

# Mississippi Home Corporation

## UTILITY ALLOWANCE REQUEST SUBMITTAL CHECKLIST

|                  |                          |
|------------------|--------------------------|
| Date of Request: | Proposed Effective Date: |
| Project Name:    | Project Number:          |
| Ownership Name:  | Contact Person:          |
| Mailing Address: | Phone / Email:           |

IMPORTANT NOTE: MHC's UA review will NOT commence until receipt of a complete submission, inclusive of all applicable attachments/reports. UA Requests must be packaged SEPARATELY by property and organized in accordance with this checklist. This checklist must accompany ALL UA Request submissions. Questions? Contact MHC Compliance at (601) 718-4600.

| Document / Requirement                                                                                                                                                                                                       | Applicability  | Included?     | Date Submitted / Received |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|---------------------------|
| <b>REQUIRED FOR ALL REQUESTS</b>                                                                                                                                                                                             |                | Circle Y or N |                           |
| <b>1. MHC Owner Certification of Utility Estimate</b><br>(Completed, signed by authorized owner, and includes the proposed UA average for each unit type and each applicable utility)                                        | ALL Requests   | Yes or No     |                           |
| <b>2. Identity of Interest Disclosure Form</b><br>(Completed and signed — required with every submission; discloses any relationship between ownership entity and utility service providers)                                 | ALL Requests   | Yes or No     |                           |
| <b>3. Utility Company Rate Schedule</b><br>(Current rate schedules for each applicable utility type: electric, gas, water/sewer, trash — attach copies for all applicable utilities)                                         | ALL Requests   | Yes or No     |                           |
| <b>4. Copies of Current Utility Bills</b><br>(Complete utility bills for every applicable utility — electric, water/sewer, gas, and trash — for each bedroom size; use vacant or comparable units as needed)                 | ALL Requests   | Yes or No     |                           |
| <b>5. 90-Day Notice to Tenants</b><br>(Showing the date the proposed UA change was posted for tenant viewing/comment, proposed effective date, property name, address, management company, and contact)                      | ALL Requests   | Yes or No     |                           |
| <b>6. Current PHA Utility Allowance Schedule</b><br>(Most recent schedule from the local Public Housing Authority for the applicable jurisdiction — include even if not the selected method)                                 | ALL Requests   | Yes or No     |                           |
| <b>7. Processing Fee — \$150.00</b><br>(Payment must reference the development number and UA request; payable to Mississippi Home Corporation)                                                                               | ALL Requests   | Yes or No     |                           |
| <b>HUD UTILITY SCHEDULE MODEL — ADDITIONAL REQUIREMENTS</b>                                                                                                                                                                  |                |               |                           |
| <b>8. HUD Utility Schedule Model Documentation</b><br>(Include the source and copies for all factors entered into the HUD Utility Schedule Model; provide a printed copy of all model inputs)                                | HUD Model Only | Yes or No     |                           |
| <b>ENERGY CONSUMPTION MODEL (ECM) — ADDITIONAL REQUIREMENTS</b>                                                                                                                                                              |                |               |                           |
| <b>9. Engineer's Energy Model Projection</b><br>(Complete certification from a previously approved qualified professional explaining analysis and findings. Must address each required component under IRC Section 1.42-10.) | ECM Only       | Yes or No     |                           |
| <b>10. Engineer's Identity of Interest Disclosure</b><br>(Confirms the licensed engineer and/or qualified professional and the ownership entity are not related parties)                                                     | ECM Only       | Yes or No     |                           |

|                                                                                                                                                                                                                                                                                                                                                                                          |               |           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|--|
| <b>11. Engineer's Licensure / Resume</b><br>(Certification(s) of the licensed engineer or qualified professional; verification of minimum one (1) year of experience; license must be current and unexpired at time of submission)                                                                                                                                                       | ECM Only      | Yes or No |  |
| ADDITIONAL / SUPPLEMENTAL DOCUMENTATION                                                                                                                                                                                                                                                                                                                                                  |               |           |  |
| <b>12. Previously Approved Utility Allowance</b><br>(Copy of prior MHC-approved UA or any correction letters received for this development, or the expiring PHA UA in use)                                                                                                                                                                                                               | If Applicable | Yes or No |  |
| <b>13. Additional Documentation / Notes</b><br>(Any other supporting material relevant to this request)                                                                                                                                                                                                                                                                                  | As Needed     | Yes or No |  |
| <b>CERTIFICATION:</b> By submitting this checklist, the owner/authorized representative certifies that all required documents are accurate, complete, and included in the submission package as indicated above. <b>The owner acknowledges that MHC will not commence review until all applicable items are received.</b><br>Authorized Signature: _____ Printed Name: _____ Date: _____ |               |           |  |
| Mississippi Home Corporation • 735 Riverside Dr., Ste. 300, Jackson, MS 39202 • (601) 718-4600 • www.mshomecorp.com MHC Rev. 08/2026                                                                                                                                                                                                                                                     |               |           |  |