VERIFICATION OF UTILITY RESPONSIBILITY

The utilities MUST be in the head of households name if the tenant is responsible for paying his/her own utilities.

The utilities CANNOT be in the owner/landlord's name with tenant paying the owner/landlord.

The landlord may keep the utilities in his/her name and increase the rent to justly compensate for the difference.

**This verification with EACH utility company, the landlord, and tenant, MUST be submitted to our office along with the landlord papers in order for us to set up an inspection of the unit.**

NAME OF TENANT:_________________________________________

ADDRESS OF UNIT:________________________________________

Tenant is NOT responsible for any utilities _________ (If checked, skip to tenant/landlord signature)

UTILITY COMPANY(S):

Name of Agency: __________________________

Please check which applies to the above named tenant:

_______ The utilities are in the tenant's name.

_______ The utilities are not yet in the tenant's name, but they are able to put them in their name, and have an order in place.

_______ The tenant is not able to get the utilities in their name at this time.

Signature of authorized individual at Agency________________________

Phone # __________________________ Date ________________

Name of Agency: __________________________

Please check which applies to the above named tenant:

_______ The utilities are in the tenant's name.

_______ The utilities are not yet in the tenant's name, but they are able to put them in their name, and have an order in place.

_______ The tenant is not able to get the utilities in their name at this time.

Signature of authorized individual at Agency________________________

Phone # __________________________ Date ________________

Tenant Signature__________________________ Phone____________ Date____________

Landlord Signature_________________________ Phone____________ Date____________

S: Section 8 Briefing / Left / Verification of Utility Responsibility (2/08)