

UTILITIES VERIFICATION STATEMENT FORM

You are being asked to complete this form because your tenant has requested assistance, and stated that their household cannot provide proof of included in rent utility verification. The State of California requires the applicant to report how much of their household income is paid toward energy costs. This is pursuant to the Low-Income Home Energy Assistance Program Reauthorization Act of 1994, Public Law 97-35, as amended. Therefore, in keeping with the intent of Federal Law, landlords and property managers are now being asked to provide, upon request, to HEAP applicants the amount of rent dollars that are spent to pay for heating/cooling costs. This form will help us understand how much of their rent is applied toward utility costs. Please complete the information below:

SECTION I			
First Name	Middle Initial	Last Name	
Service Address			Unit Number
Service City		Service State	Service Zip Code

SECTION II	
1. IS THE ABOVE INDIVIDUAL LIVING IN THE PROPERTY AT THE ABOVE ADDRESS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. DO YOU LIVE IN A SEPARATE HOUSEHOLD FROM YOUR TENANT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. DO YOU RECEIVE A SECTION 8 OR RENTAL SUBSIDY ON BEHALF OF HIS TENANT OR FOR THE PROPERTY THIS TENANT LIVES IN? IF YES, PLEASE INDICATE THE MONTHLY AMOUNT \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. WHAT IS THE MONTHLY AMOUNT OF RENT ACTUALLY PAID BY THE TENANT? \$ _____	
5. PLEASE CHECK ALL TYPES OF FUEL THAT IS INCLUDED IN THE RENT: <div style="text-align: center; margin: 5px 0;"> <input type="checkbox"/> NATURAL GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> WOOD <input type="checkbox"/> PROPANE <input type="checkbox"/> FUEL OIL <input type="checkbox"/> KEROSENE </div>	
6. PLEASE INDICATE THE MONTHLY AMOUNT OF RENT PAID TOWARDS THE FUEL TYPE(S) LISTED ABOVE: <div style="margin: 5px 0;"> TYPE OF FUEL: _____ AMOUNT: \$ _____ TYPE OF FUEL: _____ AMOUNT: \$ _____ </div>	
*If you are unable to determine the actual cost of energy per unit, you can estimate the cost by dividing the total current energy cost on the utility bill by the number of unit's services by that bill.	

SECTION III					
<i>Have your landlord complete Section "A" below or tenant can also self certify on Section "B" if unable to obtain landlord's certification. Tenant must provide a brief written hardship detailing the inability to obtain landlord's certification. By signing this form, I affirm that I believe these facts are accurate and true. I give the Service Provider my permission to verify this information. I may be held liable under federal or state law for knowingly making false or fraudulent statements.</i>					
A. LANDLORD CERTIFICATION			B. TENANT SELF CERTIFICATION (INDICATE HARDSHIP BELOW)		
LANDLORD'S NAME			LANDLORD'S NAME		
STREET ADDRESS OR PO BOX NUMBER			STREET ADDRESS OR PO BOX NUMBER		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
TELEPHONE NUMBER		EMAIL ADDRESS	TELEPHONE NUMBER		EMAIL ADDRESS
SIGNATURE		DATE	SIGNATURE		DATE
HARDSHIP STATEMENT:					