Public Utility Commission of Texas

Property Owner Certification Form of Tenant Income Eligibility For Full Incentive Energy Efficiency Services

This form is to verify that at least 75 percent of the units: (1) are rented by income eligible customers, and (2) have a separate electric meter. The Public Utility Commission of Texas has authorized energy efficiency programs to reduce the utility bills of income eligible tenant households. Contractors participating in the programs receive higher incentive payments when at least 75 percent of the tenants qualify as income eligible. The purpose of the higher payment is to enable the contractor to provide the improvements to 100 percent of the units at a cost that will provide the benefit of lower electric bills to tenants with a very low or no increase in rent. One form must be filled out for each qualifying multi-family apartment complex.

Name of applicant (property owner or agent)		Name of property owner	
Address			Suite number
City		State TX	Zip Code
Area Code ( )	Phone Number	Area Code ( )	Fax Number

Name of multi-family apartment complex			Number of units in complex
Name of management company		Name of on-site property manager	
Street address			
City		State TX	Zip Code
Area Code ( )	Phone Number	Area Code ( )	Fax Number

The multi-family apartment complex qualifies in one of the following categories. ☑ Check the appropriate category box.

Category 1

☐ The multifamily apartment complex participates in one or more of the programs listed below (☑ check each box that applies):

☐ Public Housing Authority	☐ Housing Trust Fund
☐ Multi-family Bond Program, with less than 25% units at market rate	☐ Low-Income Housing Tax Credit Program, with less than 25% units at market rate
☐ Project based Section 8	☐ Affordable Housing Disposition Program
☐ HOME Rental Housing Development	☐ Rural Rental Section 515 (FMHA)

If you checked one or more of the boxes in Category 1, please sign and date the form. **You must attach documentation such as the land use restriction agreement, showing participation in the above checked programs**.

Category 2

☐ At least 75 percent of the tenant household incomes before taxes are at or below 200% of the Federal Poverty Guidelines. ***(Do not complete the worksheet below if you checked any of the boxes in Category 1. Do not check this box before completing the worksheet)*** To accurately determine tenant household income you may use the tenant rental application showing the number of individuals residing in the unit and the household income dated from within the past 18 months. If the rental application does not show the required information or the information is over 18 months old, then the tenant(s) must fill out a Commission approved Self-Certification Form. Compare the tenant total household income per week, month or year to the amount shown in the table below for the number of persons residing in the unit. If the total household income is equal to or less than the amount shown in the table the unit is income eligible for the full incentive. If the unit is not income eligible, the units is eligible for the residential incentive level. Please check the box next to Category Two and sign and date the form. **Copies of the worksheet(s) and Self Certification Forms must be attached to this form. You may attach copies of the rental applications in lieu of the work sheet.**

Number of income eligible units .....

Number non-income eligible units, including vacant units .....

Total number of units:....._____

Percent of income eligible units (income eligible units divided by the total number of units) .....**%**_____

Size of Family Unit	200% of HHS Poverty Guidelines		
	Annual Income	**Monthly Income**	**Weekly Income**
1	$25,520	$2,127	$491
2	$34,480	$2,873	$663
3	$43,440	$3,620	$835
4	$52,400	$4,367	$1,008
5	$61,360	$5,113	$1,180
6	$70,320	$5,860	$1,352
7	$79,280	$6,607	$1,525
8	$88,240	$7,353	$1,697
For each additional person, add:	$8,960	$747	$172

Notice: Income ceilings are for January 14, 2020 – January 31, 2021. Annual updates are posted on http://www.puc.texas.gov/industry/electric/forms/Default.aspx.

Under penalty of perjury, I certify that the above declaration is true and correct. I understand that the information is subject to audit and investigation by the Public Utility Commission of Texas upon reasonable notification and during normal business hours.

Applicant signature (property owner or agent)	Date	Contractor signature	Date

The information provided on this form will be used solely for the purpose of determining whether the complex is eligible for this program and will be kept confidential by the contractor and by the Public Utility Commission of Texas. It will not be sold or provided to any other party.

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Tenant Household Income Determination Worksheet

Instructions: This worksheet must be completed if you check Category 2 on page one of the application. **The household and income information must be from within the last 18 months.** You may make copies of the worksheet if there are more then 40 units in the multi-family property.

Apartment Number	Date of Income Verification	Household Size	Household Income	Eligible? (check for yes)