

# Data Request: Reporting Energy Consumption for Large Buildings



Please use this form to request 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 July 1 reporting deadline for the Ministry of Energy and Mines and/or the July 2 reporting deadline for the City of Toronto.

Please email the completed form to **contactus@torontohydro.com** and include “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 or Municipal Property Assessment Corporation (MPAC) assessment roll number, address(es))
- 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 D of this form has been signed by the owner to authorize Toronto Hydro to release the data.

## A. Building/property information

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 B for each property.

Ontario EWRB ID: \_\_\_\_\_  
(if available)

MPAC assessment roll number: \_\_\_\_\_  
(please provide if you don't have an 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 require a single aggregated consumption report for all meters on your property?      No      Yes

Do you also have standalone buildings on your property that require consumption to be independently reported?

No      Yes; which units? (please list in the “Additional buildings/properties” section below)

## B. Additional buildings/properties (if applicable)

Property address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Property address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Property address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

## C. Data requestor information

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): \_\_\_\_\_

Main phone number: \_\_\_\_\_ Ext. \_\_\_\_\_ Email address: \_\_\_\_\_

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

Street address: \_\_\_\_\_ City: \_\_\_\_\_

Province/state: \_\_\_\_\_ Postal/zip code: \_\_\_\_\_

## D. Building/property owner information

This section is about the person/company that owns the property for which energy consumption data is requested.

**Note:** If you're requesting for multiple properties, please provide the information in **Section B** for each property.

Full name of property owner (please print): \_\_\_\_\_

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

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

Main phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_

Province/state: \_\_\_\_\_ Postal/zip code: \_\_\_\_\_

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

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

\_\_\_\_\_  
**Property owner (print)**

\_\_\_\_\_  
**Property owner signature**

\_\_\_\_\_  
**Date signed**

## E. Tenant consent

**Building/property owners are responsible for providing this section of the form to tenants for completion where required.**

To authorize the building/property owner and/or their third-party representative to access your aggregated monthly consumption data for a commercial building with less than three (3) tenant accounts or a multi-residential building with less than five (5) tenant accounts, please complete and sign the section on the following page.

By completing this section, you consent to your information being shared with the other parties named on this form for the purpose of requesting electricity consumption data for your property.

As a tenant of the property/building noted above, I hereby consent to Toronto Hydro disclosing my aggregated monthly consumption data to the building/property owner named in Section D, and/or the third-party representative named in Section C of this form.

Property address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Tenant name (print)	Tenant signature	Date signed
_____	_____	_____
Tenant name (print)	Tenant signature	Date signed
_____	_____	_____
Tenant name (print)	Tenant signature	Date signed
_____	_____	_____
Tenant name (print)	Tenant signature	Date signed
_____	_____	_____

F. Terms and conditions

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, and to indemnify and hold Toronto Hydro and its directors, officers, employees, contractors, agents and other representatives harmless from any and all claims, demands, actions, penalties, damages, losses, judgments and settlements, liabilities, costs and expenses arising out of or incident to any information I have provided.

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.

G. Requestor signature

The following signature confirms that the requestor has reviewed and agreed to all terms and conditions.

Requestor name (print)	Requestor signature	Date signed
_____	_____	_____
	This signature confirms that the requestor has reviewed and agreed to all terms and conditions stated.	

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](https://torontohydro.com/privacypolicy) for more information regarding our use of your personal information.

By opting to submit this form via email, you’re acknowledging that you accept the risk of email communications to and from Toronto Hydro not being encrypted or secure, and that the personal information contained in this form could be intercepted and/or read by unintended parties. Toronto Hydro accepts no liability for any loss and/or damages caused by unintended parties intercepting and/or reading email communications contained in this form.