

# You Live in Our Green & Healthy Building

## **Did you know that we invested in energy and water saving improvements to make your home healthier and more affordable?**

Our [Green Loan](#) makes it easy for you to use less energy and water. It also saves you money on your utility bills!

With [Bright Power](#)'s help, we track our energy and water use. This lets us confirm that you see the savings. But, **we need your help!**

Without your permission, we can't know if you are seeing those savings.

Without your permission, we can't tell how much energy and water we are saving.

With your sign-off, we can request data from your utility company.\* This helps us know if our investment is working. All tenant information is grouped together so property management won't see your personal information, but without your help, we're in the dark.

## **Please sign and return the documents in this packet so Bright Power can create a property report.**

Thank you!

*\*No payment, bank, or other personal information will be shared.*



Dear Resident at Corso Apartment Homes,

We are writing to seek your assistance in obtaining utility information to help understand energy and water consumption at Corso Apartments.

We are committed to collecting whole property energy and water consumption on an annual basis to help measure the impact of the sustainability improvements we have implemented, including reductions in your utility bills.

Our property management team is working with Bright Power to collect energy and water data for Corso Apartments through the Green Measurement and Verification Service.

We request that you complete and digitally submit the attached letter of authorization, referencing the Instructions for Residents. This will allow Bright Power to request up to two years of your utility billing history from Northwestern Energy. No payment information, bank accounts, credit card numbers, or other personal information will be requested or shared, and your name will not appear in Bright Power's software.

Once collected, the data will be uploaded, added together with other apartments at Corso Apartments, and extrapolated to estimate our whole property consumption.

This year, Bright Power has enabled a contactless, COVID-19 safe process for submitting documents digitally. The secure link (case-sensitive) to upload your completed and signed letter of authorization is:

<https://brightpowernyc.egnyte.com/ul/CaGJIrHD5Q>

Thank you for your assistance in helping Corso Apartment Homes fulfill the requirements of its Green Mortgage Loan. Please let us know if you have additional questions.

Sincerely,

Corso Apartment Homes Management Team

**Instructions for Residents:  
Completing and Submitting a Letter of Authorization**

1. Receive copy of Resident Letter of Authorization.
2. Complete and sign the Letter of Authorization by hand.
  - The person completing and signing the authorization must be the account holder on file.
  - Your utility company only accepts forms signed by hand, not digitally.
3. Fill in all available fields.
  - Your authorization will not be processed by the utility company unless the information you provide is complete.
4. Take a photo of the completed Letter of Authorization.
  - Ensure all fields are clear and legible in the photo.
  - You may be able to complete the following steps 5-8 directly from your smartphone. If not, you can instead transfer the photo to a desktop device to complete the upload.
5. Go to the secure file upload link provided by property staff.
  - This is a direct link to upload files to Bright Power's secure file server, hosted by Egnyte. The details included in your authorization form will only be sent to your utility company.
  - The link is case-sensitive, meaning capital letters must remain upper-case.
6. Enter your name and email address, then click **Continue**.
7. On the second page, upload the completed version of your Letter of Authorization, then click **Send these files**.
8. The authorization upload is now complete!
  - You will be directed to a confirmation screen and receive an automatic email confirmation from Egnyte.

Thank you for your assistance in helping to understand the energy and water consumption at your property.

## Supplier Energy Usage Release Form

Print this form, complete it, and have the customer sign it. Mail the completed form to:  
 NorthWestern Energy  
 Attn: Choice Billing Administration  
 Customer Care Department  
 11 E Park St  
 Butte, MT 59701  
 Email the completed form to: [enrollments@northwestern.com](mailto:enrollments@northwestern.com)

To meet your request, it is mandatory to complete this form in its entirety. Incomplete forms will be returned. NorthWestern Energy will make every effort to fulfill all data requests in a timely manner; however, some information may not be currently available.

Charges may apply for some types of data.

Authorization: I release, hold harmless, and indemnify NorthWestern Energy from any claim, demand, cause of action, damage, expenses, or any liability resulting from any use of this information by my agent and consultant. I further certify that my agent and/or consultant have the authority to act on my behalf to request the release of information for the accounts listed on this form. I understand that I may cancel this authorization at any time by submitting a request in writing.

<b>1. Customer of Record and Signed Authorization</b>							
Name (print):							
Mailing Address:							
City:				State:		Zip:	
Name and Title of Signatory (print):							
Signature:							
Date Signed:							
<b>2. Please Provide Customer Information and Energy Usage Information To:</b>							
Name: Bright Power Inc.							
Address: 11 Hanover Square, Floor 21							
City: New York City				State: NY		Zip: 10005	
Telephone Number:							
FAX:							
Email: <a href="mailto:fanniemautilitydata@brightpower.com">fanniemautilitydata@brightpower.com</a>							
<b>3. Duration of Authorization</b>							
I authorize the release of my account information for 6 months or as specified below: I authorize the release of my information until terminated by me.							
Signature:							
<b>4. Requested Customer Historical Usage Data</b>							
Service Address	Account Number	Usage Data		Interval Data			
		Electric Y/N	Gas Y/N	Y/N		Min. Intervals	Report Type
Milwaukee Way		X		Yes	1/1/2020	-Present	Excel Export
Apt #							
Missoula, MT 59801							

If you have any questions, please email [enrollments@northwestern.com](mailto:enrollments@northwestern.com)