REQUEST FOR UTILITY CHANGE FORM

Requests for Changes to Utility Payment Responsibility
Landlords may request a change in utility payment responsibility at the time of the tenant’s regular recertification. This form must be completed in its entirety and submitted to PHA 90-120 days in advance of the tenant’s regular recertification effective date (Recertification effective date can be obtained on the Landlord Data Center). Requests received outside of the required time frame will be denied. PHA will conduct a reasonable rent determination when a change in utility payment responsibility is requested to ensure that the requested/current rent is reasonable.

Requests for Changes to Utility Fuel Type
Landlords/owners may request a change in utility fuel type at any time; however, the request and current rent must be reviewed to ensure that the rent is reasonable. Requests for rent increases may not be submitted at the time of the request for a change in utility fuel type unless the rent increase request is in concert with the required timeframes for the tenant’s regular recertification.

PHA must approve a new tenancy and execute a new HAP contract with a landlord/owner when and if changes to utility payment responsibility and/or fuel type are approved. Before approval, PHA will conduct an inspection to verify the applicable utility changes. Additionally, the Lease must be amended to reflect the approved changes. Landlords must obtain the tenant’s signature on any request for a change in utility payment responsibility and/or fuel type to confirm notification to the tenant.

The completed Request for Utility Change form should be mailed or delivered to: Philadelphia Housing Authority, Contracts Department, 2850 Germantown Ave, Philadelphia, PA, 19130. If you have any questions please call the Landlord Call Center at 215-218-7979 x25246 or x25227.

TO BE COMPLETED BY PROPERTY OWNER OR AGENT:

Please attach a completed Request for Tenancy Approval (RFTA). The RFTA can be found on PHA’s website or obtained by contacting the Landlord Data Center.

1. Tenant Name

| Rental Unit Address | Unit # | City | State | Zip Code |

2. Please complete the following chart to indicate the type of utilities in the unit and payment responsibility. Indicate “O” if items are paid for by the owner and “T” if items are paid for by the tenant.

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<thead>
<tr>
<th>Item</th>
<th>Current</th>
<th>Paid by</th>
<th>Specify Fuel Type</th>
<th>Proposed</th>
<th>Paid by</th>
<th>Specify Fuel Type</th>
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<tbody>
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<td>Heating</td>
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<td>Other Electric</td>
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<td>Refrigerator</td>
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</table>

3. Please indicate amenities included in the unit:

- [ ] Central AC
- [ ] Parking Carport
- [ ] Private Balcony
4. What is the **current rent** for this unit? $__________________________

5. If applicable, do you intend to request a rent increase as result of the change in utility fuel type and/or payment responsibility, (rent increases may only be requested within the required timeframes for the tenant’s regular recertification)?  ☐ No  ☐ Yes

6. If yes, what is the **requested rent**? $__________________________

By executing this request, the landlord certifies that the unit is in decent, safe and sanitary conditions and that he/she is in compliance with the terms and conditions of the lease.

Owner/Agent Signature _______________________________  Date __________________

**TO BE COMPLETED BY THE TENANT:**

I understand that my landlord has requested a change in utility payment responsibilities and/or fuel type and, if approved, my rent and/or utility allowance may be adjusted. By signing below I acknowledge I have been notified of the requested changes.

Tenant Signature _______________________________  Date __________________

**FOR PHA CONTRACTS USE ONLY:**

Reasonable Rent Decision:
- ☐ Utility Change request approved and there is no change in rent.
- ☐ Utility Change request approved and rent increase approved. Approved rent: _____________.
- ☐ Utility Change request approved; however, the rent has been decreased to ________.
- ☐ Utility Change request denied
  Reason: _________________________________

Signature Contracts Department _______________________________  Date __________________

**FOR PHA LEASING USE ONLY:**

HAP and Lease Execution:
- Has the Lease been amended to reflect the change in utility responsibilities?  ☐ Yes  ☐ No
- Has a new HAP Contract been executed between PHA and the landlord?  ☐ Yes  ☐ No
- Is there a current approved HQS Inspection?  ☐ Yes  ☐ No
- Has the Owner provided a valid rental license?  ☐ Yes  ☐ No
- Is the Owner current on all taxes for the subject property?  ☐ Yes  ☐ No

Signature Leasing Department _______________________________  Date __________________

Page 2 of 2  Request for Utility Change Form  03/15