

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 DCA 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 two (2) and submit document to **ownerinfo@dca.ga.gov**. If your request includes a rent increase, complete a Rent Increase Request Form (in addition to the Change of Utility Responsibility Form). Documents may also be submitted via fax to 770-806-5060 (Norcross), 912-285-6367 (Waycross) or by mail to the following address:

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| 1. Norcross Office
1854 Shackleford Court
Suite 400
Norcross, GA 30093 | 2. Waycross Office
500 Alice Street
Waycross, GA 31501 |
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CHANGE OF UTILITY RESPONSIBILITY FORM

To request a change of utility responsibilities, please submit this completed form and any supporting documents to ownerinfo@dca.ga.gov, or by fax to 770-806-5060 (Norcross), 912-285-6367 (Waycross) or via the postal mail.

Tenant/Unit Information

Tenant First and Last Name

Tenant/Voucher #

Street Address, City, State Zip Code

Apt./Unit #

Owner Information

Owner/Vendor Name (as registered with DCA)

Owner/Vendor #

Street Address, City, State Zip Code

Apt./Unit #

Utilities:

Utility	Owner	Tenant
Air Conditioning		
Cooking		
Electricity		
Heating		
Range/Microwave		
Refrigerator		
Sewer		
Trash Collection		
Water		
Water Heating		

Fuel Type Used	Natural Gas	Bottle Gas	Electric	Heat Pump	Oil
Heating					
Cooking					
Water Heating					

Acknowledgment 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

