

**BELOW IS THE INFORMATION YOU WILL NEED TO OBTAIN FROM THE OWNER/MANAGER WHEN YOU FIND A UNIT YOU ARE INTERESTED IN RENTING . ALL QUESTIONS MUST BE ANSWERED THEN CALL YOUR HOUSING SPECIALIST TO DETERMINE IF THE UNIT IS WITHIN YOUR VOUCHER TOTAL AND RENT COMPARABLE LIMITS. DO NOT FILL OUT THE REQUEST PAPERWORK UNTIL APPROVED BY OUR OFFICE AND YOUR APPLICATION IS APPROVED FROM THE OWNER/MANAGER.**

- 1) Rent amount;
- 2) Address of rental unit;
- 3) Number of Bedrooms. Note – the Housing office will check the assessor’s website to see if the number of bedrooms match what the number the owner is stating. If different the inspection will determine the number of bedrooms and this could change if the unit is eligible within your Voucher limits. If it does not you may have to locate another unit.
- 4) Type of unit – is it a house, apartment, townhouse or duplex;
- 5) Is the furnace gas or electric and who pays for this utility;
- 6) Is the hot water heater gas or electric and who pays for this utility;
- 7) Who pays the electricity;
- 8) Is the stove gas or electric and who provides this appliance;
- 9) Who provides the refrigerator. If the tenant provides any of the appliances they would need to be in the unit and working before a rent subsidy can begin;
- 10) Is there currently an air conditioner in the unit;
- 11) Who pays for the water, sewer and trash collection.

**Reminder – Our office does not need the actual amounts of the utility bills. Before a rent subsidy can start, the utilities that you pay must be in your name and service turned on.**

Sample Utility Allowance Guide Below. This guide reflects the highest costs.

Note - These are subject to change at any time.

|            | Tenant Pays<br>Lights only | Tenant Pays Heat &<br>Lights or All Electric | Tenant pays<br>All Utilities & S & F |
|------------|----------------------------|--|--------------------------------------|
| Efficiency | \$20                       | \$58   |                                      |
| 1 Bedroom  | \$24                       | \$86   | \$144                                |
| 2 Bedroom  | \$39                       | \$119  | \$183                                |
| 3 Bedroom  | \$50                       | \$151  | \$223                                |
| 4 Bedroom  | \$58                       | \$180  | \$255                                |
| 5 Bedroom  |                            |  | \$272                                |

Revised for 7/2011