

Utility Analysis Questionnaire

LOW INCOME HOUSING TAX CREDIT (LIHTC) PROPERTY

Overview: One LIHTC property per form. The property profile you provide on this form is used to complete HUD-52667, known as the “HUD Utility Schedule Model,” which satisfies the UA compliance requirements for your property’s tax year. **Estimated completion time: 10 minutes.**

Click here for complete instructions.



Step One: Order Request				
Type Today's Date	Turnaround Select One Box	Standard 15 Days	Rush 5 Days	Next Day
	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	\$550 <input type="checkbox"/>	\$765 <input type="checkbox"/>	\$1,530 <input type="checkbox"/>

Step Two: Contact Information			
Property Name	<i>(Physical address, city, state, zip)</i>	Phone	Email
Management Company	<i>(Physical address, city, state, zip)</i>	Phone	Email
Contact Person	<i>(Physical address, city, state, zip)</i>	Phone	Email

Step Three: Project Profile (check all that apply).						
	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"/>
Lowrise Apt (2 - 4 units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larger Apt (5+ units)	<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"/>	HOME <input type="checkbox"/>	Sec8 Voucher <input type="checkbox"/>	PBRA <input type="checkbox"/>	Public Hsg <input type="checkbox"/>	Other <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	Name of 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"/>	

Indicate the box(es) if the tenant supplies the appliance: Refrigerator Microwave Range

Step Five: Submit and remit payment	
<ol style="list-style-type: none"> 1. Sign below and email completed form to jhart@zeffert.com 2. Remit payment at www.zeffert.com with the name of the individual completing this form. 3. Work orders only begin once both steps one and two are completed. 	
<p>I attest that the self-reported information in this questionnaire is complete and accurate. Errors and/or omissions may result in an inaccurate report and a correction fee of \$150.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Name</div> </div>