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.

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.

Utility Allowance Entry

Property Name: BIN:

Description: Allowance 1

Effective Date: 1/15/2007

Bedrooms: 1 Bedroom

Allowance Type: Approval

Utility Type	Source	Amount	Paid By
Unit Heat	Electric	$50.00	Owner Paid
Water Heating			
Cooking			
Unit Electric	Electric	$100.00	Tenant Paid
Water Service			
Sewer			
Trash Removal			
RD or Section 8 Approved Allowance			

Update

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.

Utility Allowance List

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

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 ⯆ 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.

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.

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