

Utility Allowance Request Form

Project Name: _____

Tracking Number: _____

Request is for: Portfolio method Project method

Indicate, by filling out the chart below, what energy method will be used for each utility (e.g. Department of Housing and Urban Development (HUD) Model for gas and the Ohio Housing Finance Agency (OHFA) Consumption Model for electric, or Public Housing Authority (PHA) Utility Allowance Schedule for electric and Utility Company Estimates for gas.)

Utility Type	Utility Method			
	<input type="checkbox"/> OHFA Consumption	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Utility Co. Est.
	<input type="checkbox"/> OHFA Consumption	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Utility Co. Est.
	<input type="checkbox"/> OHFA Consumption	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Utility Co. Est.
	<input type="checkbox"/> OHFA Consumption	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Utility Co. Est.
	<input type="checkbox"/> OHFA Consumption	<input type="checkbox"/> PHA UA Schedule	<input type="checkbox"/> HUD Utility Model	<input type="checkbox"/> Utility Co. Est.

Utility data is based upon a 12-month period: 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 [i.e. 1 BR flat, 2 BR Townhome, etc.]):

Utility	Bedroom Size	Unit Type	Amount
			\$
			\$
			\$
			\$
			\$
			\$

List all tenant names and unit addresses in the sample. Attach additional sheets if necessary.

Tenant Name	Unit Address	Bedroom Size and Type

All the units contained in the sample have had continuous occupancy over the past twelve-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 contact the compliance analyst.

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

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:

After the first year of an approved utility allowance, the owner must submit one of the following:

- **A new Utility Allowance Request Form (PC-E30) and all required documents as described in OHFA's Utility Allowance Policy. New requests can be a combination of utility methods (e.g. the HUD Energy Schedule Model for gas and OHFA Consumption Utility Allowance for electric).**

Or

- **A Utility Allowance Statement of Non-Renewal Form (PC-E31) if the owner chooses to use only the Public Housing Authority allowance.**

Failure to submit either of these Forms and required documentation after the expiration of the first year may result in the issuance of Form 8823.