



# owner certification of utility allowance estimates

Property Name	Date
Owner Entity	Owner Representative Name

## utility allowance source

The owner elects to use the following source or method to determine utility allowances for the above-named property.

See [CHFA's Utility Allowance Policy](#) for a detailed explanation of each option, including effective date definitions, required documentation, and fees.

- Option 2:** Actual Usage and Rate Estimate
- Option 3:** HUD Utility Schedule Model
- Option 4:** Energy Consumption Model

## proposed utility allowance schedule

Residents of the above-named property are responsible for paying the following utilities:

- Gas     Electricity     Water     Sewer     Trash     Other: \_\_\_\_\_

Based on the supporting documentation, I certify that the combined monthly utility allowance estimates for the above-named property are complete, accurate, and are as follows:

studio \$\_\_\_\_\_ 1 bd \$\_\_\_\_\_ 2 bd \$\_\_\_\_\_ 3 bd \$\_\_\_\_\_ 4 bd \$\_\_\_\_\_ 5bd \$\_\_\_\_\_

## effective date and 90-day resident notification period

Effective date of proposed utility allowance schedule (start date of the 90-day period): \_\_\_\_\_, 20\_\_\_\_.

Date residents were notified of the new allowances: \_\_\_\_\_, 20\_\_\_\_.

Implementation date of proposed utility allowance schedule (should be immediately following the 90-day period): \_\_\_\_\_, 20\_\_\_\_.

## review fee

Review fee is attached in the amount of \$\_\_\_\_\_.

See [CHFA's Utility Allowance Policy](#) for review fee requirements.

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## signature

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By signing below, Owner hereby certifies that the appropriate documentation, as defined below for each option and in [CHFA's Utility Allowance Policy](#), is submitted with this certification and is complete and accurate regarding utility costs associated with the above named property. Owner understands that CHFA may require additional information to substantiate the allowances provided herein and will promptly submit additional information as requested. **Owner must initial and certify the following:**

\_\_\_\_\_ I am an authorized signor for the above-named Owner of the property.

\_\_\_\_\_ I have personally reviewed the documentation provided with this proposed utility allowance schedule.

\_\_\_\_\_ Allowances include only utilities that are metered to residents where residents receive a monthly bill based on actual usage in their unit.

\_\_\_\_\_ **If using Option 2: Actual Usage and Rate Estimate:**

- Date data received from utility company: \_\_\_\_\_.
- Utility company's historical usage data, documentation of current utility rates, and owner's calculation spreadsheet are attached.
- Proposed schedule effective date is the date the owner received the building's usage data in writing from the utility company.
- Usage data covers a 12-month period ending no earlier than 60 days prior to the proposed utility allowance schedule effective date.
- Usage data includes only units that were continuously occupied (50 or more weeks) in the most recent 12-month period.
- Usage data was obtained for at least 25 units representing each bedroom size and geographically dispersed across the property, or for all units if the property has fewer than 25 units.
- Utility rates used to compute the estimates were the ones in place no earlier than 60 days prior to the proposed utility allowance schedule effective date.

\_\_\_\_\_ **If using the HUD Utility Schedule Model:**

- Proposed schedule effective date is the "Form Date" on the Location spreadsheet of the model.
- HUD Utility Schedule Model report (complete version), including Form 52667, and documentation of current utility rates are attached.
- Utility rates entered into the HUSM were the ones in place no earlier than 60 days prior to the proposed utility allowance schedule effective date.

\_\_\_\_\_ **If using the Energy Consumption Model:**

- Proposed schedule effective date is the date of the engineer's Energy Consumption Model report.
- Energy Consumption Model report (complete version), documentation of current utility rates, and the Engineer's Certification with a copy of the engineer's license (if applicable) are attached.
- The model takes into account specific factors including, but not limited to: unit size, building orientation, design and materials, mechanical systems, appliances, characteristics of the building, location, and available historical data.
- Utility rates used for the ECM were the ones in place no earlier than 60 days prior to the proposed utility allowance schedule effective date.
- ECM estimates were prepared by a properly licensed engineer.

\_\_\_\_\_ **For newly constructed buildings:**

Estimated lease-up start date: \_\_\_\_\_.

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Owner Representative Signature

Date



# engineer's certification

Required for Energy Consumption Model only

I hereby certify that I am a mechanical engineer properly licensed, and this Energy Consumption Model complies with the minimum requirements listed in the Owner Certification of Utility Allowance Estimates form and with 26 CFR § 1.42-10(b)(4)(ii)(E).

Company Name	
Print Name of Engineer	License Number
Phone Number of Engineer	Date Model Prepared
<input type="checkbox"/> Copy of License Attached (required)	

signature

Signature of Engineer

Date