




**PLEASE RESPOND IMMEDIATELY**



Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Rents for restricted units may not exceed the rent limits indicated in the property Regulatory Agreement. If residents pay for their utilities, the annual *Utility Allowances* must be deducted from the maximum allowable rent for each restricted unit.

UTILITY ALLOWANCES - ***Please indicate which utilities are paid by the tenants by checking the appropriate box(es) below:***

	<input type="checkbox"/> Gas Space Heating
	<input type="checkbox"/> Gas Cooking
	<input type="checkbox"/> Gas Water Heating
	<input type="checkbox"/> Water and Sewer
	<input type="checkbox"/> Basic Electricity (lights, refrigeration, etc.)
	<input type="checkbox"/> Electric Space Heating
	<input type="checkbox"/> Electric Cooking
	<input type="checkbox"/> Electric Water Heating
	<input type="checkbox"/> Electricity for Air Conditioning

	<input type="checkbox"/> Range (Stove) – Tenant Owned*
	<input type="checkbox"/> Refrigerator – Tenant Owned*
	<input type="checkbox"/> Trash Collection Multi-Family Residence
<b>CITY FEES</b>	<input type="checkbox"/> Code Enforcement Program
	<input type="checkbox"/> Rent Stabilization Fee

**\*Please note:** If the Owner is providing the Refrigerator and/or Stove for the restricted unit, there is no need to include this utility in your calculations or reporting

Check one of the boxes below:

1.  **ALL THE UTILITIES IN THE BUILDING ARE PAID BY THE OWNER.**
2.  All units in the building have the same utility allowances as indicated above.
3.  One/some of the units in the building have different utility allowances. *(please attach an itemized utility allowances for each restricted buildings, floors, etc... that have different utility allowances).*

I understand that the utility allowances affect the rent that I can charge for my affordable units. I certify that I have declared accurate utility allowances for each and all of the units for the property listed above.

Owner/Manager (Print): \_\_\_\_\_ Email: \_\_\_\_\_

Owner/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_