

Header Required: Subscriber Organization Name, SO Number, address, phone number, utility service territory of CSEGS

Header Optional: Company logo and other contact info (website, email address, etc.), address of CSEGS

Maryland Community Solar Contract Summary		
Customer Name [Optional Customer Info] Utility Service Territory		Reference Page or Section
Effective Date of Agreement	[Date] or [This Agreement is effective once signed by both parties]	
Term	[Description of term in months or years] [Description of renewal or extension terms, if applicable]	
[Estimated date bill credits will appear on your utility bill] OR [Estimated date CSEGS will begin producing credits]	[Month/Year] [Additional explanation or description of timing if estimated month/year is unknown]	
Subscription Type (Select one from right column)	[Fixed kilowatt-hours per year - XX kWh/year] [Fixed kilowatt size – XX kW] [XX% of CSEGS nameplate capacity and statement regarding total nameplate capacity of CSEGS] [Fixed percentage of subscriber usage – XXX% of historical annual baseline usage] [Variable percentage of subscriber usage – up to X% of historical annual baseline usage or from X% to Y% of historical annual baseline usage] [Other (describe)]	
Subscription Price and Escalator, if applicable	[Description of pricing based on subscription type] [X% per year or other applicable period]	
Annual or Monthly Fees	[Description and amount of annual or monthly fee, if applicable]	
Early Termination or Cancellation Fees and Terms	[Description and amount of early termination or cancellation fees, if applicable]	
Other Fees	[Description of any other applicable fees not identified above. This section should also include a statement about whether such fees are refundable. See additional information on SO instruction form]	
Other Important Terms	[Description of other important terms]	

Full Contract Terms: Review the full terms and conditions of the subscription contract. This summary does not include all relevant terms of the subscription contract.

Subscriber Initials: _____ Date _____

Agent Name: _____

Maryland Community Solar Contract Summary Disclosure: Instructions to Subscriber Organizations

1. The color, font type, and size of the font used to complete the Disclosure form may be modified so long as the font is no smaller than 10 point.
2. Content in the left column must be presented in the order provided in the approved Disclosure form (customer name, effective date, term, estimated date for bill credits, subscription type, subscription price and escalator, annual or monthly fees, early termination or other cancellation fees, other fees, and other important terms).
3. The right column should reference the page and section number(s) of the contract corresponding to each disclosure and must be completed.
4. The customer’s name must be typed or legibly printed.
5. If it is possible for the term of the contract to commence more than 30 days after the subscription contract’s effective date, then the subscriber organization must send the customer a supplemental notice within 14 days of the date the term actually commences.
6. If applicable, the renewal clause must be disclosed under the term section.
7. The list of subscription types is non-exhaustive. If “other” is used it must be fully described.
8. Any early termination or cancellation fees MUST be separately disclosed and may not be included in the annual or monthly fees or “other fees” section of the Disclosure.
9. Description of “Other Fees” should include a list and description of any applicable fee other than the subscription price and early termination/cancellation fees, including but not limited to: security deposit, application fee, subscription reduction fee, and subscription transfer fee. This section should also include a statement about whether such fees are refundable or non-refundable.
10. If an agent is involved in the sale, either via telephone or in-person, the agent or agents name(s) must be legibly written in the bottom left corner. If an agent is not present at the time the contract is executed (such as in a sale completed via direct mail or online) this line may be omitted or completed with “Not applicable.”
11. If the subscriber organization has presented estimated cost savings to the customer, the Disclosure form must state the customer’s actual or assumed current electricity rate in cents or dollars/kWh and any projected savings presented to a potential subscriber shall include a comparison that projects future electricity rates increasing at not more than 1 percent per year.
12. If the customer’s subscription is based on more than 100% of customer’s historical annual baseline usage or is reasonably likely to result in the customer receiving credits exceeding 100% of their actual annual usage during the first year of the subscription, then the following information must be disclosed under “Other Important Information”:

[Estimated or Actual] amount of subscribed output	_____ kWh/year
Subscriber’s [Estimated or Actual] baseline annual usage	_____ kWh/year
Estimate of subscribed output divided by subscriber’s baseline annual usage	_____ %
<p>Bill credits are only paid at full retail rate for up to 100% of your actual annual usage. Additional credits will only be applied once per year at a lower “excess generation” rate. In no event may a customer subscribe to more than 200% of their baseline usage.</p>	