

12. Meter Reading, Billing, Collection and Estimated Bills: (Cont'd.)

A. Meter Reading and Billing: (Cont'd.)

- (3) Bills will be rendered once each month. For the months in which the meters are not read of a bi-monthly reading period, or when the actual use is not known because of inability to read the meter or because of failure of a meter to register accurately, consumption shall be determined by estimation on the basis of the customer's previous usage, adjusted for weather conditions. The consumption for the second month of each bi-monthly meter reading period shall be determined by subtracting the first month's estimated consumption from the total actual consumption for the bi-monthly period as shown by the meter. The bill for each month shall be the result of applying to the consumption, determined as aforesaid, the applicable rates and charges contained in the tariff. Pursuant to Public Service Commission regulations, no tenant may be billed for gas service or disconnected for failure to pay for gas service which is not used to provide service within the tenant's apartment if the tenant has not consented to pay for such usage.

Upon request, the Company will supply any customer with a card form upon which he may record his meter reading at the end of the first month of each bi-monthly meter reading period; and if such card is received by the Company within two days after the close of the monthly period, the bill for such month will be computed from the meter reading shown on the card instead of by estimate. The Company will adjust estimates of bills for changes in conditions of which it has been notified in advance by a customer.

B. Meter Reading - Non-residential Customers:

- (1) The Company shall make a reading attempt, to obtain an actual reading for every customer's account, on the regularly scheduled basis stated in Rule 12.A.
- (2) A reading attempt requires that a meter reader visit the premises between 8:00 a.m. and 5:00 p.m. on a business day, and follow any routine access instructions.