

Instructions for Preparing  
New York Community Distributed Generation Disclosure Form

1. Provide a completed form to Residential and Small Commercial Customers prior to or at the same time as providing a sales agreement/contract for signature.
2. All bracketed, highlighted information must be replaced with the information indicated. The brackets and highlighting should be removed.
3. Text that is not bracketed or highlighted may not be removed or edited.
4. The color and font type and size may be modified so long as the font size is no smaller than 10 point.
5. The “Guarantees” section must include the text “This contract does not guarantee savings” if the contract does not guarantee that the customer will save money, when comparing their utility bill plus contract costs to their hypothetical utility bill without the project. The “Guarantees” section must include the text “This contract does not guarantee a minimum level of system performance or production of energy” if the contract does not guarantee of specific level of system production.
6. The rows may not be rearranged or removed, except that the “Other Important Terms” column may be removed if not used.
7. The “Price, Fees, and Charges” section must include a list and description of all applicable fees, including but not limited to: security deposit, application fee, subscription reduction fee, subscription transfer fee, late payment fee, and fees associated with payment methods. Total Cost or Total Estimated Cost must be included for purchase contracts. This section should note any fees that are refundable.
8. If the customer has not been assigned to a specific project at the time the form is provided, the customer must be contacted when the customer is assigned to the project and provided information on the project location, the final allocation, and the expected in-service date.
9. If the Provider included estimated savings in marketing or other communications to the customer, estimated savings must be provided in the “Estimated Benefits” section. If the Provider did not provide estimated savings, the Provider may choose to only include estimated kWh and whether that generation will be provided as kWh bill credits or as monetary bill credits based on the Value Stack in the Estimated Benefits section, and no savings estimate, or may choose to include a savings estimate as well. Savings estimates must be calculated compliant with the requirements in the UBP-DERS.
10. The form should be signed by the same official or representative of the provider who signs the contract with the customer. It may be provided to the customer already signed or it may be provided to the customer unsigned and countersigned at a later date.