

Utility Allowance Analysis Certification

Please note: This form is optional and is provided as a tool to facilitate the utility allowance analysis.

Project Name: _____

1. To set a new Baseline:

a. Check one of the two boxes below:

I have completed a utility analysis and found that tenant-paid expenses **have not changed** in the last 12 months.

-OR-

I have completed a utility analysis and found that tenant-paid expenses **have increased or decreased** in the last 12 months.

b. Provide your recommendation for all unit types below in the table below.

c. Provide supporting documentation from the utility company to support your recommendation in the table below.

d. If the utility allowance has decreased, please provide a copy of the notice to tenants, Description of Distribution form and after the 30-day posting period has expired, please submit the owner’s certification form.

2. To adjust the current utility allowance(s) by the Utility Allowance Factor (UAF):

a. Check the box below:

I am eligible for and am choosing to adjust the utility allowance by HUD’s published UAF.

b. Provide your recommendation for all unit types in the table below.

c. If the utility allowance has decreased, please provide a copy of the notice to tenants, Description of Distribution form and after the 30-day posting period has expired, please submit the owner’s certification form.

3. We recommend the following change(s) to the utility allowance:

Unit Type	New Utility Allowance
<i>(for example) 1BR</i>	<i>\$32</i>

Unit Type	New Utility Allowance

Unit Type	New Utility Allowance