



Montgomery County Department of Housing and Community Affairs
 Division of Housing * Licensing and Registration Unit
 100 Maryland Avenue, Rockville, Maryland 20850
 240-777-0311 • FAX 240-777-3699 • <http://montgomerycountymd.gov/dhcalicensing>

Multi-Family Apartment Complex Ratio Utility Billing System Survey

Name
 Company
 Address
 City, State Zip
 Phone(s)
 Email

OFFICE USE ONLY

Date Recorded _____
 By _____

Montgomery County Landlord-Tenant Relations - Regulation 29, establish a comprehensive regulatory system to assure that the practices used by landlords to allocate water and sewer (wastewater) costs to tenants are just and reasonable and include appropriate safeguards for tenants, and are in compliance with Section 29-30(a)(6), "Landlord-Tenant Relations," of the Montgomery County Code, 2001, as amended ("County Code").

All landlords intending to use a Ratio Utility Billing System (RUBS) must complete this form to register with the Department of Housing and Community Affairs and receive approval from the Department at least 60 days prior to implementing RUBS in the apartment community.

RENTAL PROPERTY INFORMATION:

<u>Community Name</u>	<u>License No.</u>	<u>Are tenant's billed individually for water/sewer costs?</u>	<u>If Yes, Which Formula (see back)</u>
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

OWNER/AGENT SIGNATURE

I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in information that I must notify the Department within 10 days of the change.

X _____ Date

Print or Type Name of Person Signing _____

Please assure that you:

- Include information for each property owned/managed.
- Indicate if tenants are responsible for water/sewer charges.
- Indicate formula for calculating bills (explanation of permitted formulas on reverse).
- Include (only when using formula #3), a detailed explanation of proposed formula to be used.
- Sign the survey form.

Instructions for completing the RUBS Registration Form:

PLEASE NOTE:

- This form must be completed by apply all Montgomery County apartment complexes that bill tenants for water and sewer utility service on an allocated basis, referred to as a "Ratio Utility Billing System" ("RUBS") at least 60 days prior to implementing RUBS.
- **Ratio Utility Billing System** – refers to the system under which the cost of water and/or sewer utility service that is master metered to a landlord by WSSC, is allocated to tenants by the landlord through the use of a formula that estimates the water and sewer use of each rental unit in the apartment complex.
- Charges billed to tenants under a Ratio Utility Billing System must only include bills for water and sewer utility service from WSSC, and must not include any other fees billed to the landlord by WSSC such as deposits, disconnect or reconnect fees, late payments, or other similar fees.

Calculations for Allocated Utility Service:

Common Area Calculation

Before a landlord may allocate the WSSC master meter bill for water and sewer service to the tenants, the landlord must first deduct common area usage such as installed landscape irrigation systems, pools and laundry rooms, if any, as follows:

1. if all common areas are separately metered or sub metered deduct the actual common area usage;
2. if common areas are not separately metered or sub metered, the landlord must deduct from the total amount of the bill, seasonal common area usage for the billing period as follows:
 - a. 15 percent for an installed landscape irrigation system;
 - b. 10 percent for laundry room(s);
 - c. 10 percent for a swimming pool and for each other amenity that uses water.

Formulas (1, 2 or 3) for Calculating Tenants' Bills.

To calculate a tenant's bill, the landlord must divide the amount of the WSSC bill, less the common area usage, by the total number of occupants in all rental units at the beginning of the month of WSSC's billing period, and multiply that number by:

1. the number of occupants in the tenant's rental unit at the beginning of the month for which bills are being rendered; or,
2. the ratio occupancy formula below which assigns a fractional portion per occupant and which is determined by the number of occupants in a rental unit at the beginning of the month for which bills are being rendered:
 - a. rental unit with one occupant = 1
 - b. rental unit with two occupants = 1.6
 - c. rental unit with three occupants = 2.2
 - d. rental unit with more than three occupants = 2.2 + 0.4 per each additional occupant over three
3. Any other formula that is presented by a landlord and approved by the Department in advance. The landlord has the burden of proving to the Department that the proposed formula fairly and accurately allocates water and sewer usage among tenants. The Department has 30 days from the date it receives the landlord's proposed formula to make a determination whether to approve or deny use of the formula. If the Department denies use of a proposed formula, the Department must send written notice to the landlord with reasons for the denial. At the same time that a landlord presents a proposed formula to the Department, the landlord must notify all tenants in the property by first class mail that an alternate RUBS formula has been proposed to the Department, that the Department has 30 days to approve or deny use of the formula, and that the tenants have the right to submit comments regarding the proposed formula to the Director of the Department during the 30-day review period.