ALABAMA HOUSING FINANCE AUTHORITY Come on home, Alabama. Add Utility Allowance

Access the Utility Allowance Entry screen from Properties Listing, click on the desired property to access Property Details, then click on the 'Utility Allowances' button.

Return to Property Listing	Property Details					
View Documents	Test Development	AHFA				Utility Allowances
Test Development Building One						Export Events
 Building Three Building Two 		Scattere	ed Site:	No		Remove Property
	Program	Award Number	Award Date	Buildings	Units	
	CHDO HOME		7/25/2008	2	6	
	HOME		8/1/2008	0	6	
	Tax Credit		1/1/2006	2	6	
	Tenant Based Rental Assistance for Ex Offenders		8/8/1950	0	0	

The Utility Allowances List will be displayed. To enter a new Utility Allowance, click the 'Add New' button.



The Utility Allowance Entry Screen will appear.

ALABAMA HOUSING FINANCE AUTHORITY Come on home, Alabama.

Effective Date: 1/15/2007 Bedrooms: 1 Bedroom Approval Image: Approval Juity Type Source Juity Type Source Juity Type Source Juit Heat Bectric Vater Heating Solowing Not Electric Electric Stater Service Electric iewer Stater Service irash Removal Image: Service It D or Section 8 Approved Allowance Image: Service
Allowance Type: Approval Alliky Type Source Amount Paid By Altiky Type Source Amount Paid By Init Heat Electric Vater Heating Source Cooking Electric Init Electric Electric Vater Service Electric iewer Init Electric irash Removal Init Section 8 Approved Allowance
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Approval Source Amount Paid By Juit Heat Bectric \$50.00 Owner Paid Vater Heating Electric \$50.00 Owner Paid Cooking Electric \$100.00 Tenant Paid Init Electric Electric \$100.00 Tenant Paid Vater Service Init Electric Electric \$100.00 Vater Service Init Electric Init Electric Electric Vater Service Init Electric Init Electric Init Electric
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Unit Heat Bectric \$50.00 Owner Paid Water Heating - - - Cooking - - - Unit Electric Electric \$100.00 Tenant Paid Vater Service - - - Newer - - - irash Removal - - - ID or Section 8 Approved Allowance - - -
Water Heating Image: Cooking Jnit Electric Electric Vater Service Electric iewer Image: Cooking irash Renoval Image: Cooking ID or Section 8 Approved Allowance Image: Cooking
Cooking Electric \$100.00 Tenant Paid Vater Service Electric \$100.00 Tenant Paid iewer iewer iewer iewer irash Removal iewer iewer
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ID or Section 8 Approved Allowance

Enter a description of the allowance plus all information pertaining to the utility allowance. The description, effective date, unit type, allowance, type and at least one BIN selection are required. The effective date must be within the certification year.

In the grid, click in the box in the 'Source' column corresponding to an applicable utility type. Make a selection from the drop down list. Type in the amount in the 'Amount' column. Click in the 'Paid By' column to select either 'Owner paid' or 'Tenant Paid'.

Click 'Update' to save.

ALABAMA HOUSING FINANCE AUTHORITY Come on home, Alabama.

Utility Allowance List

The Utility Allowance screen is accessed directly from the Property Details Screen. Property Details

Test Development		AHFA				Utility Allowances
						Export Events
		Scatter	ed Site:	No		Remove Property
Pr	ogram	Award Number	Award Date	Buildings	Units	
CHDO HOME	ogram	Award Namber	7/25/2008	2	6	
HOME			8/1/2008	0	6	
Tax Credit			1/1/2006	2	6	
Tenant Based Rental A	ssistance for Ex Offenders		8/8/1950	0	0	
Restriction Type: Rental Assistance: Owner Certification Yea	Rent N/A r: 2014	Floating Extend	g Units: ed Use Dates:	False		

You can view, edit, or add a new Utility Allowance from this screen.

The description, type, unit type, effective date, Award/BIN #, Cert Year will be listed for each Utility Allowance already entered. To add a new Utility Allowance, click the 'Add New' button.

You can limit the list by certification year by clicking on the \Im in that column. You can sort the list on any of the columns by clicking on the column name.

The Utility Allowance List defaults to the allowances entered for the certification year of the property you selected. You cannot edit or add new allowances once the year has been finalized.

escription	Allowance Type	Unit Type	Effective Date	BIN Numbers	Cert Year 🔽	Add
Test IE	Utility Company Estimate	2 Bedroom	12/02/2008		2008	1
Test Multi Buildings	HUD	2 Bedroom	12/08/2008		2008	
test2	HUD	1 Bedroom	07/01/2008		2008	132

Utility Allowances can be modified by clicking description. This will take you to the Utility Allowance Entry screen.

If the utility allowance is not in the list, click on 'Add New' to add a new utility allowance.



The button in the 'Add' column allows you to add a new entry copying all the information except the effective date for the allowance selected. First, change the certification year to the year you want to copy from. Do this by clicking on the 'Certification Year' filter and selecting the year.

BIN Numbers	Cert Year 🔽	Add
	(AII)	
•	2006	
	2007	
	2007	H
	2007	

Then click on the 'Add' button and you will be directed to the Utility Allowance Entry screen to fill in the missing information.

BIN Numbers	Cert Year 🗸	Add
	2007	
	2007	T's
	2007	
	2007	
	2007	