

Checklist for Group Net Metering Agreements*

Host Name: _____

1. Host is the customer-generator for the project (i.e., the electric utility customer who owns, operates, or purchases power from the specific renewable energy source).

2. Host Contact Information:

a. Name

b. Billing Address

c. Phone Number

d. Email Address

e. Service Address

f. Account Number

g. Meter Number

h. Distribution Utility

3. Member Contact Information for each Member:

a. Name(s)

b. Billing Address(es)

c. Phone Number(s)

d. Email Address(es)

e. Service Address(es)

f. Account Number(s)

g. Meter Number(s)

h. Distribution Utility

4. Procedure by which Host will handle payments and collections, including:

a. Allocate and **make** payments **to** Members, and the frequency and manner of payments.

b. Allocate and **collect** payments **from** Members, and frequency and manner of collections.

5. Procedures by which Members may join and leave the Group:

a. Addition of Members to the Group.

b. Voluntary departure of Members from the Group.

c. Involuntary removal of Members from the Group.

d. Addition of a Member to be effective on the Member's first meter read date immediately **following** the new Member's addition.

e. Departure of a Member to be effective on the Member's last meter read date immediately **preceding** the Member's departure date.

f. Departing Members to receive their allocated share of any payments due from the Host, and be responsible for their allocated share of any payments due to the Host, through the effective date of departure.

g. How payments are to be made between the Host and Members upon the departure of any Member must be described.

h. Upon death of the Host or a Member, the meter(s) associated with the deceased Host or Member shall continue to be a part of the Group until removed according to the

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terms of the agreement or by order of a court with appropriate jurisdiction, ***unless the agreement provides otherwise***. The legal representatives of a deceased Host or Member shall remain bound by the terms of the agreement, ***unless the agreement provides otherwise***.

6. Dispute Resolution process must be specified which is ***binding*** (for example, binding arbitration, not just mediation or negotiation).
- a. Process for resolution of any disputes arising under the agreement involving the Host, its Members, or among Members, including disputes arising from member removal process.
- b. Process must not rely on the distribution utility or the Commission.
7. Host and each Member must ***attest*** that the information provided is true to the best of their knowledge and belief.
8. Host and each Member must have signed the agreement.

Reviewed By: _____

Date Approved: _____

* Notes:

1. Agreement not needed if host and member are the same person or the same entity.
2. A member may sign an agreement with more than one host, but the portions of that member's electric load which are allocated to each host, when combined, shall not exceed that member's total load.