

Instructions for using Utility Allowance Sheets

1. Determine the category the unit falls under. (I.e. Category 1 is for a single family detached dwelling or a manufactured home. Category 2 is for a multi-family dwelling. If the building has more than one unit then it is a multi-family dwelling).
2. Determine the bedroom size.
3. Determine the utilities that are applicable.

When using the Utility Allowance Sheet, the grid is sometimes confusing as to which numbers to choose. First determine if the unit is a Category 1 or a Category 2 for heat & air. While staying in the rows that correspond to the correct category for heat & air, scan over to the right to find the column for the correct number of bedrooms. Then circle the number that corresponds to the correct fuel source.

Next, circle the number corresponding to the correct fuel source for cooking and water heating. Circle the number for other electric that corresponds to the correct bedroom size. Move down the list doing the same for water, sewer, and trash. You will only circle numbers for utilities that are NOT PROVIDED by the landlord. If a utility is provided for by the landlord (i.e. included in rent), then no number will be circled in that row.

Range and Refrigerator categories will only be used if the tenant is responsible for providing their own Refrigerator and Stove. If these appliances are provided by the landlord, then no numbers will be circled in these rows.