UTILITY ALLOWANCE BASELINE ANALYSIS

**OWNER CERTIFICATION**

**Property**   **Contract Number**

The owner’s analysis of the Utility Allowance (UA) must be prepared in accordance with HUD Notice H-2015-04. It must be based on an average of the previous 12-month’s actual costs. To determine the minimum required number of samples by bedroom please refer to the Notice. If the property consists of multiple non-identical buildings (the buildings are not substantially similar), then the sampling must be performed for each bedroom size for each building on the site. Please see the notice for exceptions to these requirements and note those exceptions on your calculation spreadsheet.

**Please complete the following information each time you submit a baseline utility allowance analysis:**

 I certify to the following:

* The type of utilities covered by the UA are
* The following utility rate increases/decreases were implemented *by the utility company* during the past 12 months. (if no change occurred, please enter N/A):

* The following energy conservation initiatives will impact or have impacted consumption (if no change occurred, please enter N/A):

* The following types of utility data were used to prepare this analysis (e.g. monthly bills or annual summaries of monthly bill amounts):

Based on this information and the attached supporting documentation, I recommend that the Utility Allowance be adjusted as follows:

 Bedroom Type Current UA Increase/Decrease Adjusted UA

* Any units excluded from the analysis were due to the unit receiving an increased utility allowance as a reasonable accommodation, having been vacant for more than 2 months, or receiving a flat utility rate as part of a low-income rate assistance utility program.

Owner’s Signature Date