SURVEY OF EXISTING RENTAL HOUSING

LOCATION

NAME	NO. OF UNITS	BR MIX	TYPE	YEAR BUILT	RENT	VACANCIES	AMENITIES: DRAPES	CARPET	CENTRAL COOLING	DISHWASHER	GARBAGE DISPOSAL	TV CABLE

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INSTRUCTIONS FOR PREPARATION AND USE OF HOUSING

ALLOWANCES FOR UTILITIES AND OTHER PUBLIC SERVICES

I General. These instructions are for completing Exhibit A-6 for the establishment and use of approved utility allowances for tenants. The objective will be to establish allowances at levels that will apply to the majority of the households assigned to the specified size unit.

II Determining allowances.

A Existing construction. The borrower will provide information which shows the utility bills and fees for public services which have been charged to units in the project in previous years. If possible, this historical data should cover a period of at least 24 months and should show billings to all types and sizes of units in the project. If data is not available on the specific project, data from similar projects may be substituted. Consideration should be given to making proper adjustments in the data caused by some tenants' excessive use of utilities. Current rate schedules and known rate increases will be used to estimate utility allowances. The following local sources should be contacted as appropriate:

1 Electric utility suppliers

2 Natural gas utility suppliers

3 Water and sewer suppliers

4 Fuel oil and bottle gas suppliers

5 Public service commissions

6 Real estate and property management firms

7 State and local agencies including public housing authorities

In cases where a project uses a single meter for more than one living unit or where a single fuel supply or heating or cooling plant is used for more than one unit, the following factors will be used to determine the pro rata share of utility costs or public service fees per living unit:

Size of Unit	Factor
0-BR	0.5
1-BR	0.7
2-BR	0.9
3-BR	1.1
4-BR	1.4
5-BR	1.6

Example: An 8-plex structure containing four 1-bedroom apartments and four 2-bedroom apartments has an average annual consumption of 42,000 kilowatt-hours of electricity. Allowance per unit is calculated as follows:

Four (one-bedroom) @ .7 = 2.8
Four (two-bedroom) @ .9 = 3.6
Total 6.4

$$\frac{\text{total use}}{\text{total of-factors}} \times \text{cost per kilowatt-hour (kwh) - average billing (assume \$.04 per kwh)}$$

$$\frac{42{,}000}{6.4} \times .04 = 262.50$$

unit factor x average billing = unit allowance

(one bedroom) .7 x 262.50 = $183.75/yr.

(two bedroom) .9 x 262.50 = $236.25/yr.

B New construction. The applicant, with assistance from its architect, mechanical engineer or other heating and cooling system specialists, will provide heating and cooling load calculations for each type and size of unit. Heating and/or cooling costs will be calculated from these load factors using current rate schedules and known rate increases. Procedures described in the American Society of Heating. Refrigeration and Air Conditioning Engineers "Handbook of Fundamentals," the National Association of Homebuilders Insulation Manual Home, Apartments," or other recognized authority may be used.