State of California
Public Utilities Commission

CPUC Form of Intent

(Initial Application for Conversion of Master-Meter Service at Mobilehome Park or Manufactured Housing Community to Direct Service from Electric or Gas Corporation)

❶HCD ID: **IMPORTANT: FORM ONLY ACCEPTED WHEN RECEIVED JANUARY 1 – MARCH 31, 2015**

Park/Community Property Name and Address	Park/Community Property Owner Name and Address

❷Do you intend on participating in the master-meter service conversion program? Yes ☐ No ☐
(If you do not intend on participating in this program then do not complete the rest of this application, but please sign where indicated below and submit it to the CPUC and the utility(ies) per instructions on the back of this page. Otherwise, you **MUST** complete the remainder of this form.)

❸Are any plans underway by the property owner and/or others to sell the property or convert land use? Yes ☐ No ☐

❹Total HCD Permitted Spaces: _____Occupied Spaces: _____ Unoccupied Spaces: _____ RV Spaces: _____

Master-meter Gas and Electric System Information (Please attach additional pages as necessary)

❺Is there master-metered electric service at this property(Y/N)? ___ Intent to convert service(Y/N)?___ If yes, then:

Number of Spaces with Electric Sub-Meters: _____ Installation date of master-meter electric system: _____

Typical Amps per electric pedestal at each space: _____ Electric service type: [ ] Underground, [ ] over-head, [ ] combination

Electric Utility: SCE [ ], PG&E [ ], Bear Valley [ ], SDG&E [ ], Pacific Power [ ], Liberty Utilities [ ], Other/municipal [ ]

❻Is there master-metered gas service at this property(Y/N)? ___ Intent to convert service(Y/N)?___If yes, then:

Number of Spaces with Gas Sub-Meters: _____ Installation date of master-meter gas system: _____

Master-meter gas system pressure (psi): _____ Locations of gas mains: yard easement [ ], street [ ], under coach [ ], other [ ]

Natural Gas Utility: PG&E [ ], SoCalGas [ ], SDG&E [ ], Southwest Gas [ ], Other/municipal [ ]

❼Cathodic Protection (CP) system installed on gas system(Y/N)?__If yes, please indicate CP type: [ ] Impressed, [ ] sacrificial, [ ] both

❽Please indicate the length in feet of the following pipeline materials in your gas distribution system:

Coated Steel: _____ Bare Steel: _____ Polyethylene (PE): _____ Polyvinyl Chloride (PVC):_____ Other: _____

❾What maps of the master-metered system(s) do you have: [ ] Gas only, [ ] Electric only, [ ] Gas & Electric, [ ] None

❿Is any part of the property currently provided with direct gas or electric service by the local utility? Yes ☐ No ☐

If yes, please provide details: Number of electric spaces directly served: _____ Number of gas spaces directly served:_____

If known, the date when the directly serving gas or electric system was installed: _____

⓫Excluding repairs, has any portion of the gas or electric system been replaced within the last 20 years? Yes ☐ No ☐

If yes, please provide details of the replacement and when it occurred:_____

Property Owner(s) Pledge

Upon execution of this application, I will maintain, or cause to be maintained, a record of all revenues from operation of the master-meter system(s) and all expenditures for operation and/or maintenance of said system(s) which I voluntarily elect to convert to direct utility service at the mobile-home park or manufactured housing community identified above. I pledge to use all such revenues only towards the operation and maintenance of said system(s) until conversion to direct utility service is complete.

⓬I hereby declare under penalty of perjury that the foregoing information is true and correct to the best of my knowledge.

Signature: _____ Date:_____ Print Name and Title:_____

⓭**Note:** Please submit the completed Form of Intent to the CPUC **AND** applicable local utility(ies) per instructions on back of this page.

Instructions - CPUC Form of Intent

(Instructions for completing the Initial Application for Conversion of Master-Meter Service at Mobilehome Park or Manufactured Housing Community to Direct Service from Electric or Gas Corporation)

(NOTE: CPUC Form of Intent can also be completed and submitted online – please see the Utility Contact List)

❶**HCD ID refers to the Housing and Community Development (HCD) Permit Number for your MHP park/community.**

❷**Do you intend on participating in the master-meter/sub-metered service conversion program?**
The conversion to direct service program is completely voluntary. If you do not intend on participating in the program, then please provide information just up to item ❷, sign the form at the bottom where indicated and submit it to the CPUC and your gas and/or electric utility (e.g., PG&E, SoCalGas, SDG&E, Southwest Gas, SCE, Bear Valley, Liberty Utilities, or Pacific Power) per address in item ⓭. Do not submit this form to any municipal gas and/or electric company (e.g., SMUD, LADWP, Long Beach, etc.). If you do intend to participate in the program, then please continue completing items ❸ through ⓭.

❸**Are there any plans underway by the property owner and/or others to sell the property or convert land use?**
Do the owner(s) of the MHP or anyone else have plans underway to sell the property or convert the park for other uses? Please provide details on an additional sheet if you have plans underway to sell the property or convert land use.

❹**Total Spaces:** Total number of mobilehome lots shown on the HCD permit with either gas or electric master-metered services, this does not include RV spaces.
Occupied Spaces: Out of the number of spaces indicated in "Total Spaces", how many are currently occupied by residents?
Unoccupied Spaces: Out of the number of spaces indicated in "Total Spaces", how many are currently vacant?
RV Spaces: How many spaces are available for RVs, whether occupied or unoccupied? If your park does not have any RV spaces, please indicate zero.

❺**Is there master-metered/sub-metered electric service at this property? Intent to convert service?**
Do you have master-metered electric service at your park, if so, do you intend to have it converted to direct service from the utility? Provide as much information as possible: number of spaces with master-metered electric service, installation date of the master-meter system, serving electric utility, typical amps per electric panel received by most residential spaces, and if master-meter service is undergrounded, over-head, or combination of these two methods.

❻**Is there master-metered/sub-metered gas service at this property? Intent to convert service?**
Do you have master-metered gas service at your park, if so, do you intend to have it converted to direct service from the utility? Provide as much information on the gas service as possible: spaces with gas service risers, installation date of gas system, serving gas utility, master-meter gas system pressure in psi, and location of master-meter gas mains (e.g., yard easement or street).

NOTE: A MHP MUST HAVE EITHER GAS OR ELECTRIC MASTER-METER/SUBMETER SYSTEM OR BOTH TO QUALIFY.

❼**Cathodic Protection system installed? Type of Cathodic Protection system**
Does your gas system have a CP system to protect buried steel pipelines, if so, what type of system do you have?

❽**Length of pipeline materials:** MHP's Annual Report to the CPUC (MHP-1) can be a source for this information.

❾**Do you have a map of the master-metered gas or electric system(s)? Please specify what map(s) you have.**
Please let us know if you have maps for the master-metered electric or gas system(s), or if you have no maps.

❿**Is any part of the property currently provided with direct gas or electric service by the local utility?**
If any part of your MHP is being served directly by the local utility (e.g. not through a master-meter), please provide details on how many spaces or locations are directly served and, if known, when service was installed.

⓫**Has any portion of the gas or electric system been replaced within the last 20 years?**
Other than minor replacements related to system repairs, has any portion of the electric or gas system(s) been replaced? If so, please provide details on what system(s) was/were replaced and when the replacement(s) occurred.

⓬**If you require additional space for any of the responses, please attach a separate sheet to this application. Please read the pledge at the bottom of the page, sign, date, and print your name and title in the appropriate locations.**

⓭**Between January 1 – March 31, 2015, please submit the completed form to the CPUC, and each of the utilities you denoted for items ❺ and/or ❻ (except those checked "Other/municipal") by: 1) e-mailing to the utility at the e-mail address shown on the Utility Contact List and the CPUC at MHPUtilityUpgradeProgram@cpuc.ca.gov ; or by US Mail at:**

California Public Utilities Commission **Attn: SED/GSRB – MM Utility Upgrade Program** **505 Van Ness Ave, 2nd floor** **San Francisco, CA 94102**	**AND**	**Please Refer to the Utility Contact List for the Address(es) of the Utility(ies) which you denote on your CPUC Form of Intent**

Incomplete forms or not sending it to all checked utilities may lead to disqualification of your application.
Please keep a copy of this form, or on-line confirmation code, for your records. For any questions, please call (800) 755-1447 or e-mail at MHPUtilityUpgradeProgram@cpuc.ca.gov

Utility Contact List

	Utility	Address	Email	Phone Number	Website
	Bear Valley Electric Service Attn: MHP Utility Upgrade Program	42020 Garstin Drive P.O. Box 1547 Big Bear Lake, CA 92315	MHPUtilityUpgrade@bves.com	**(800) 808-BVES (2837)**	bves.com/mhp-utility-upgrade
	San Diego Gas and Electric Company Attn: MHP Utility Upgrade Program	8306 Century Park Ct. CP62A San Diego, CA 92123-1530	MHPUtilityUpgrade@semprautilities.com	**(855) 846-7171**	sdge.com/mobilehome-upgrade
	Liberty Utilities (CalPeco Electric) LLC Attn: Jeff Matthews, Sr. Utility Design Administrator	933 Eloise Avenue South Lake Tahoe, CA 96150	MHPUtilityUpgrade@libertyutilities.com	**(530) 543-5297**	www.libertyutilities.com/west/saving/MHPUpgrade.html
	Southern California Edison Company Attn: SCE Utility Upgrade Program	90 Business Park Drive Perris, CA 92571	mhputilityupgradeprogram@sce.com	**(866) 743-1648**	on.sce.com/mhputilityupgrade
	Pacific Gas and Electric Company Attn: MHP Utility Upgrade Program	77 Beale Street, Mail Code B10B San Francisco, CA 94105-9349	MHPUtilityUpgrade@pge.com	**(800) 743-5000**	pge.com/mhputilityupgrade

NOTE: For completing and submitting the CPUC Form of Intent online, please visit MHPUtilityUpgrade.com or the utility website at the address shown above and follow the provided link to the online process.

Utility Contact List

Southern California Gas Company A Sempra Energy utility	Southern California Gas Company Attn: MHP Utility Upgrade Program	555 W 5Th St GT10G4 Los Angeles, CA 90013-1034	MHPUtilityUpgrade@semprautilities.com	**(855) 894-3010**	socalgas.com/for-your-home/mobile-homes/ or socalgas.com (search "mobilehome")
PACIFIC POWER A DIVISION OF PACIFICORP	Pacific Power Attn: MHP Utility Upgrade Program	300 S. Main Yreka, CA 96097	mhputilityupgrade@pacificpower.net	**(888) 221-7070**	pacificpower.net/mhpupgrade
SOUTHWEST GAS CORPORATION	Southwest Gas Corporation Attn: MHP Utility Upgrade Program	13471 Mariposa Road Victorville, CA 92392	MHPUtilityUpgrade@swgas.com	**(877) 860-6020**	www.swgas.com/tariffs/california_utility_upgrade_program.php or www.swgas.com (search "mobilehome")

NOTE: For completing and submitting the CPUC Form of Intent online, please visit MHPUtilityUpgrade.com or the utility website at the address shown above and follow the provided link to the online process.