

## **Instructions for Completing Each of the Four Steps on the HUSM Questionnaire**

### **Step One:**

Select one of the three options indicating the date scheduled for completion and price.

### **Step Two:**

Provide the name, address, phone and email for your company and the property.  
The name and address of the Housing Authority is required

### **Step Three: Select from the list of five types. Unit types are defined in the HUD Utility Schedule Model as:**

<b>HUSM Selection</b>	<b>Unit Types</b>
Single Family House	Detached houses
Single Family Attached	Duplex, Triplex, Fourplex, Townhouse, Row (within and end of row)
Lowrise Apartment (2 – 4 units)	Multifamily, Apartment, Alternative 1-4
Larger Apartment Bldgs. (5+ units)	Garden, High-rise Apartments
Manufacture Homes	Mobile Homes

### **Green Discounts:**

**Energy Savings** –The model provides for buildings that have undergone energy savings improvements.  
*The percentage of energy reduction is defined by the HUSM and cannot be changed.*

- **None** (this will be the default if nothing is selected)
- **LEED Certification**, a 25% energy reduction, if the property meets the LEED standards according to the U.S. Green Building Council (USGBC).
- **Energy Star Certification**, which represents 18% in energy savings, if the residence being estimated meets the Environmental Protection Agency (EPA) standard as an Energy Star property.
- **Significant Green Retrofit**, signifying an 18% impact on energy efficiency, if the building has had an energy saving rehabilitation to any of the following systems in the last 5 years: 1.Heating 2. Cooling 3. Lighting 4. DHW systems 5. Appliances 6. Building envelope 7. Water measures 8. On-site generation.

### **Step Four: Tenant Paid Utilities**

Heating, cooking and water heating have the options of electric or natural gas. Choose the correct energy source for each of those uses and YES for Tenant pays and NO for property pays. **Should heating oil, propane, or any other fuel be used for heating, water heating or cooking, note it and we will contact you for more information.**  
Select YES if tenants pay Water, Sewer or Trash, and NO on any that are paid by the property.  
**Add the names of the utility companies that provide each service.**

## HUD UTILITY SCHEDULE MODEL QUESTIONNAIRE

Not for Rural Development or HUD Properties (request an alternate form)

If property is occupied, include three months of billing details for one resident

Step One: Order Request				
Today's Date	Turnaround	Standard \$500 <input type="checkbox"/>	Rush \$700 <input type="checkbox"/>	Next Day \$1,400 <input type="checkbox"/>
	(Business days)	15 Days, or mm/dd/yy	5 Days	1 - 2 Day

Step Two: Contact Information			
Management Company	(Physical address, city, state, zip)	Phone	Email
Property	(Physical address, city, state, zip)	Phone	Email
Housing Authority	(Physical address, city, state, zip)	Phone	Email

Step Three: Project Profile (check all that apply) <span style="color: red;">See page one for help with completing Steps 3 and 4.</span>						
	Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Single Family House	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single Family Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low-rise Apartments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larger Apartment Bldgs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufactured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding Sources	LIHTC <input type="checkbox"/>	RD <input type="checkbox"/>	HOME <input type="checkbox"/>	PBRA <input type="checkbox"/>	Voucher <input type="checkbox"/>	Public Housing <input type="checkbox"/>
Green Discount	None <input type="checkbox"/>	LEED <input type="checkbox"/>	Energy Star <input type="checkbox"/>	Significant Green Retrofit <input type="checkbox"/>		

Step Four: Tenant Paid Utilities (check all that apply)				
		No	Yes	Utility Provider
Electric Heating	Heat Pump	<input type="checkbox"/>	<input type="checkbox"/>	
	Electric Resistance	<input type="checkbox"/>	<input type="checkbox"/>	
Gas Heating		<input type="checkbox"/>	<input type="checkbox"/>	
Cooking	Gas	<input type="checkbox"/>	<input type="checkbox"/>	
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	
Water Heating	Gas	<input type="checkbox"/>	<input type="checkbox"/>	
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	
Include Air Conditioning		<input type="checkbox"/>	<input type="checkbox"/>	
Water		<input type="checkbox"/>	<input type="checkbox"/>	
Sewer		<input type="checkbox"/>	<input type="checkbox"/>	
Trash		<input type="checkbox"/>	<input type="checkbox"/>	
Range Amount: \$ _____ Microwave Amount: \$ _____ Refrigerator Amount: \$ _____				

<b>Affirmation: I attest that the self-reported information in this questionnaire is complete and accurate. Errors and/or omissions will likely result in an inaccurate report and may incur a correction fee of \$150 per report.</b>	Signature	Name