**Overview and Instructions: Tenant Utility Consumption Data Release Form**

Owners applying to the Comprehensive NOFO of the Green and Resilient Retrofit Program (GRRP) may need to collect tenant consent to access consumption data from their utility provider(s) for purposes of utility benchmarking (see Comprehensive Notice of Funding Opportunity NOFO # FR-6700-N-91A for details on available collection methodologies). Owners that need to collect tenant consent may use the included release form (page 2 of this document) and the Request for Information template (page 3 of this document) if they wish but are not required to do so or may modify the templates as needed.

If using the “Release of Tenant Utility Information” template to collect tenant release, owners should replace red text with information to individualize the form for each tenant’s context. Before using this form, owners are strongly encouraged to contact their utility provider(s) to ensure the form meets the provider(s) release requirements. Tenant consent to disclose is voluntary.

After collecting tenant releases, the owner may use the “Request for Information” template to request utility data from their utility provider(s). If using the below sample, owners should replace red text including dates for which they are requesting data (usually 12 months, see Comprehensive Notice of Funding Opportunity NOFO # FR-6700-N-91A Appendix II for data requirements).

Owners are not required to submit the Tenant Utility Consumption Data Release and Request forms to HUD, but should retain releases in compliance with applicable recordkeeping requirements.

RELEASE OF TENANT UTILITY INFORMATION

**For owner completion:**

Consent request for Utility Information for: NAME: [tenant name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDRESS: [tenant address including unit]\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_

[tenant address city, state, zip]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For tenant completion:**

I hereby authorize the release of the requested utility information to [owner/property manager/benchmarking contractor name] for the term of my tenancy at the above address. Information obtained under this consent is limited to utility consumption [if owner wants to use this form for utility allowance analysis, add “and cost”] for the address provided above. I understand that this utility information will be used in order to determine the energy or water usage of the entire property and will be used to help determine if the property is eligible for new funding from HUD.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Tenant Date

**Additional information:**

This consent form allows [owner name] to obtain utility consumption [if owner wants to use this form for utility allowance analysis, add “and cost”] data for your unit. This data **cannot be used to rescreen or otherwise endanger your rental assistance**. It will not be made to make any determination around your rental payment to the owner. The owner will use this data to apply for HUD funding to improve your unit or building, potentially including improving air quality, enhancing property safety during extreme weather events, and improving energy and water efficiency at the property. If your property is selected for funding, you will receive detailed information about the retrofit and your rights throughout the process.

PENALTIES FOR MISUSING THIS CONSENT:

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than $5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security numbers are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violations of these provisions are cited as violations of 42 USC 408 (a) (6), (7) and (8).

DATE: (Date of request)

TO: (Name of Utility Provider) FROM: (Name Owner/Agent)

 (Utility Provider Address) (Owner/Agent Address)

SUBJECT: Request for Utility Information

To whom it may concern:

My property is applying to a U.S. Department of Housing and Urban Development (HUD) program that requires submission of utility consumption data in order to access grant and loan funds to make improvements to my property. In order to access these funds, your cooperation is requested in providing utility consumption data for the below individuals for the period X/XX/XX through X/XX/XX**.** The individuals named below receive housing assistance under a program of the HUD and are under lease at [property address]. Attached you will find the below listed tenants’ consent to release this information.

Thank you for your help. Please return this utility information to [owner/agent name] at [owner/agent email or address].

Request for Utility Information for:

|  |  |
| --- | --- |
| **Tenant Name** [owner fill in] | **Tenant Address** [owner fill in] |
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