

Utility Allowance Request Form



Date: _____

Contact Name: _____

Project Name: _____

Contact Number: _____

Tracking Number: _____

Contact Email: _____

Types of Utilities and Utility Method Used

Indicate, by filling out the chart below, what utility method or methods will be used for each utility. (e.g. Natural Gas using the Department of Housing and Urban Development (HUD) Utility Model and Electric using the Utility Company Estimate)

Utility Type	Utility Method			
	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> Utility Co. Estimate	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Engineer's Energy Model
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Note: The 2013 Final HOME Rule has made PHA estimates or other estimates that are not project specific no longer acceptable. This requirement is effective for all rental projects to which HOME funds were committed on or after August 23, 2013.

Utility data is based upon a 12-month period: Yes No

If the answer is no, please explain:

Owner agrees to make available the proposed utility allowance to residents at the beginning of the 90- day period before the approved utility allowance is used to determine gross rents of rent-restricted units {1.42-10(b)(4)(ii)(B)}. Yes No

If the answer is no, please explain:

Requested Utility Allowance

Request must be very specific including the amount for each utility for each unit bedroom size and type [e.g. 1 BR flat, 2 BR Townhome, etc.]:

Utility	Bedroom Size	Unit Type	Amount



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Sample of Units – Required for only Requests that use Engineer’s Energy Consumption Model

List of tenant names, unit addresses, and bedroom size in the sample is included on an attached sheet(s). Yes No N/A

All the units contained in the sample have had continuous occupancy over the past 12 months. Yes No

If the answer is no, please explain:

OHFA may not approve a request if the sample contains a unit that does not have continuous occupancy and/or the sample size is insufficient. If it is not possible to submit a sample that has continuous occupancy due to high vacancy rates or other circumstances, the owner must explain why the information provided should be used to complete the request.

Energy Efficiency

Has the Owner made any energy efficiency improvements within the last two years? Yes No

If Yes, please list the improvements (e.g. roofing, windows, insulation) and the date(s) upon which the improvement was made:

Type of Energy Efficiency Improvement	Date

By signing this form, the owner agrees that the approved utility allowance will be effective for one-year. I hereby certify that to the best of my knowledge, the documentation provided in this submission is true and correct regarding the project whose name and location are listed above.

 Owner/General Partner

 Date

 Name (Type or Print)

 Title

