

Annual Report Filing Guide

Applicable to Landlords of Manufactured Home Parks

Pursuant to Nevada Revised Statutes (“NRS”) 704.960 each landlord of a Manufactured Home Park (“MHP”) who is billed by a utility or an alternative seller and in turn charges the tenants or occupants of the dwellings for the service provided by the utility or alternative seller must file an annual report (“report”) with the Public Utilities Commission of Nevada (“Commission”). Landlord is defined in NRS 118B.014 as the owner or lessor of a manufactured home park. Nevada Administrative Code (“NAC”) 704.987 requires the report to be filed on or before March 30th of the year following the calendar year for which the report is submitted. There is no grace period.

NAC 704.987 specifies the contents of the report. All MHPs which bill tenants for utility services must submit the report form attached for the preceding calendar year. You should retain copies for your files.

NRS 703.193 requires that the report be submitted under oath.

Please file the completed report along with the executed Oath by mailing or hand-delivering the completed forms, on single-sided pages, to either of the Commission’s offices, or electronically filing the forms in accordance with the Commission’s electronic filing requirements.

Commission’s Offices:

Public Utilities Commission of Nevada
1150 East William Street
Carson City, NV 89701-3109

Or

9075 W. Diablo Drive, Suite 250
Las Vegas, NV 89148-7674

The Commission’s electronic filing requirements are available on the Commission’s website at <http://puc.nv.gov>.

Failure to submit the completed report as described above may subject you to an administrative fine of up to \$1,000 per day for each day of the violation pursuant to NRS 703.380, and/or other remedies available to the Commission.

If the mailing address or contact information for your MHP has changed since the last annual report, you must notify the Commission in writing of the change immediately. This is also required for any future changes.

Please note that your report, once filed, will become a public record, unless you request portions of it to be treated as confidential. Please follow the Commission’s procedures which are located in NAC 703.5274.

If you have any questions regarding your responsibilities with regard to filing your report, please contact the Financial Analysis Division of the Regulatory Operations Staff of the Commission in Carson City at (775) 684-6155.

MANUFACTURED HOME PARK ANNUAL REPORT

Original: ☐

Corrected: ☐

Date: _____

Calendar Year 2015

Docket Number 16-01004

for

Park Name: _____

Park Physical Address: _____

City, State, Zip: _____

Park Telephone: _____

Please file the completed report with the executed Oath by mailing or hand-delivering the completed forms, on single-sided pages, to either of the Commission's offices, or electronically filing the forms in accordance with the Commission's electronic filing requirements.

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<http://puc.nv.gov>

Section 1 – General Information

A) Legal name, address, telephone number, and e-mail address of manufactured home park landlord/owner(s):

Beginning of Year: Name: _____
 Address: _____
 City, State, Zip _____
 Phone: _____
 E-mail: _____

End of Year: (enter any changes here)

☐ No changes Name: _____
 Address: _____
 City, State, Zip _____
 Phone: _____
 E-mail: _____

Alternate Contact Information: ☐ **Use the following address/contact information for all correspondence, including Complaints (NRS 704.950)**

 Name: _____
 Address: _____
 City, State, Zip _____
 Phone: _____
 E-mail: _____

B) Name and telephone number of the park manager:

 Manager Name: _____
 Manager Phone: _____

Section 2 – Manufactured Home Park and/or RV Spaces

Total number of mobile home park and/or RV spaces: _____

Number of MHP spaces occupied on December 31: _____

Number of RV spaces occupied on December 31: _____ (None = 0)

Section 3 - Master Meter Natural Gas/Propane Utilities

Does the MHP have a master meter system in place for natural gas/propane service that involves underground piping owned and operated by the park?

☐ **Yes** ☐ **No** (Please check one)

Does the manufactured home park have a master meter system in place for natural gas/propane service that involves underground piping owned and operated by a third-party supplier?

☐ **Yes** ☐ **No** (Please check one)

Section 4 – Resale of Utility Service Information

As used in this report, the term "resale of utility service" means a park landlord bills tenants of a park for utility service, which will include the provision of natural gas, propane, electric or water service.

A) Does the Manufactured Home Park resell any utility service?

☐ **Yes** *If Yes, please complete questions 4B through 4D to follow.*

☐ **No** *If No, skip to Section 5.*

(Please check one)

B) Does the manufactured home park resell natural gas/propane service?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete the following Reconciliation Schedule.*

NATURAL GAS / PROPANE SERVICE RECONCILIATION

Year Ending December 31, 2015

Name of the Gas Company supplying Natural Gas/Propane Service to the manufactured home park tenants:

Gas Company: _____

d/b/a: _____

(Check one) ☐ **Natural Gas** ☐ **Propane**

Total amount the Utility charged the MHP - - - - - \$ _____

Total amount the MHP collected from tenants - - - - - \$ _____

Is a late charge* assessed for late payment of natural gas/propane service charges?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please indicate the amount of the late charge: \$ _____*

Please explain how the park bills its tenants for Natural Gas/Propane service. Check which applies:

☐ *Each tenant is billed an equal amount based on the park's current utility bill.*

☐ *Each tenant is billed an amount based on the usage recorded for his/her individual space.*

If some other method is used, please provide a brief explanation of how the tenants are billed:

* Pursuant to NAC 704.988 the assessed late charge may not be more than the tenant would pay the utility for the same delinquency.

C) Does the manufactured home park resell electric service?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete the following Reconciliation Schedule.*

ELECTRIC SERVICE RECONCILIATION

Year Ending December 31, 2015

Name of the Electric Company supplying Electric Service to the manufactured home park:

Electric Company: _____

d/b/a: _____

Total amount the Utility charged the MHP ----- \$ _____

Total amount the MHP collected from tenants ----- \$ _____

Is a late charge* assessed for late payment of electric service charges?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please indicate the amount of the late charge: \$ _____*

Please explain how the park bills its tenants for Electric service. Check which applies:

☐ *Each tenant is billed an equal amount based on the park's current utility bill.*

☐ *Each tenant is billed an amount based on the usage recorded for his/her individual space.*

If some other method is used please provide a brief explanation of how the tenants are billed:

* Pursuant to NAC 704.988 the assessed late charge may not be more than the tenant would pay the utility for the same delinquency.

D) Does the manufactured home park resell water service?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete the following Reconciliation Schedule.*

WATER SERVICE RECONCILIATION

Year Ending December 31, 2015

Name of the Water Company supplying Water Service to the manufactured home park (if park-owned well, please indicate): **Park-owned well:** ☐ **Yes** ☐ **No** (Please check one)

Water Company: _____

d/b/a: _____

Total amount the Utility charged the MHP ----- \$ _____

Total amount the MHP collected from tenants ----- \$ _____

Is a late charge* assessed for late payment of water service charges?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please indicate the amount of the late charge: \$ _____*

Please explain how the park bills its tenants for Water service. Check which applies:

☐ *Each tenant is billed an equal amount based on the park's current utility bill.*

☐ *Each tenant is billed an amount based on the usage recorded for his/her individual space.*

If some other method is used please provide a brief explanation of how the tenants are billed:

* Pursuant to NAC 704.988 the assessed late charge may not be more than the tenant would pay the utility for the same delinquency

Section 5 – Tenant Service Charge

Has a tenant service charge been charged to the tenants for natural gas utility service during the past year?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete Natural Gas Schedule I.*

Has the manufactured home park maintained an interest bearing tenant service charge account for natural gas utility service during the past year?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete Natural Gas Schedule II; additionally please include a copy of the bank statement through December 31st. **Please redact (black out) any confidential information such as bank account numbers, Social Security Numbers or Employer Identification Numbers on the bank statement, or file the information confidentially pursuant to the Commission's procedures in NAC 703.5274.***

Has a tenant service charge been charged to the tenants for electric utility service during the past year?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete Electric Schedule I.*

Has the manufactured home park maintained an interest bearing tenant service charge account for electric utility service during the past year?

☐ **Yes** ☐ **No** (Please check one) *If Yes, please complete Electric Schedule II; additionally please include a copy of the bank statement through December 31st. **Please redact (black out) any confidential information such as bank account numbers, Social Security Numbers or Employer Identification Numbers in the bank statement, or file the information confidentially pursuant to the Commission's procedures in NAC 703.5274.***

**NATURAL GAS
SCHEDULE I**

Complete if Tenant Service Charges for natural gas/propane service are assessed and collected

MONTH	SERVICE CHARGE PER TENANT	X	NO. OF TENANTS	=	TOTAL BILLED	TOTAL COLLECTED (to Schedule II)
JANUARY	\$_____		_____		\$_____	\$_____
FEBRUARY	\$_____		_____		\$_____	\$_____
MARCH	\$_____		_____		\$_____	\$_____
APRIL	\$_____		_____		\$_____	\$_____
MAY	\$_____		_____		\$_____	\$_____
JUNE	\$_____		_____		\$_____	\$_____
JULY	\$_____		_____		\$_____	\$_____
AUGUST	\$_____		_____		\$_____	\$_____
SEPTEMBER	\$_____		_____		\$_____	\$_____
OCTOBER	\$_____		_____		\$_____	\$_____
NOVEMBER	\$_____		_____		\$_____	\$_____
DECEMBER	\$_____		_____		\$_____	\$_____

**NATURAL GAS
SCHEDULE II**

Summary of Tenant Service Charge Deposits and Disbursements

DEPOSITS

DATE	TOTAL COLLECTED (from Schedule I)	TOTAL DEPOSITED	DIFFERENCE (explanation required)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals:	\$_____	\$_____	\$_____

DISBURSEMENTS

DATE	DESCRIPTION	PUCN DOCKET NUMBER	TOTAL DISBURSEMENTS
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total:	\$_____

A) Account Balance from Previous Year - - - - -		\$_____
B) Interest Earned This Year - - - - -	+	\$_____
C) Total Bank Fees Paid This Year - - - - -	-	\$_____
D) Total Tenant Service Charges Deposited This Year - - - - -	+	\$_____
E) Total Disbursements - - - - -	-	\$_____
F) Year End Account Balance - - - - -	=	\$_____

**ELECTRIC
SCHEDULE I**

Complete if Tenant Service Charges for electric service are assessed and collected

MONTH	SERVICE CHARGE PER X TENANT	NO. OF TENANTS	=	TOTAL BILLED	TOTAL COLLECTED (to Schedule II)
JANUARY	\$_____	_____		\$_____	\$_____
FEBRUARY	\$_____	_____		\$_____	\$_____
MARCH	\$_____	_____		\$_____	\$_____
APRIL	\$_____	_____		\$_____	\$_____
MAY	\$_____	_____		\$_____	\$_____
JUNE	\$_____	_____		\$_____	\$_____
JULY	\$_____	_____		\$_____	\$_____
AUGUST	\$_____	_____		\$_____	\$_____
SEPTEMBER	\$_____	_____		\$_____	\$_____
OCTOBER	\$_____	_____		\$_____	\$_____
NOVEMBER	\$_____	_____		\$_____	\$_____
DECEMBER	\$_____	_____		\$_____	\$_____

Summary of Tenant Service Charge Deposits and Disbursements

DATE	TOTAL COLLECTED (from Schedule I)	TOTAL DEPOSITED	DIFFERENCE (explanation required)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals:	\$_____	\$_____	\$_____

DATE	DESCRIPTION	PUCN DOCKET NUMBER	TOTAL DISBURSEMENTS
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total:	\$_____

Revised January 26, 2016

OATH

I, **(Name of person signing Oath)** _____, on behalf of **(Name of manufactured home park)** _____ declare under penalty of perjury under the laws of the State of Nevada that I have carefully examined the foregoing information provided to the Public Utilities Commission of Nevada, and declare it to be a complete and correct statement to the best of my knowledge, information and belief; and that I have the authority to make these representations and to bind the regulated entity on whose behalf I am providing this information. I further declare that the foregoing information has been prepared by me or under my direction from the original books, papers and records of the regulated entity and that any accounts and/or figures provided embrace all the relevant financial operations of the regulated entity during the period of time for which the information is provided.

Printed Name: _____

Title: _____

Date: _____

Signature: _____