



## Utility Allowance Estimate VHDA Certification of Completeness and Accuracy

I, \_\_\_\_\_, authorized signatory for \_\_\_\_\_ (name of property), certify that the documentation provided in this submission, is complete and accurate. Supporting documentation includes:

<input type="checkbox"/> Local Utility Company Estimate	<ul style="list-style-type: none"> <li>— Cover letter stating utility allowance option</li> <li>— Documents provided by local utility company supporting estimates for each BIN</li> <li>— Copy of 90-day notice to residents</li> <li>— Utility Allowance Spreadsheet</li> </ul>
<input type="checkbox"/> HUD Utility Schedule Model (Option 1)	<ul style="list-style-type: none"> <li>— Cover letter stating utility allowance option</li> <li>— If the owner completes the HUD Utility Schedule Model, provide copy of the completed model and copy current rates (identified) obtained from the local utility company.</li> <li>— Copy of 90-day notice to residents</li> <li>— \$3 per unit review fee</li> <li>— Utility Allowance Spreadsheet</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>— If the owner hires an engineer, provide a copy of the completed model. Additional supporting documentation will be required only upon VHDA's request.</li> <li>— Owner/Engineer Certification of Utility Data, certifying complete and accurate information; owner authorized signature, engineer's signature and photocopy of the engineer's current license is required.</li> <li>— Copy of 90-day notice to residents</li> <li>— Utility Allowance Spreadsheet</li> </ul>
<input type="checkbox"/> Energy Consumption Model (Option 2)	<ul style="list-style-type: none"> <li>— Cover letter stating utility allowance option</li> <li>— Owner/Engineer Certification of Utility Data, certifying complete and accurate information for each BIN; owner authorized signature, engineer's signature and photocopy of the engineer's current license is required.</li> <li>— Copy of 90-day notice to residents</li> <li>— Utility Allowance Spreadsheet</li> </ul>

I understand that VHDA may require additional information to substantiate the estimates provided herein. I also certify to the following:

1. I have personally reviewed the documentation provided for this estimate on each BIN.
2. Only utility costs paid directly by the resident(s) and not by or through the owner are included in the utility allowance calculation.
3. Cable television, telephone and internet costs are excluded from utility allowance calculations.
4. At least 90% of the units are continuously occupied and income-qualified for no less than 50 out of 52 weeks.
5. This estimate is based on the most recent 12-month period.
6. In the case of new buildings with less than 12 months of consumption data, 12 months of data for units of similar size and construction in the subject's geographic area was used.
7. Data is no older than 60 days at the time of this submission.
8. All units in the project are listed on the enclosed spreadsheet. Any units not included in the estimate have the reason listed on spreadsheet.
9. The owner does not have uncorrected, non-compliance violations, as determined by VHDA.
10. The correct combined monthly average utility estimates for the above named project are as listed on the attached Utility Allowance spreadsheet.

\_\_\_\_\_  
Owner/Authorized Signatory

\_\_\_\_\_  
Date

In addition to the owner's certifications above, if the owner used an engineer to determine its estimate, the owner and engineer certify the following:

1. The owner and engineer are not related, as defined in IRC section 267(b) or 707(b).
2. The Energy Consumption Model, at a minimum, 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.
3. 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 effective date.
4. A photocopy of the engineer's current license is attached.

**Engineer:**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*License #*

\_\_\_\_\_  
*Firm Name*

**Owner:**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*