



UTILITY RESPONSIBILITY FAQs

UTILITY RESPONSIBILITIES

Q. What exactly are “utility responsibilities”?

A. Utility responsibilities dictate the type of utilities that are in the unit (gas, water, heating, electric stove, etc.) and whether the owner or tenant pays for the utility. This information factors into the amount of assistance a tenant will receive and must be updated with HADC if changed.

Q. My rent includes a mandatory, flat-rate fee for a utility. How should this be listed on the *Change of Utility Responsibility Form*?

A. This would be considered a “master meter” and should be listed as the owner’s responsibility.

Q. A landlord purchased the stove in a unit but the tenant pays for the utilities consumed by the stove. How should this be listed on the *Change of Utility Responsibility Form*?

A. The owner would be responsible for “Stove” and the tenant would be responsible for “Cooking Fuel”.

GENERAL INFORMATION

Q. Who do I submit my paperwork to?

A. If you are solely requesting a change of utility responsibility, complete page 2 and submit this entire document to rentincreases@dekalbhousing.org. If your request includes a rent increase, complete a **Rent Increase Request Form** (in addition to the Change of Utility Responsibility Form). Documents may also be submitted via fax to (404) 270-2643 or via mail using the address found at the top of the page.

TEL: 404-270-2500
HOUSING CHOICE VOUCHER FAX:
404-270-2643
www.dekalbhousing.org
750 Commerce Drive
Suite 200
Decatur, Georgia 30030



CHANGE OF UTILITY RESPONSIBILITY FORM

To request a change of utility responsibilities, please submit this completed form and any supporting documents by fax to (404) 270-2643 or via the mail to the address located at the top of this form.

Tenant/Unit Information:

Tenant

Tenant/Voucher # (Optional)

Street Address

Apt/Unit #

Owner Information:

Owner/Vender Name (as registered with HADC)

Owner/Vendor #

Street Address

Apt/Unit #

Email Address

Utilities:

Utility	Owner	Tenant
Electricity		
Heating Fuel		
Water Heating Fuel		
Cooking Fuel		
Water/Sewer		
Trash Collection		
Stove		
Refrigerator		

Fuel Type Used	Gas	Electric
Cooking		
Heating		
Water Heating		

Acknowledgement and Signatures:

I certify that the information provided on this form is complete and accurate to the best of my knowledge. By signing, I understand that the changes on this form may negatively or positively impact the amount of utility allowance and reimbursement that the tenant receives.

Tenant Signature

Date

Owner Signature

Date

August 2017

MISSION: To provide sustainable and affordable housing as a platform to enhance lives.

