

CITY OF MINNEAPOLIS

# Quick Start Guide

Time-of-Rent Energy Cost Disclosure  
using Xcel Energy's *Rental Usage  
Portal*

# Purpose of this guide

This resource provides a “quick start” guide to property owners/managers using Xcel Energy’s *Rental Usage Portal* to comply with the Minneapolis Time-of-Rent Energy Cost Disclosure requirements.

This guide is meant to cover the steps required for the majority of properties.

- See “Additional Resources” at the end of this guide for help with less common scenarios.

# Before You Begin.....

## Verify:

- ✓ Building has 5 or more dwelling units AND is less than 50,000 square feet
- ✓ Building is at least 2 years old
- ✓ You (property owner/manager) pay for at least one meter at the property.
  - If not, contact [rentalusage@xcelenergy.com](mailto:rentalusage@xcelenergy.com) for assistance in creating an account in Xcel Energy's *Rental Usage Portal* before you begin

## Information you will need:

- Recent Xcel Energy bill/invoice for EACH account at the property that you (property owner/manager) pay.
  - If you pay more than one bill for the property you will need a recent copy of each account's bill.
- Count of Xcel Energy meters serving this property
- Building Characteristics from Minneapolis' [Rental Energy Usage Dashboard](#):
  - Building Area (in square feet)
  - Residential Units (Total in building)
  - Bedrooms (Total in building)

***For questions regarding the City's Time-of-Rent energy cost disclosure policy and ordinance compliance, see the City's [webpage](#).***

## STEP 1

## Access the *Rental Usage Portal*

<https://rentalusage.xcelenergy.com/>

**Xcel Energy®**

Email Address Password Login

Select this option to register if you (as property owner or manager) pay for at least one Xcel Energy meter at the property.

Forgot your Password? Create an Account

Rental Usage Portal  
Streamlined access to rental usage data.

Xcel Energy account holders:  
Click here to register with your bill

*Note: If you do not pay any Xcel Energy bills at this property, contact for assistance: [rentalusage@xcelenergy.com](mailto:rentalusage@xcelenergy.com)*

## STEP 2

# Register to use the *Rental Usage Portal*

- ❑ Input information from an Xcel Energy bill that you pay for any meter at the property. (See the Appendix for help locating on your bill)

- ❑ Complete remaining fields with information of your choosing (Email and password do not need to be the same as what you may use for Xcel Energy's My Account website)

### Rental Usage Portal User Registration

For guidance on where to locate the required information on your Xcel Energy bill please see interactive example [here](#).

Please note that "Name on Account" referenced below is the first line displayed under the "Service Address" box at the top of your bill.

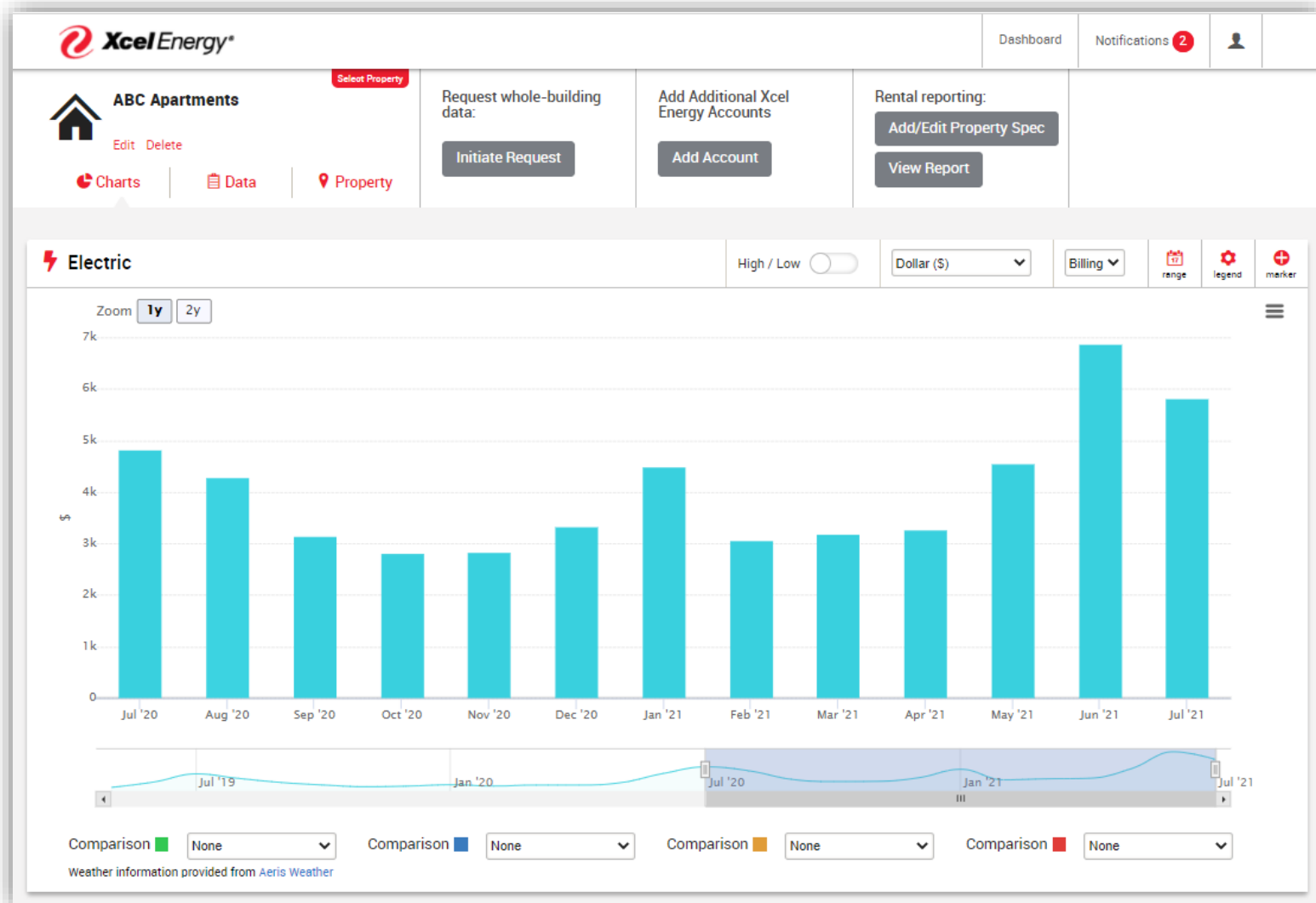
Name on Account	<input type="text" value="From Xcel Energy bill, see instructions above"/>	Choose Password	<input type="text" value="New password must be 6 or more characters"/>
Account Number	<input type="text" value="From Xcel Energy bill (Example: 51-123456789-1)"/>	Re-enter Password	<input type="text"/>
Email Address	<input type="text" value="name@domain.com"/>	Secret Question	<input type="text" value="What street did you grow up on?"/>
		Secret Answer	<input type="text"/>

By checking this box, you agree to this site's [Terms and Conditions](#)

[CREATE ACCOUNT](#)

## STEP 2

You have successfully created an account once the Dashboard appears



## STEP 3

## Add additional meters you pay for (if any)

Select “Add Account” if you pay for more than one electric meter at the property (otherwise skip to Step 4)

Enter required information in the pop-up window and repeat until you have added all meters that you pay for.

The screenshot shows the Xcel Energy dashboard for 'ABC Apartments'. The 'Add Additional Xcel Energy Accounts' section is active, with an 'Add Account' button highlighted. A pop-up window titled 'Add Additional Xcel Energy Account' is open, containing the following text and form fields:

For guidance on where to locate the required information on your Xcel Energy bill please see interactive example [here](#).

Please note that "Name on Account" referenced below is the first line displayed under the "Service Address" box on your bill.

Name on Account:

Account Number:

**Add Account**

The dashboard also features a bar chart showing energy usage from Sep '20 to Jul '21, and a line chart showing weather information from Jul '19 to Jul '21. At the bottom, there are four 'Comparison' dropdown menus, all set to 'None'.

## STEP 4

# Request Whole-Building Data

☐ Select “Initiate Request”

☐ Create a building name of your choosing in the pop-up window

☐ Click “Add” for every service address that comprises the building

☐ Select your relationship to the building and then submit the form.  
*(Select Building Owner or Property Manager ONLY)*

The screenshot shows a web application interface for requesting whole-building data. The interface includes a dashboard with navigation tabs (Dashboard, Notifications 2, User Profile), a main content area with a bar chart, and a modal window for requesting data access. The modal window has a red header and contains the following fields and options:

- Building Name:** A text input field.
- Available/ matching service locations:** A search input field with a magnifying glass icon.
- Add:** A green button next to the service location "1234 APARTMENT LN 55416".
- Xcel Energy account holders:** A note stating: "If you do not see your building's address on this list, click [here](#) to add the address using your bill(s) for this building."
- By clicking 'Submit' below, I attest that:**
  - I am requesting whole-building data for a building comprising the following address(es):
- Service locations comprising target building:** A large text area for listing service locations.
- My relationship to this building is:** A dropdown menu with "Building owner" selected.
- All information currently contained in my Rental Usage Portal account profile is true and accurate.**
- Submit:** A grey button at the bottom right of the modal.



## STEP 5

# Verify the number of meters at a property

- Check the count of meters shown against your knowledge of the total number of electric meters at the property.

- If correct, click "Submit". If incorrect, click "Back" and return to Step 4 to add additional service addresses.



## STEP 5

# Requesting Consent from Additional Account Holders (*IF NEEDED*)

- Proceed to Step 6 if you **DON'T** see the message below.

**Electric** High / Low  range legend marker

**Energy use data cannot be displayed until further authorizations have been provided.**

Xcel Energy requires additional authorizations prior to disclosure if either:

- There are fewer than four customer/tenant accounts at the building service location, OR
- More than 50% of the service location usage is attributable to any one non-authenticated account

**Xcel Energy customers:** If you are the customer of record for one or more account(s) at the building, first check that you have added each of your Xcel Energy accounts to your profile. [Click here to Add Accounts to your profile.](#)

**Building Owners/Property Managers with Tenants:** If you are NOT the customer of record for any accounts at the building (e.g. your tenants or clients pay Xcel Energy bills), Xcel Energy will need to request consent from the current account holder of the unit(s) that are attributable to more than 50% of the whole building's energy usage. You must contact Xcel Energy to begin this process, [click here to learn more and access the Consent to Disclose Utility Customer Data form.](#)

- Further authorization is required ONLY IF you see this message. Follow the instructions on the screen to make applicable requests.

The constraints described below are referred to as the **Aggregation Threshold Policy** or the **"4/50 Rule"**

Evaluated for each calendar month's usage

Regulatory policy requires additional authorizations prior to disclosure if either:

- There are fewer than four customer/tenant accounts at the building service location, OR
- More than 50% of the service location usage is attributable to any one non-authenticated account

**STEP 6****Provide Property Info**

Select "Add/Edit Property Spec"

Access info from the Minneapolis Rental Energy Use Dashboard.

Note values for the following:

- "Total Area (Sq Ft)"
- "Residential Units"
- "Total Bedrooms"

Input previously noted Assessor's info into the pop-up window

Select "Save" when complete

The screenshot displays the Xcel Energy dashboard interface. At the top, there's a navigation bar with 'Dashboard', 'Notifications 2', and a user profile icon. Below this, there are several action buttons: 'Initiate Request' and 'Add Account'. A 'Rental reporting' section contains 'Add/Edit Property Spec' and 'View Report' buttons. A green callout box points to the 'Add/Edit Property Spec' button. A pop-up window titled 'Monthly Energy Cost Estimate - Report Input and Details' is open, showing input fields for 'Floor Area (sqft in entire building)', 'Dwelling Units (total in entire building)', and 'Bedrooms (total in entire building)'. The 'Bedrooms' field is highlighted with a red border. At the bottom of the pop-up are 'Save', 'View Report', and 'Copy Link' buttons. The background shows a bar chart and weather information.

# STEP 7

## Review Electricity Cost Report

**Xcel Energy** Dashboard Notifications 2

**ABC Apartments** Select Property

Request whole-building data: **Initiate Request**

Add Additional Xcel Energy Accounts: **Add Account**

Rental reporting: **Add/Edit Property Spec** **View Report**

Charts Data Property

**Monthly Energy Cost Estimate** August 24, 2021

The following information is provided as part of Xcel Energy's benchmarking to help users access and better understand their property's overall energy use and costs. This document provides an estimate for monthly electricity energy costs per square foot and per multifamily unit using the property's most recent 24 months of aggregated energy use data, and total floor area provided by the property owner or manager. Electricity utility bills at a property can vary based on customers' collective use.

**Property name:** ABC Apartments

**Utility service address(es):** 1234 APARTMENT LN 55416, SAINT LOUIS PARK MN 55416-2100

**Property Electric Usage**

Energy use period beginning: 08/01/2019  
 Energy use period ending: 08/01/2021  
 Total electric energy use during period: 509,992 kilowatt hours (kWh)  
 Total electric energy cost(\$)<sup>1</sup>: \$81,000.00  
 Average monthly electric use: 21,249 kilowatt hours (kWh) per month  
 Average monthly electric cost(\$)<sup>1</sup>: \$3,375.00 per month

**Property Characteristics**

Total Floor Area (sqft)<sup>2</sup>: 10,000  
 Property Total Dwelling Units<sup>2</sup>: 100  
 Property Total Bedrooms<sup>2</sup>: 45

**Electric energy cost estimate:**  
 \$0.34 monthly per square foot  
 \$75.00 monthly per bedroom

Additional notes from property owner or manager

<sup>1</sup> Total energy use and costs associated with the property (as defined by the utility service addresses displayed above) are provided by Xcel Energy. These aggregate costs represent costs associated with all electric and gas use at the building, including common areas. Aggregated costs do not include applicable local, state or federal taxes.

<sup>2</sup> Xcel Energy cannot verify the information provided by property owners and managers; any errors in the reporting would affect the accuracy of the reported metrics of cost per square foot or the cost per bedroom.

Xcel Energy has provided this information to an authorized individual in accordance with our Data Aggregation and Release Policy. Xcel Energy shall have no liability for misuse of data after it is released through this portal.

Select "View Report" for the selected property (Refresh the page if you do not see this option)

Review the energy cost report in the pop-up window to ensure the data you entered on previous screens is correct and that energy cost estimates have been successfully generated.

## STEP 8

# Disclose to Prospective Tenants

❑ Select “Add/Edit Property Spec”

❑ Select “Copy Link” in the pop-up window to copy a unique, public URL to your building’s energy cost report.

❑ Provide the URL to prospective tenants at the time of rental application

The screenshot displays the Xcel Energy dashboard interface. At the top, there are navigation tabs for 'Dashboard', 'Notifications' (with a red badge showing '2'), and a user profile icon. Below the navigation, there are several action buttons: 'Initiate Request', 'Add Account', and 'Add/Edit Property Spec'. A green callout box points to the 'Add/Edit Property Spec' button. Below the buttons, there is a bar chart showing energy costs over time, with a red callout box pointing to the 'Copy Link' button in the pop-up window. The pop-up window is titled 'Monthly Energy Cost Estimate - Report Input and Details' and contains the following information:

- Property name: ABC Apartments
- Property characteristics (required to calculate report metrics):
  - Floor Area (sqft in entire building): 10000
  - Dwelling Units (total in entire building): 100
  - Bedrooms (total in entire building): 45
- Buttons: Save, View Report, Copy Link
- Generated URL: <https://xceltor.dev.mymeter>

At the bottom of the dashboard, there are four comparison dropdown menus, each set to 'None', and a note: 'Weather information provided from Aeris Weather'.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

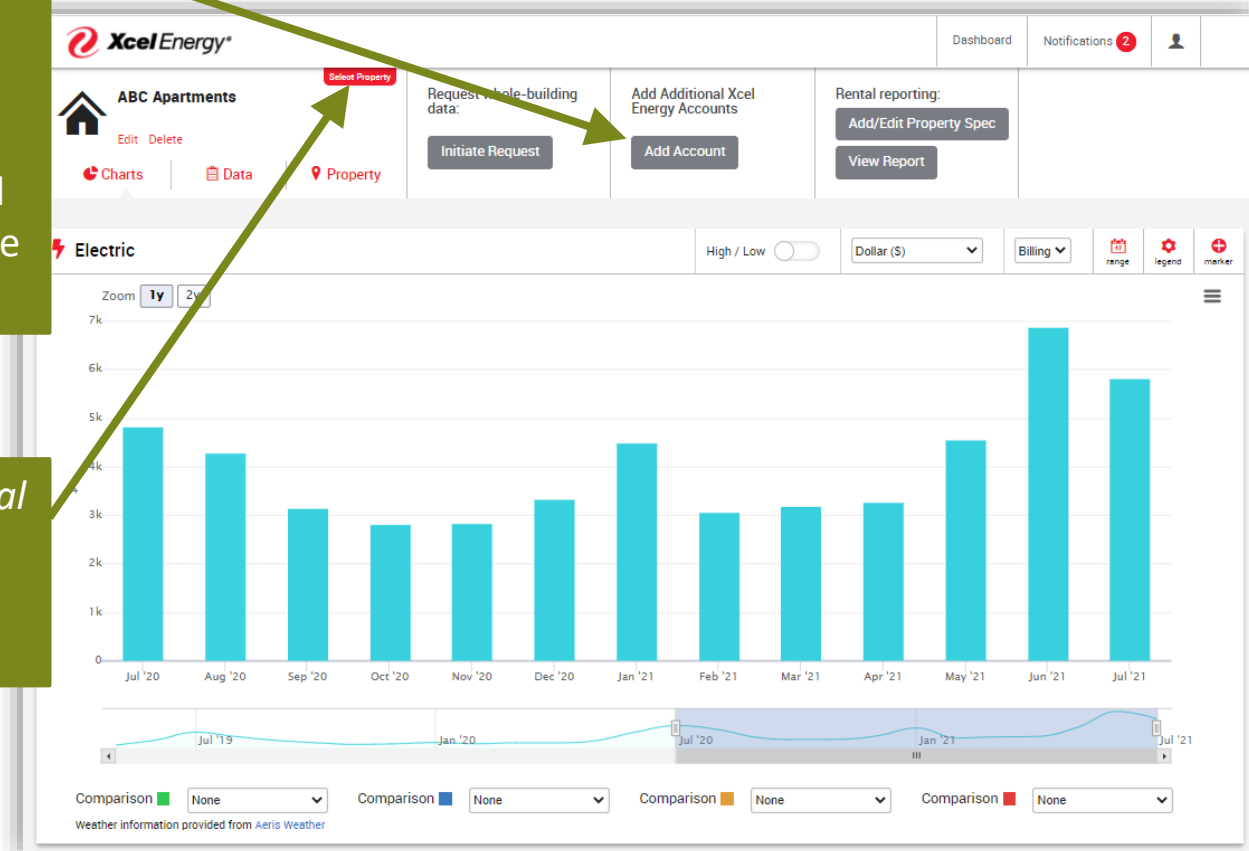
Step 7

Step 8

## Repeat Process for Additional Properties and Reports

- To create an energy cost report for an additional property, select “Add Account” and repeat the process starting from Step 3 (adding the account number for each Xcel Energy bill that you pay for the additional property)

*NOTE: If you have added additional properties, use the “Select Property” dropdown to navigate between properties*



*NOTE: Don't forget to repeat this process for gas costs using CenterPoint's [Energy Data Portal](#)!*

# Additional Resources for Xcel Energy's *Rental Usage Portal*

## [Xcel Energy's FAQ](#)

Answers and tips for commonly encountered issues.

## [Minneapolis 311](#)

Call-line assistance for questions and concerns pertaining to ordinance requirements and compliance, and basic questions about Xcel Energy's *Rental Usage Portal* registration.

## [Rentalusage@xcelenergy.com](mailto:Rentalusage@xcelenergy.com)

User support via email for more complicated issues not resolved after using the other resources listed above.

# Next Step: Reduce your Energy Costs

Now that you know your building's natural gas costs, you can take action to reduce both those costs and your building's climate impact. Technical and Financial resources include:

- [Multi-Family Building Efficiency](#) program (CenterPoint Energy & Xcel Energy)
- [Green Cost Share](#) program (City of Minneapolis)
- [4d Affordable Housing Incentive](#) program (City of Minneapolis)



CITY OF MINNEAPOLIS

# APPENDIX

# Finding the Required Registration Information on your Bill

## CUSTOMER NAME

Use the Customer Name listed in the **service address box**.


*Use the top line only, if the customer name appears in two separate lines.*

## ACCOUNT NUMBER


Use the account number listed at the top of the bill for registration.

*You must enter the FULL account number with, or without, the dashes*

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	<b>SERVICE ADDRESS</b> JOHN E. CUSTOMER MARTHA W. CUSTOMER 1234 ELECTRIC AVENUE TAKUHIER, CO 00000-0000	<b>ACCOUNT NUMBER</b> 53-123456789-1	<b>DUE DATE</b> MM/DD/2017
		<b>STATEMENT NUMBER</b> 0123456789	<b>STATEMENT DATE</b> MM/DD/YYYY
			<b>AMOUNT DUE</b> \$00.00

**YOUR MONTHLY ELECTRICITY USAGE**



DAILY AVERAGES	Last Year	This Year
Temperature	49° F	53° F
Electricity kWh	16.2	13.8
Electricity Cost	\$1.88	\$1.39

**YOUR MONTHLY NATURAL GAS USAGE**



DAILY AVERAGES	Last Year	This Year
Temperature	49° F	53° F
Gas Therms	1.4	1.9
Gas Cost	\$1.03	\$9.96

**QUESTIONS ABOUT YOUR BILL?**  
See our website: [xcelenergy.com](http://xcelenergy.com)  
Email us at: [Customerservice@xcelenergy.com](mailto:Customerservice@xcelenergy.com)  
Call 24 hours a day, 7 days a week  
Please Call: 1-800-895-4999  
Hearing Impaired: 1-800-895-4949  
Español: 1-800-687-8778  
Or write us at: XCEL ENERGY  
PO BOX 8  
EAU CLAIRE WI 54702-0008

**SUMMARY OF CURRENT CHARGES** (detailed charges begin on page 2)

Electricity Service	04/06/17 - 05/05/17	\$00.00
Natural Gas Service	04/07/17 - 05/08/17 00 therms	\$00.00
Non-Recurring Charges / Credits		\$0.00
<b>Current Charges</b>		<b>\$00.00</b>

**ACCOUNT BALANCE**

Previous Balance	As of 04/06	\$00.00
Payments Received		\$0.00
Balance Forward		\$00.00
Current Charges		\$00.00
<b>Amount Due</b>		<b>\$00.00</b>

**INFORMATION ABOUT YOUR BILL**  
Just a reminder about the past due amount on your account. If you have already sent your payment, thank you. Otherwise, please call 1-800-895-4999 to confirm the status of your account.

RETURN BOTTOM PORTION WITH YOUR PAYMENT • PLEASE DO NOT USE STAPLES, TAPE OR PAPER CLIPS

ACCOUNT NUMBER	DUE DATE	AMOUNT DUE	AMOUNT ENCLOSED
53-123456789-1	MM/DD/YYYY	\$00.00	

Please see the back of this bill for more information regarding the late payment charge.  
Make your check payable to XCEL ENERGY

manifest line  
JOHN E. CUSTOMER  
MARTHA W. CUSTOMER  
1234 ELECTRIC AVENUE  
TAKUHIER, CO 00000-0000

XCEL ENERGY  
P. O. BOX 9477  
MPLS MN 55484-9477

31 53053017 090170&5 000000074760000015073