



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.

- Tenant Name _____
 Rental Unit Address _____ Unit # _____
 City _____ State _____ Zip Code _____

- 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.

Current			Proposed		
Item	Paid by	Specify Fuel Type	Item	Paid by	Specify Fuel Type
Heating			Heating		
Cooking			Cooking		
Water Heating			Water Heating		
Other Electric			Other Electric		
Water			Water		
Refrigerator			Refrigerator		

- Please indicate amenities included in the unit:
 Central AC Parking Carport Private Balcony

- | | | |
|--|--|---|
| <input type="checkbox"/> Window AC | <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Private Patio |
| <input type="checkbox"/> Wall-to-wall Carpet | <input type="checkbox"/> Parking Space | <input type="checkbox"/> Private Yard |
| <input type="checkbox"/> Wood Floors | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Ceiling Fan |
| <input type="checkbox"/> Elevator | <input type="checkbox"/> Security System | <input type="checkbox"/> Parking Security |
| <input type="checkbox"/> Rec room | <input type="checkbox"/> Gym | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Other _____ | | |

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? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has a new HAP Contract been executed between PHA and the landlord? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a current approved HQS Inspection? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the Owner provided a valid rental license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the Owner current on all taxes for the subject property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signature Leasing Department _____
Date