



## UTILITY RESPONSIBILITY FAQs

### ***UTILITY RESPONSIBILITIES***

**Q. What exactly are “utility responsibilities”?**

A. Utility responsibilities dictate the type of utilities that are in the unit (gas, water, heating, electric stove, etc.) and whether the owner or tenant pays for the utility. This information factors into the amount of assistance a tenant will receive and must be updated with HADC if changed.

**Q. My rent includes a mandatory, flat-rate fee for a utility. How should this be listed on the *Change of Utility Responsibility Form*?**

A. This would be considered a “master meter” and should be listed as the owner’s responsibility.

**Q. A landlord purchased the stove in a unit but the tenant pays for the utilities consumed by the stove. How should this be listed on the *Change of Utility Responsibility Form*?**

A. The owner would be responsible for “Stove” and the tenant would be responsible for “Cooking Fuel”.

### ***GENERAL INFORMATION***

**Q. Who do I submit my paperwork to?**

A. If you are solely requesting a change of utility responsibility, complete page 2 and submit this entire document to [rentincreases@dekalbhousing.org](mailto:rentincreases@dekalbhousing.org). If your request includes a change of utility responsibility, complete a **Change of Utility Responsibility Form** and fax all documents to (404) 270-2643. Additionally, documents may be submitted via postal mail using the address found at the top of each page.

TEL: 404-270-2500  
 HOUSING CHOICE VOUCHER FAX:  
 404-270-2643  
[www.dekalbhousing.org](http://www.dekalbhousing.org)

750 Commerce Drive  
 Suite 200  
 Decatur, Georgia 30030



# CHANGE OF UTILITY RESPONSIBILITY FORM

To request a change of utility responsibilities, please submit this completed form and any supporting documents by fax to (404) 270-2643 or via the mail to the address located at the top of this form.

**Tenant/Unit Information:**

\_\_\_\_\_ Tenant

\_\_\_\_\_ Tenant/Voucher # (Optional)

\_\_\_\_\_ Street Address

\_\_\_\_\_ Apt/Unit #

**Owner Information:**

\_\_\_\_\_ Owner/Vender Name (as registered with HADC)

\_\_\_\_\_ Owner/Vendor #

\_\_\_\_\_ Street Address

\_\_\_\_\_ Apt/Unit #

\_\_\_\_\_ Email Address

**Utilities:**

Utility	Owner	Tenant
Electricity		
Heating Fuel		
Water Heating Fuel		
Cooking Fuel		
Water/Sewer		
Trash Collection		
Stove		
Refrigerator		

Fuel Type Used	Gas	Electric
Cooking		
Heating		
Water Heating		

**Acknowledgement and Signatures:**

I certify that the information provided on this form is complete and accurate to the best of my knowledge. By signing, I understand that the changes on this form may negatively or positively impact the amount of utility allowance and reimbursement that the tenant receives.

\_\_\_\_\_ Tenant Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Owner Signature

\_\_\_\_\_ Date

**MISSION:** To provide sustainable and affordable housing as a platform to enhance lives.

