



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ **Repair Service:** 218.829.2193

www.bpu.org

Metering Of Multi-Unit Dwellings For Rental Properties

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Latest Revision/Effective Date: June 30, 2026

Original Adoption Date: August 30, 2005

I. Purpose

The purpose of this policy is to establish consistent standards for electric service and billing in multi-unit properties, ensure customers are billed only for the utility services they receive, promote fair and transparent billing practices, and provide procedures for identifying and correcting shared metering, mixed wiring, and mixed plumbing conditions.

II. Scope

This policy applies to all residential and commercial properties served by Brainerd Public Utilities (BPU) where electric service is provided through individual tenant accounts. It governs the identification, correction, and billing responsibilities associated with shared metering, mixed wiring, mixed plumbing, and other improper utility service configurations affecting the accurate allocation of electric utility costs.

III. Definitions

Customer of Record: The person or entity legally responsible for establishing utility service and paying all charges associated with a utility account.

Landlord/Property Owner: The individual, partnership, corporation, limited liability company, trust, or other legal entity that owns, manages, or controls a residential or commercial property receiving utility service.

Mixed Plumbing: A condition in which an electrically powered water heater or other electrically powered plumbing-related equipment serves more than one dwelling unit, tenant space, or common area while being billed through a single tenant's utility account.

Mixed Wiring: A condition in which electrical outlets, fixtures, appliances, devices, equipment, common areas, or other portions of a property outside an individual tenant's leased premises are connected to and served through that tenant's utility meter.

Shared Metering: A condition in which a utility meter measures electric service provided to an individual tenant's dwelling unit or leased space and also measures electric service provided to common areas, exterior lighting, shared facilities, another tenant's space, or other portions of the property not exclusively occupied by that tenant.

Single-Metered Building: A residential or commercial property in which shared metering, mixed wiring, mixed plumbing, or another utility service configuration

results in an individual tenant being billed for utility usage attributable to common areas, multiple units, or property owner responsibilities.

Tenant: A person or entity occupying residential or commercial property under a lease, rental agreement, or other occupancy arrangement.

Utility Service Configuration: The physical arrangement of utility meters, wiring, equipment, fixtures, appliances, and related infrastructure used to provide utility service to a property.

IV. Policy Statement

Electric service in a single-metered multi-unit residential building, will be billed to the property owner or landlord. A single metered residential building includes the following situations: “shared meter” in which a utility meter measures service provided to a tenant’s dwelling and also measures such service to areas outside that dwelling or “mixed wiring” in which electric outlets, fixtures or devices outside the individual unit are included on another unit’s individual meter; or “mixed plumbing” when related to electric utility service such as when an electric water heater serves more than one individual unit.

If BPU discovers a single-metered residential or commercial building with shared metering, mixed metering, or mixed plumbing in which individual metered service has been established and is being billed to the tenant, BPU will immediately establish an account in the landlord/owner’s name and they will be responsible for the usage of all meters involved.

In order to re-establish individual metered service for the individual tenant unit(s), the landlord/building owner will be required to provide certification of a licensed electrician, and or, plumber that all instances of mixed wiring, shared metering and/or mixed plumbing have been eliminated. The property will also have to be inspected by BPU personnel before the account will be put in a tenant’s name.

V. Procedures

BPU may identify shared metering, mixed wiring, mixed plumbing, or other improper utility service configurations through customer complaints, field inspections, account reviews, service investigations, or other means. Upon discovery, BPU may investigate the condition to determine whether utility usage attributable to common areas, multiple units, or property owner responsibilities is being billed through an individual tenant account.

If BPU determines that a shared metering, mixed wiring, mixed plumbing, or other improper service condition exists, BPU shall notify the property owner of the deficiency and may transfer responsibility for all affected utility accounts to the property owner. The property owner shall become the customer of record and shall be

responsible for all utility charges associated with the affected service until the condition has been corrected and verified by BPU.

The property owner shall be responsible for correcting all identified deficiencies and ensuring that all corrective work is completed in accordance with applicable codes, regulations, and permitting requirements. Prior to re-establishing utility service in a tenant's name, the property owner shall provide written certification from a licensed electrician and/or licensed plumber, as applicable, verifying that all instances of shared metering, mixed wiring, mixed plumbing, or other identified deficiencies have been corrected.

BPU reserves the right to inspect the property and verify compliance with this policy prior to establishing utility service in a tenant's name. BPU may require additional documentation, testing, or inspections as necessary to confirm compliance. Utility service may be transferred to an individual tenant only after BPU has received the required certifications and determined that the property complies with this policy and all applicable requirements.

Property owners are responsible for maintaining compliance with this policy on an ongoing basis. If future violations are identified, BPU may transfer utility service responsibility back to the property owner and take any additional actions authorized by applicable law, tariff, or utility policy.

VI. Roles and Responsibilities

Business Office Support Staff: Responsible for receiving and documenting customer complaints or reports of potential shared metering, mixed wiring, or mixed plumbing conditions and forwarding the information to the appropriate personnel for investigation.

Billing Specialist: Responsible for reviewing affected utility accounts, coordinating account transfers when required under this policy, maintaining customer account records, and communicating billing responsibility changes to property owners and tenants as applicable.

Repair Office: Responsible for coordinating investigations of reported shared metering, mixed wiring, or mixed plumbing conditions, dispatching field personnel as necessary, and serving as the primary point of coordination between office and field operations.

VII. Compliance and References

Pursuant to Minnesota Statute § 504B.216, utility service provided to a shared-metered residential building shall be billed to the landlord or property owner, who shall be the customer of record responsible for utility service associated with the property.

VIII. Associated Forms and Attachments

None.

IX. Review and Update Schedule

This policy shall be reviewed annually upon completion of the Minnesota legislative session to evaluate any changes in applicable state laws or regulations and to determine whether revisions to the policy are necessary.

X. Approval and Authority

The Brainerd Public Utilities Commission has the authority to approve, amend, and repeal this policy. Upon approval by the Commission, the policy shall be implemented, administered, and enforced by the Finance Manager or their designee.