

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 tenants name.

_____ The utilities are not yet in the tenants 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 tenants name.

_____ The utilities are not yet in the tenants 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 _____