

**UTILITY ALLOWANCE ANALYSIS
OWNER'S CHECKLIST AND CERTIFICATION**

Property _____ Contract Number _____

All requests for contract renewals or annual rent adjustments must be accompanied by a Utility Allowance (UA) analysis. The analysis must be based on an average of the previous 12-month actual costs incurred by an energy conscious resident per unit type. The analysis is necessary to justify the current UA, or any requested increase or decrease to the UA. Supporting documentation from the analysis must be submitted with a request for an increase, decrease, or no change in UA. Sample size for a Utility Allowance Analysis should be based on the below grid for each unit type (1br, 2br, etc.)

Number of subsidized units	Minimum Number of units to be included in UA analysis for each BR type
100 or fewer	5 unit samples plus 1 each for every 10 units over 50. (if you have less than 9 units of one bedroom type, you only need to provide samples for half of the units for that bedroom type)
101 – 600	10 unit sample plus 1 each for every 50 units or part of 50 over 100

Please complete the following information to adjust your Utility Allowance:

I certify to the following:

- The types of utilities covered by the UA are _____.
- The following utility rate increases/decreases were implemented during the past 12 months (if no change occurred, please enter N/A): _____.
- The following energy conservation initiatives will impact or have impacted consumption: _____.

Based on the above information and the analysis, I recommend that the Utility Allowance be adjusted as follows:

<u>Bedroom Type</u>	<u>Current UA</u>	<u>Increase/Decrease</u>	<u>Adjusted UA</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OR check the box below:

If you have submitted the required documentation for a UA Analysis to NMMFA (or HUD, if applicable) within the last 2 years, check the box below to indicate that you have reviewed tenant utility costs for the past 12 months and determined that a greater than 10 percent increase/decrease has not occurred since the last adjustment. These records must be retained for our review during the MOR.

I certify that I have analyzed the current Utility Allowance amounts and determined no change is necessary.

Owner's Signature

Date