [*check all that apply*]:
 - Electricity Usage
 - Gas Usage
 - Sewer/Wastewater and Sewage Disposal Service Usage
 - Water Consumption or Usage
2. Copies of the last two utility bills issued to us are enclosed. [CLICK HERE TO VIEW INVOICES](#)
3. If you become a tenant, then we (or our 3rd party billing company if applicable) will use the following method(s) to allocate the cost of each of the following utilities to you:
 - a. Electricity Usage _____
Paid directly to Potomac Edison

 - b. Gas Usage _____
NA

 - c. Sewer/Wastewater and Sewage Disposal Service Usage _____
Allocation is based on a combination of the square footage of your dwelling unit and the number of persons residing in your dwelling unit.

 - d. Water Consumption or Usage _____
Allocation is based on a combination of the square footage of your dwelling unit and the number of persons residing in your dwelling unit.

4. Any disputes relating to the computation of any tenant's bill are between the tenant and us as the Landlord.
5. The average monthly bill for all dwelling units in the residential rental property in the previous calendar year is as follows:
 - a. Electricity Usage \$ _____
 - b. Gas Usage \$ _____
 - c. Sewer/Wastewater and Sewage Disposal Service Usage \$ 29.00
 - d. Water Consumption or Usage \$ 29.02
6. If you become a tenant, then you will have the right to inspect records retained by us that document a bill for utilities on written request.
7. Below is information regarding additional service charges or administrative fees to be paid by the tenant for the operation of the RUBS:

New Account Fee:	\$ <u>10.00</u>
Monthly Administrative Billing Fee:	\$ <u>3.70</u>
Late Fee:	\$ <u>50.00</u>
Final Billing Fee:	\$ <u>5.00</u>

Additional Service Charges or Administrative Fees: \$ 16.78 for:
Trash, allocation is based on a combination of the square footage of your dwelling unit and the number of persons residing in your dwelling unit. If you fail to timely establish utility services, we may charge you for your dwelling unit and may charge a reasonable administration fee for billing for the utility service in the amount of \$50.

8. The information provided herein is intended to comply with the requirements of Maryland Real Property Code § 8-212.4.

