CITY OF MINNEAPOLIS

Quick Start Guide

Time-of-Rent Energy Cost Disclosure using Xcel Energy's *Rental Usage Portal*

Minneapolis
City of Lakes

August 31, 2021

Purpose of this guide

This resource provides a "quick start" guide to property owners/managers using Xcel Energy's *Rental Usage Portal* to comply with the Minneapolis Time-of-Rent Energy Cost Disclosure requirements.

This guide is meant to cover the steps required for the <u>majority</u> of properties.

- See "Additional Resources" at the end of this guide for help with less common scenarios.

Before You Begin.....

<u>Verify</u>:
- ✓ Building has 5 or more dwelling units <u>AND</u> is less than 50,000 square feet
- ✓ Building is at least 2 years old
- ✓ You (property owner/manager) pay for at least one meter at the property.
  - ▪ If not, contact rentalusage@xcelenergy.com for assistance in creating an account in Xcel Energy's *Rental Usage Portal* before you begin

<u>Information you will need:</u>
- ❑ Recent Xcel Energy bill/invoice for EACH account at the property that you (property owner/manager) pay.
  - ❑ If you pay more than one bill for the property you will need a recent copy of each account's bill.
- ❑ Count of Xcel Energy meters serving this property
- ❑ Building Characteristics from Minneapolis' Rental Energy Usage Dashboard:
  - ❑ Building Area (in square feet)
  - ❑ Residential Units (Total in building)
  - ❑ Bedrooms (Total in building)

For questions regarding the City's Time-of-Rent energy cost disclosure policy and ordinance compliance, see the City's webpage.

STEP 1   Access the *Rental Usage Portal*

https://rentalusage.xcelenergy.com/

❑ Select this option to register if you (as property owner or manager) pay for at least one Xcel Energy meter at the property.

Note: If you do not pay any Xcel Energy bills at this property, contact for assistance: rentalusage@xcelenergy.com

STEP 2 Register to use the *Rental Usage Portal*

❑ <u>Input information from an Xcel Energy bill</u> that you pay for any meter at the property. (*See the Appendix for help locating on your bill*)

❑ <u>Complete remaining fields with information of your choosing</u> *(Email and password do not need to be the same as what you may use for Xcel Energy's My Account website)*

Rental Usage Portal User Registration

For guidance on where to locate the required information on your Xcel Energy bill please see interactive example here.

Please note that "Name on Account" referenced below is the first line displayed under the "Service Address" box at the top of your bill.

Name on Account	*From Xcel Energy bill, see instructions above*	
Account Number	*From Xcel Energy bill (Example: 51-123456789-1)*	
Email Address	*name@domain.com*	

Choose Password	*New password must be 6 or more characters*
Re-enter Password	
Secret Question	What street did you grow up on?
Secret Answer	

☐ By checking this box, you agree to this site's Terms and Conditions

CREATE ACCOUNT ▸

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STEP 2

You have successfully created an account once the Dashboard appears
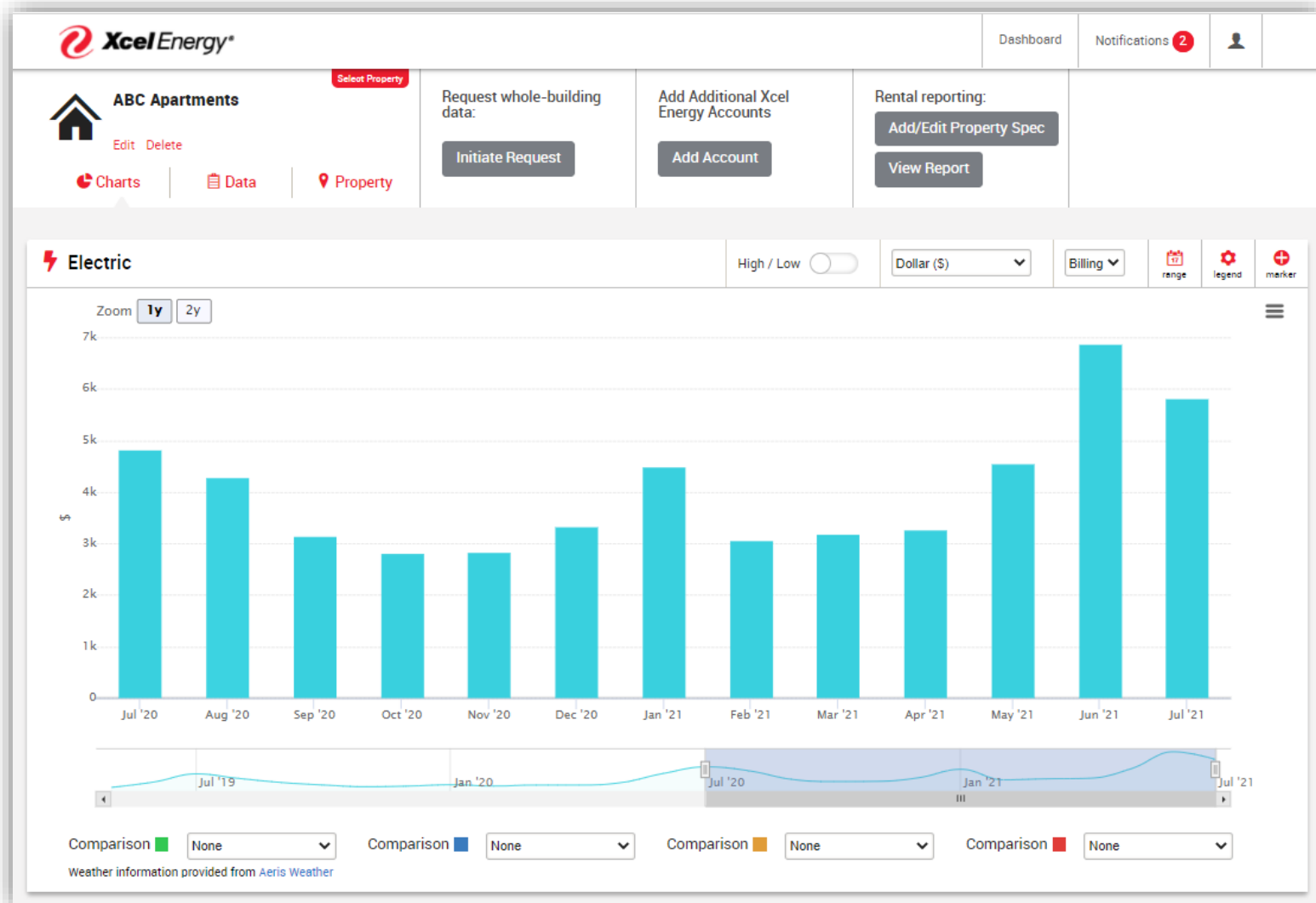
STEP 3   Add additional meters you pay for (if any)

- ☐ Select "Add Account" if you pay for more than one electric meter at the property (otherwise skip to Step 4)

- ☐ Enter required information in the pop-up window and repeat until you have added all meters that you pay for.

STEP 4 — Request Whole-Building Data

❑ Select "Initiate Request"

❑ Create a building name of your choosing in the pop-up window

❑ Click "Add" for every service address that comprises the building

❑ Select your relationship to the building and then submit the form. (*Select Building Owner or Property Manager ONLY*)

STEP 5 — Verify the number of meters at a property

☐ <u>Check the count of meters shown</u> against your knowledge of the total number of electric meters at the property.

☐ <u>If correct, click "Submit"</u>. If incorrect, click "Back" and return to Step 4 to add additional service addresses.

Request whole-building data access:

PLEASE CONFIRM: You have requested aggregated energy use data for the following service addresses. The data will include combined energy use from every meter listed below all service addresses. Click submit below if this is consistent with your expectations based on the number of electric meters at the building. If not, click "Back" and add or remove service addresses, or contact rentalusage@xcelenergy.com for assistance in identifying missing meters.

Total count of meters: 56

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STEP 5 Requesting Consent from Additional Account Holders (*IF NEEDED*)

❑ Proceed to Step 6 if you DON'T see the message below.

⚡ Electric   High / Low ⬭ ⌄ 📅 range ⚙ legend ➕ marker

❑ **Further authorization is required ONLY IF you see this message.** Follow the instructions on the screen to make applicable requests.

Energy use data cannot be displayed until further authorizations have been provided.

Xcel Energy requires additional authorizations prior to disclosure if either:
• There are fewer than four customer/tenant accounts at the building service location, OR
• More than 50% of the service location usage is attributable to any one non-authenticated account

Xcel Energy customers: If you are the customer of record for one or more account(s) at the building, first check that you have added each of your Xcel Energy accounts to your profile. Click here to Add Accounts to your profile.

Building Owners/Property Managers with Tenants: If you are NOT the customer of record for any accounts at the building (e.g. your tenants or clients pay Xcel Energy bills), Xcel Energy will need to request consent from the current account holder of the unit(s) that are attributable to more than 50% of the whole building's energy usage. You must contact Xcel Energy to begin this process, click here to learn more and access the Consent to Disclose Utility Customer Data form.

The constraints described below are referred to as the Aggregation Threshold Policy or the "4/50 Rule"

Evaluated for each calendar month's usage

Regulatory policy requires additional authorizations prior to disclosure if either:
1. There are fewer than four customer/tenant accounts at the building service location, OR
2. More than 50% of the service location usage is attributable to any one non-authenticated account

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STEP 6 Provide Property Info

❑ Select "Add/Edit Property Spec"

❑ Access info from the Minneapolis Rental Energy Use Dashboard.
Note values for the following:
 ❑ "Total Area (Sq Ft)"
 ❑ "Residential Units"
 ❑ "Total Bedrooms"

❑ Input previously noted Assessor's info into the pop-up window

❑ Select "Save" when complete

Xcel Energy®

Dashboard | Notifications ❷ | 👤

Request whole-building data:

Initiate Request

Add Additional Xcel Energy Accounts

Add Account

Rental reporting:

Add/Edit Property Spec

View Report

Edit   Delete

⏱ Charts | 📋 Data | 📍 Property

Monthly Energy Cost Estimate - Report Input and Details   ✕

ABC Apartments

Property characteristics (required to calculate report metrics):

Floor Area (sqft in entire building):

enter sqft

Dwelling Units (total in entire building):

enter count

Bedrooms (total in entire building):

enter count

Save   **View Report**   https://xceltor.dev.mymeter.   **Copy Link**

Comparison 🟩 None ∨   Comparison 🟦 None ∨   Comparison 🟧 None ∨   Comparison 🟥 None ∨

Weather information provided from Aeris Weather

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STEP 7   Review Electricity Cost Report

☐ Select "View Report" for the selected property (Refresh the page if you do not see this option)

☐ Review the energy cost report in the pop-up window to ensure the data you entered on previous screens is correct and that energy cost estimates have been successfully generated.

Monthly Energy Cost Estimate

August 24, 2021

The following information is provided as part of Xcel Energy's benchmarking to help users access and better understand their property's overall energy use and costs.

This document provides an estimate for monthly electricity energy costs per square foot and per multifamily unit using the property's most recent 24 months of aggregated energy use data, and total floor area provided by the property owner or manager.

Electricity utility bills at a property can vary based on customers' collective use.

Property name: ABC Apartments

Utility service address(es):   1234 APARTMENT LN 55416, SAINT LOUIS PARK MN 55416-2100

Property Electric Usage
Energy use period beginning: 08/01/2019
Energy use period ending: 08/01/2021
Total electric energy use during period: 509,992 kilowatt hours (kWh)
Total electric energy cost($)[1]: $81,000.00
Average monthly electric use: 21,249 kilowatt hours (kWh) per month
Average monthly electric cost($)[1]: $3,375.00 per month

Property Characteristics
Total Floor Area (sqft)[2]:   10,000
Property Total Dwelling Units[2]:   100
Property Total Bedrooms[2]:   45

Electric energy cost estimate:
$0.34 monthly per square foot
$75.00 monthly per bedroom

Additional notes from property owner or manager

[1] Total energy use and costs associated with the property (as defined by the utility service addresses displayed above) are provided by Xcel Energy. These aggregate costs represent costs associated with all electric and gas use at the building, including common areas. Aggregated costs do not include applicable local, state or federal taxes.

[2] Xcel Energy cannot verify the information provided by property owners and managers; any errors in the reporting would affect the accuracy of the reported metrics of cost per square foot or the cost per bedroom.

Xcel Energy has provided this information to an authorized individual in accordance with our Data Aggregation and Release Policy. Xcel Energy shall have no liability for misuse of data after it is released through this portal.

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STEP 8   Disclose to Prospective Tenants

☐ Select "Add/Edit Property Spec"

☐ Select "Copy Link" in the pop-up window to copy a unique, public URL to your building's energy cost report.

☐ Provide the URL to prospective tenants at the time of rental application

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Repeat Process for Additional Properties and Reports

❑ To create an energy cost report for an additional property, select "Add Account" and repeat the process starting from Step 3 (adding the account number for each Xcel Energy bill that you pay for the additional property)

NOTE: If you have added additional properties, use the "Select Property" dropdown to navigate between properties
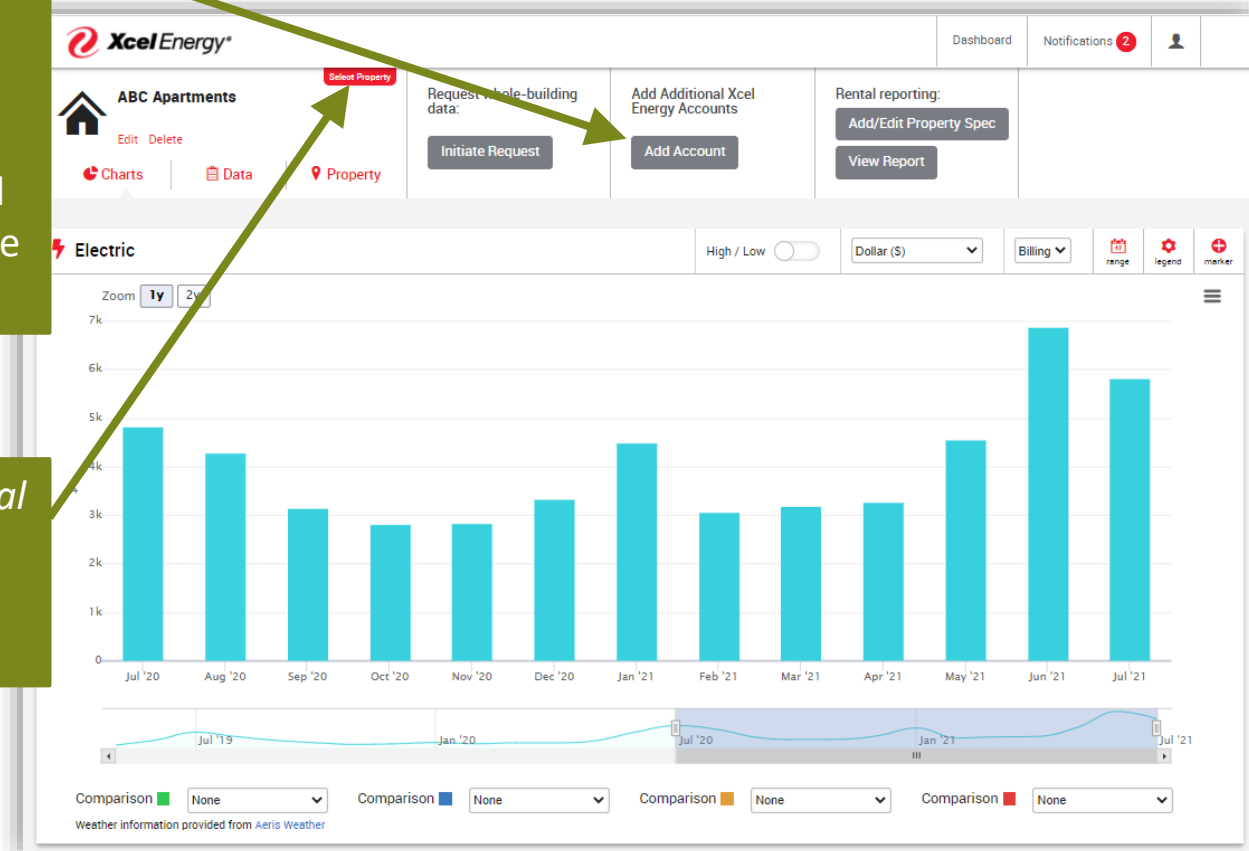
NOTE: Don't forget to repeat this process for gas costs using CenterPoint's Energy Data Portal!

Additional Resources for Xcel Energy's *Rental Usage Portal*

Xcel Energy's FAQ

Answers and tips for commonly encountered issues.

Minneapolis 311

Call-line assistance for questions and concerns pertaining to ordinance requirements and compliance, and basic questions about Xcel Energy's *Rental Usage Portal* registration.

Rentalusage@xcelenergy.com

User support via email for more complicated issues not resolved after using the other resources listed above.

Next Step: Reduce your Energy Costs

Now that you know your building's natural gas costs, you can take action to reduce both those costs and your building's climate impact. Technical and Financial resources include:

- Multi-Family Building Efficiency program (CenterPoint Energy & Xcel Energy)

- Green Cost Share program (City of Minneapolis)

- 4d Affordable Housing Incentive program (City of Minneapolis)

APPENDIX

Finding the Required Registration Information on your Bill

CUSTOMER NAME

Use the Customer Name listed in the **service address box.**

Use the top line only, if the customer name appears in two separate lines.

ACCOUNT NUMBER

Use the account number listed at the top of the bill for registration.

You must enter the FULL account number with, or without, the dashes