

## Attachment A

### WSHFC Owner Utility Estimate Checklist – Methods 6-8

(To be completed and included with submission)

Property Name: \_\_\_\_\_ OID #: \_\_\_\_\_

#### Email to ArchEcology:

- Cover letter from authorized signer requesting approval of proposed rates (initial submission only). Letter needs to outline Method used, proposed UA effective date, and when property is anticipated to start leasing up if it is under construction.
- For Methods #6 and #8, (renewals only) copy of Commission approval letter that shows usage factors.
- WSHFC Owner Certification of Utility Estimate* including the proposed utility averages, by bedroom size and building. The averages must include a breakdown of numbers by utility type and a comparison of proposed numbers to current PHA numbers, as well as previous year utility allowances for the property.
- Copy of current utility company rate schedule.
- Copy of current utility bill for a vacant unit at the property or at another property within the same city to determine any applicable local taxes or fees assessed in addition to the utility company rates. If this is not available, then provide alternate documentation of the same.
- For Method #6, Actual Usage Estimate (initial submission only), a completed Utility Allowance Spreadsheet (Excel file) (see our website)) including all units in the project, with actual monthly usage and billing data for all continuously occupied units.
- For Method #6, (initial submission only) copies of actual usage data from the applicable utility company(ies) for each continuously occupied unit in the project, covering the most recent 12-month period. If utility company data is not available, indicate so in the Owner cover letter and explain how information was collected and summarized.
- For Method #8, (initial submission only) a certification from the previously approved Qualified Professional explaining their analysis and findings. The analysis must explain how they addressed each required component as outlined in this Appendix and in Section 1.42-10 of the Code.
- For Method #7, include the source and copies of back-up documentation for all factors entered into the HUD Utility Schedule Model. Also include a printed copy of all inputs into the model.
- Copy of the notice to residents showing the date notice of proposed utility allowance change was posted for viewing/comment.

#### Mail to the Commission (Attention: AMC Division Manager):

- Processing Fee of \$3 per low-income unit in the project, with a minimum fee of \$100 per project. Check should have a clear notation of property name, property OID, and 'Utility Review Fee' on payment stub.