

INSTRUCTIONS FOR USAGE REQUESTS RELATED TO LANDLORD/PROPERTY OWNER USAGE DATA SHARING PROGRAM

Beginning May 1, 2017, building owners and managers of multifamily buildings (defined as buildings with five or more residential units) within the Maryland service territories of Potomac Electric Power Company (“Pepco”) and Delmarva Power & Light Company (“Delmarva Power”) may submit to Pepco/Delmarva Power requests for usage data for each unit in their respective building(s) in order to benchmark energy usage of their buildings and set utility allowances. Requests for usage data may be submitted using the attached form, which certifies that the requesting owner or manager has obtained the consent of the tenants that are customers of Pepco/Delmarva Power to share their usage data with the landlord/property owner. The form also specifies that Pepco/Delmarva Power will have the right to request customer consent authorizations to ensure that the requesting landlord/property owner can produce a sampling of signed consents. In the event the landlord/property owner is unable to produce all of the consents requested, the form further states that Pepco/Delmarva Power reserve the right to withhold the usage data for all tenants associated with that specific landlord/property owner until the landlord/property owner produces signed consents for each unit for which usage data is requested.

- Landlords and property owners will need to include as part of their request an attachment listing the adults over the age of 18 occupying each unit included in the request. This will allow Pepco/Delmarva Power to confirm that at least one occupant in each unit is the utility customer of record.
- The specific points of contact at Pepco and Delmarva Power to whom landlords/property owners can submit requests for usage data are as follows:
 - For Pepco, requests for usage data should be faxed to Pepco’s Correspondence Department at (202) 872-3217. Landlords/property owners that have questions related to usage data requests may call Pepco at (202) 872-2114.
 - For Delmarva Power, requests for usage data should be sent to the Community Outreach Team. The phone number is (800) 375-8599, the fax number is (410) 860-6505, and the email address is communityoutreach@pepcoholdings.com.

Pepco and Delmarva Power will provide the requested data in an Xcel format that will specify same time period for each unit, as well as the “as of” date for the requested information.