



UTILITY ALLOWANCE ESTIMATE CERTIFICATION

VHDA #: _____ Property name: _____

Utilities residents are responsible for: ELECTRIC GAS WATER SEWER TRASH

YES NO Are there additional fees passed on to residents?

If YES, list Fee Type: _____ and Fee Amount: \$ _____

YES NO A copy of the [90-day notice sent to residents](#) is attached.

YES NO [Utility Allowance Estimates Spreadsheet](#), including each bedroom type using the utility allowance estimate, is attached.

YES NO Will a combination of utility allowance options be used? If YES, check options below and include documentation for all utility allowance estimates:

The following utility allowance option has been selected:

UTILITY OPTIONS	DOCUMENTS REQUIRED
<input type="checkbox"/> Local Utility Company Estimate	Documents provided by local utility company supporting estimates for each unit size and type by square feet
<input type="checkbox"/> Energy Consumption Model	Documents provided by the professional engineer supporting estimates for each unit size and type, and a copy of their current Virginia business license or current Virginia SCC certificate
<input type="checkbox"/> HUD Utility Schedule Model (HUSM)	The completed HUSM, along with the supporting rates, schedules, taxes, fees, and riders, and a copy of their current Virginia business license or current Virginia SCC certificate

Send utility allowance submission to Virginia Housing:

Email: Forms and documents scanned together in one pdf package to: UtilityAllowances@VirginiaHousing.com	Mail: Virginia Housing Compliance & Asset Management Dept. P.O. Box 4630 Richmond, VA 23220-8630	Inquiries: Regarding utility allowance approvals must be directed to: UtilityAllowances@VirginiaHousing.com
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