

DATA REQUEST FORM: Reporting Energy Consumption



Please use this form to request the annual electricity consumption data for your property from Toronto Hydro. We encourage you to submit this as soon as possible as **it could take up to four weeks to fulfill your request**. Forms received after June 1 may not be processed in time to meet the Ministry of Energy, Northern Development and Mines' reporting deadline of July 1.

Please email the completed form to **contactus@torontohydro.com** and quote "EWRB for Large Buildings Request Form" in the subject line.

Before You Begin:

To complete this form, you'll need to have the following information on hand:

- Property/building information (i.e. EWRB number provided by the Ministry, address, gross square footage, heating systems)
- Authorization from property/building owner

If you're a property manager, energy consultant or other third party requesting energy consumption data on behalf of a building owner, you must ensure Section C of this has been signed by the owner to authorize Toronto Hydro to release the data.

A) Building/Property Information

Please note that fields marked with an asterisk () must be completed.*

This section is about the property/building for which energy consumption data is requested.

Reminder: if you're requesting information for multiple properties at different locations, please complete Section A for each property.

Ontario EWRB ID*: _____

Year for which electricity consumption data is being requested*: _____

Business name/operating as/building name (if applicable and different from legal/corporate name)*: _____

Property address*: _____

City*: _____ Province*: _____ Postal code*: _____

Do you have multiple buildings with one street address?* No Yes; how many: _____

Does the building have multiple street addresses?* No Yes; please provide each address

Property address: _____

City: _____ Province: _____ Postal code: _____

Property address: _____

City: _____ Province: _____ Postal code: _____

Property address: _____

City: _____ Province: _____ Postal code: _____

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B) Data Requestor Information

Please note that fields marked with an asterisk (*) must be completed.

This section is about the person requesting energy consumption data, if different than the property owner.

If not the property owner, you are a(n)*: Property manager
 Energy consultant
 Other (please specify): _____

Full name of data requestor (please print)*: _____

Phone number*: _____ Ext. _____ Email address*: _____

Full legal/corporate name*: _____

Street address*: _____ City*: _____

Province/state*: _____ Postal code*: _____

C) Building/Property Owner Information

Please note that fields marked with an asterisk (*) must be completed.

This section is about the person/company that owns the property for which energy consumption data is requested. **Please note**, if you're requesting for multiple properties, please provide the information in **Section A** for each property.

Full name of property owner (please print)*: _____

Full legal/corporate name*: _____

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

Phone number*: _____ Email address*: _____

Mailing address*: _____ City*: _____

Province/state*: _____ Postal code*: _____

To authorize a third-party representative to place a request on your behalf complete and sign the section below.

As the property owner, I hereby authorize the third party named in **Section B** to access my aggregated consumption data.

Signature of property owner:

X _____

Print name: _____ Date: _____

turn over

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D) Additional Information

Heating type at the property? Electric Gas Other (please specify): _____

Gross floor area (square feet): _____ Year built: _____ Number of floors: _____

Type of water heaters used at the property? Unmetered electric Metered electric Gas
Other (please specify): _____

By providing your signature below, you're confirming that you have authority to certify the accuracy of the information on this form. Incomplete forms will not be processed.

Verification of Information

I hereby confirm that the information provided in this form is accurate and complete. I am the legal owner of/I have obtained lawful authority from the legal owner of the large building(s) specified in this form. I agree to notify Toronto Hydro immediately in writing if any of the information I provided here changes.

Disclaimer

I understand and acknowledge that Toronto Hydro provides the requested data to me as is available through the existing metering infrastructure and based on the information that I have provided. I agree not to hold Toronto Hydro and its directors, officers, employees, contractors, agents and other representatives 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

I acknowledge that all information submitted in this process may be used by Toronto Hydro in support of complying with its statutory obligations, including but not limited to the *Electricity Act, 1998*, the *Ontario Energy Board Act, 1998*, all as amended and the regulations thereto, and all applicable Ontario Energy Board codes and rules, as well as its electricity distribution licence.

I certify the above information to be true, correct and complete.

Signature of data requestor: X _____

Print name: _____ Date: _____

Toronto Hydro respects your privacy. Any personal information collected will be used by Toronto Hydro in order to provide you with customer service and all in accordance with the terms of our Privacy Policy. Please refer to our Privacy Policy at torontohydro.com/privacypolicy for more information regarding our use of your personal information.