

**MODEL NOTICE**

## **Demand Reimbursement from Resident for Utility Payment**

If a resident faces a utility shutoff, it's a good idea to pay the utility charges to prevent dangerous conditions from existing at your site. Here's the type of notice you can send the resident if you have HUD approval to seek reimbursements from residents in such situations. Ask your attorney to okay your site's use of a notice like this.

**NOTICE: REIMBURSEMENT REQUIRED  
FOR UTILITIES PAID ON YOUR BEHALF**

**To:** John Resident

**From:** Bob Manager

**Date:** Jan. 2, 2012

We received the attached notice from ABC Electric Company stating that it was about to shut off electric service to your unit because you have not paid outstanding electric bills. To prevent a dangerous condition from existing at our site, we paid ABC electric \$130 in outstanding utility charges for your unit.

In accordance with the House Rules, you owe us \$140 (\$130 for the utility charges we paid plus a \$10 administrative fee). You must pay us this amount before Jan. 12, 2012.

This is a serious matter, as your lease requires you to pay for electric service to your unit. Your failure to do so is a lease violation.

If you do not pay the amount you owe us, or if your failure to maintain utility service persists, we will be forced to refer this matter to our attorney for appropriate legal action, including evicting you from the site.

Sincerely,  
Bob Manager