

## Utility Allowance Change

---

All properties are reporting on an annual basis. Your report date has been set and you were notified throughout the year. If you are not sure of your new reporting period, please contact our office at 406-841-2840 and ask to speak to Bob, Todd, or Rena.

### **Building Tab:**

After clicking on proceed to units; select the unit and click on new tenant cert/re-cert tab. Skip right to unit rent.

**The system will not automatically update utility allowances. They must be updated in each unit prior to the end of the 90 day grace period.**

### **Unit Rent Tab (If unit rent is changing)**

1. *Rent Change Date:* Date property makes the new UA effective (update tenant rent, mandatory charges, and subsidy at this time if applicable)
2. *Tenant Paid Rent:* Monthly rent (no prorated amounts)
3. *Mandatory Charges:* Any charge that is required by the property (contact your company to know if applicable or not).
4. *Rent Subsidy:* If known at time of recertification insert amount whether it's a new subsidy or change to current amount receiving.
  - a. If there is a notification of a future Section 8 rent change date, only enter if within the report period. **If falls outside the period DO NOT ENTER.** If the entire or portion of the household were to vacate the unit you will not be able to delete it once it has been posted.
5. *Utility Allowance:*
  - a. Before entering the new amount, click on refresh utility allowance. This will update the page and show the current effective allowance.
  - b. Update the UA amount in the UA box
  - c. Click update to save