

JANICE K. BREWER
Governor



MICHAEL TRAILOR
Director

STATE OF ARIZONA
DEPARTMENT OF HOUSING

1110 WEST WASHINGTON, SUITE 310
PHOENIX, ARIZONA 85007

(602) 771-1000 WWW.AZHOUSING.GOV
FAX: (602) 771-1002

Memo

To: Owners & Agents of Section 8 Properties with a Utility Allowance

From: Celia B. Gibbar, Contracts Coordinator

Date: July 13, 2012

Re: Tenant Notification of a Decrease in Utility Allowance

Since our Utility Allowance Analysis results often differ a bit from yours, there have been a few instances where the owner/agent has ended up providing two tenant notifications of a decrease in the UA (one based on your analysis before submitting to the APHA and then another notice based on the results of our analysis).

In an effort to save you time and avoid confusion on the part of your tenants, we are offering to complete your annual Utility Allowance Analysis before you notify tenants and submit for the annual rent adjustment. If you would like to submit the UAA documents before your rent adjustment paperwork is due, we will perform our analysis and notify you of the results within 30 days. Then, if the UA will decrease, you can provide one Tenant Notification. After the 30 day comment period is up, submit the Tenant Notice, any comments received or verification that there were none, along with rent adjustment request. This should eliminate the two notifications.

If you have any questions, please contact Celia Gibbar at 602/771-1056 or at celia.gibbar@azhousing.gov.