

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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I understand that Virginia Housing may require additional information to substantiate the estimates provided herein. Also, I certify the following:

1. I have personally reviewed the documentation for each building/BIN (Building Identification Number) provided in this estimate.
2. For estimates based on utilities that are sub-metered, tenants only pay for utility consumption specific to their unit. Administrative fees of \$5.00 or less per month may be charged to the tenants. For administrative fees greater than \$5.00 per month, the difference must be included in gross rent and a utility allowance given and indicated on the Utility Allowance Estimates spreadsheet.
3. Cable television, telephone and internet costs are excluded from utility allowance calculations.
4. The estimate is based on available historical data from the most recent 12-month period. For New Construction, 12 months of data from similar units in similarly-constructed buildings in the project's geographic area was used.
5. Data is not more than 60 days old at the time of this submission.
6. All unit sizes (when applicable) and types in the property are listed on the enclosed Utility Allowance Estimate spreadsheet, along with their correct, combined monthly average utility estimates. For any units not included in the estimate, the reason for exclusion is noted on the spreadsheet.
7. The documentation provided in this submission is complete and accurate.

In addition to the owner's certifications above, if the owner used a RESNET professional or engineer to complete the HUD Model or determine an Energy Consumption estimate, the owner and professional/engineer certify the following:

8. The owner and professional/engineer are not related, as defined in IRC section 267(b) or 707(b).
9. If using the Energy Consumption Model, it takes into account specific factors including, but not limited to, unit size, building orientation, design and materials, mechanical systems, appliances, and characteristics of the building location.
10. Utility rates are based on local rates and utility supplier(s) for the above-named property and are no older than the rates in place 60 days prior to the date of this submission.
11. A copy of the professional/engineer's current Virginia business license or current Virginia SCC certificate is attached.

RESNET Professional or Engineer:

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

_____	_____
<i>License #</i>	<i>Name of Firm</i>

Owner/Authorized Signatory:

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>