

MODEL LETTER

Request Utility Company Estimate

Here's a letter you can adapt and send to your local utility company's energy specialist or someone with a similar title to request a utility estimate. In your letter, be sure to provide the company with the specific information it requires to calculate the estimate. Send a request to each utility company that provides utilities paid for by the households at your site.

Sept. 2, 2014

John Smith, Energy Specialist
Local Power Company
Anytown, USA

Re: Estimated Utility Costs for XYZ Apartments

Dear Mr. Smith:

We are the management agent for XYZ Apartments, which is a 100-unit apartment complex in Anytown. The complex is operated in accordance with the federal Low-Income Housing Tax Credit program as described in the Internal Revenue Code, §42.

One of the requirements of that program is that residents be provided with utility allowances for those utilities for which they are required to pay. At XYZ, residents must pay for their own *[insert resident-paid utility]*.

To comply with the utility allowance requirement, we would appreciate it if you would give us a written estimate of the total monthly utility cost for each unit size, based on your company's current rates. To assist you in providing estimates, we have enclosed the following:

1. A breakdown of units by square footage and number of bedrooms;
2. Specifications on the types of HVAC equipment the units use; and
3. Specifications on the insulation levels in the units.

If you cannot provide us with an estimate of the total monthly cost for each unit size, we would accept an estimate of the monthly usage and the rate per unit of usage.

Thank you in advance for your assistance in this matter. If you have any questions or need additional information, please feel free to contact me at any time.

Yours truly,
Mark Manager, Senior Property Manager

Enclosures