

The Santa Clara County Housing Authority is offering limited utility arrears assistance to eligible Section 8 participants.

- Assistance will be provided on a first-come, first-serve basis while funding is available.
- Households may only receive assistance once.
- Assistance payments will be sent directly to the utility billing agency.

Who is eligible? Any household that currently has utility arrears and:

- Currently receives Section 8 rental assistance under Moving to Work (MTW), either with a tenant-based or project-based voucher. *VASH and VASH PBV (Veterans Affairs Supportive Housing), Moderate Rehabilitation, and Enhanced voucher programs are not eligible;*
- Responsible for the utilities in arrears at the subsidized unit; and
- Income eligible – qualifies as one of the following:
 1. On fixed income (only income sources are Social Security, SSI, retirement benefits, pensions)
 2. Paying the \$50 minimum rent (or has an approved minimum rent hardship exemption).

Which utilities are covered? This assistance is available for: Gas, Electric, Sewer, Water, and Trash bills. Phone and Internet bills do not qualify. Applicants may include more than one utility in their request.

How much assistance will be offered? Eligible households will be awarded assistance to cover their outstanding utility bill balance. Assistance amount is subject to funding availability.

How do I apply? Fill out the attached request form and submit it to the Housing Authority along with the required documentation.

Questions? Call (669) 842-1436 or email Aimee.Escobar@scchousingauthority.org

UTILITY ARREARS ASSISTANCE PROGRAM



APPLICATION FORM

Head of Household Name: _____ Entity ID: _____

Unit Address: _____

Email: _____ Phone: _____

Select all utilities you are requesting arrears assistance for:

Utility/Service	Where does your bill come from?
<input type="checkbox"/> Gas	<input type="checkbox"/> Utility Company <input type="checkbox"/> Landlord or Management Agent
<input type="checkbox"/> Electric	<input type="checkbox"/> Utility Company <input type="checkbox"/> Landlord or Management Agent
<input type="checkbox"/> Water	<input type="checkbox"/> Utility Company <input type="checkbox"/> Landlord or Management Agent
<input type="checkbox"/> Sewer	<input type="checkbox"/> Utility Company <input type="checkbox"/> Landlord or Management Agent
<input type="checkbox"/> Trash	<input type="checkbox"/> Utility Company <input type="checkbox"/> Landlord or Management Agent

For utilities billed from the landlord or management agent, landlord/agent must also complete the supplemental Landlord/Management Agreement.

For utilities billed from the utility company, submit your most recent utility bill statement (all pages) OR notice of past-due payment or service shut-off. Documentation must include:

1. The utility customer name (must be yourself or a household member on the voucher)
2. The service address (must match the address where household is assisted)
3. The utility account number
4. The outstanding (past-due) payment amount
5. The current bill payment amount
6. Payment due date

I certify the information I have provided on this form is correct to the best of my knowledge. I understand assistance is provided first-come, first-serve based on funding availability. I give consent for SCCHA and my utility company to exchange information pertaining to my utility account for the purpose of determining eligibility for and processing this program assistance.

For utilities billed by utility company: I understand that any assistance awarded will be credited to my utility account.

For utilities billed by landlord/agent: understand that any assistance awarded will be credited to the landlord/agent's utility account. I understand that the landlord/agent must apply that assistance to my utility charges.

Head of Household Signature: _____ Date: _____

**Email this form and documentation to Aimee.Escobar@scchousingauthority.org
OR mail/drop off at 505 W Julian St, San Jose, CA 95110**

UTILITY ARREARS ASSISTANCE PROGRAM



LANDLORD/MANAGEMENT AGREEMENT

Complete this form ONLY if the landlord/management agent bills the tenant for unit utilities.

The Santa Clara County Housing Authority (SCCHA) is offering limited utility arrears assistance to eligible Section 8 participants. This form is a supplement to the application form and is used to verify the landlord/agent bills the tenant for select utilities and that the tenant is past due on these utility charges.

Tenant Name: _____ Entity ID: _____

Service Address: _____

Landlord/Agent Name: _____ Company: _____

Email: _____ Phone: _____

Please provide your utility account information and amount tenant owes for each utility:

Utility/Service (gas, electric, water, sewer, trash)	Utility Company	Account #	Amount Owed by Tenant
			\$
			\$
			\$

Submit the following documentation with this form:

- Current rent roll, invoice, receipt or other documentation that verifies the amount tenant owes landlord/agent for unpaid utilities, AND
- Your most recent utility bill statement (all pages) OR notice of past-due payment or service shut-off.

Documentation must include:

1. The utility customer name
2. The service address (must match the address where household is assisted)
3. The utility account number
4. The outstanding (past-due) payment amount, if any
5. The current bill payment amount
6. Payment due date

I certify the information I have provided on this form is correct to the best of my knowledge. I understand assistance is provided first-come, first-serve based on funding availability. I give consent for SCCHA and my utility company to exchange information pertaining to my utility account for the purpose of determining eligibility for and processing this program assistance. I understand that any assistance awarded will be credited to my utility account. I agree to apply any assistance credited to my utility account to the utility charges owed by the tenant.

Landlord/Agent Signature: _____ Date: _____

**Email this form and documentation to Aimee.Escobar@scchousingauthority.org
OR mail/drop off at 505 W Julian St, San Jose, CA 95110**