

Monthly Utility Arrears Confirmation Form

NYS Emergency Rental Assistance Program (ERAP)

Instructions: Fill in Tenant Name, Utility Service Address, Electric Utility Provider, Gas Utility Provider, and Monthly Table below for all months of ERAP Utility arrears assistance being requested. Fill in the form with the Utility Arrears* past due amounts for each month. All monthly utility charges, such as late fees and budget billing, can be included in the total monthly arrears amount. Carryover balances and on-bill financing charges cannot be included in the total monthly arrears amount. Do not provide cumulative amounts or prospective amounts.

When filling out the form, you must include the highest 12 months of utility arrears that you owe in the appropriate section of the form. For example, if you owe \$500 in gas utility arrears for May of 2021, you will first look for the year 2021 on the form, then find the line for the month of May, and fill in \$500 in the column that is labeled "Gas Utility Arrears Past Due."

IMPORTANT NOTE: If you pay for combined utilities (electric and gas from a single provider) under a single bill, then please only fill out the Electric Utility Arrears Past Due column on the table and include the total combined arrears that are owed for each month.

When you submit the Monthly Utility Arrears Confirmation Form, it must meet the following requirements:

- The form must be legible and non-password protected.
- The monthly utility amounts on the documentation must not have any carryover balances or on-bill financing charges.
 - Carryover balance – A charge from the previous month brought into the next month's balance.
 - On-bill financing charge – A charge added to utility bill to repay a loan for energy efficiency improvements.
- The name of the person signing the Monthly Utility Arrears Confirmation Form and the name on the utility bill should be the same. This person must be a member of the household as listed on your ERAP application.
- The utility service address must be the same as the rental address.
- The Monthly Utility Arrears Confirmation form provided must clearly indicate the months of utility arrears being requested and the amount past due for each month.
- When using the Monthly Utility Arrears Confirmation Form, the amount listed in the "Arrears Past Due" columns should include what is owed for each individual month. Do NOT provide a cumulative total of arrears owed.

Monthly Utility Arrears Confirmation Form

NYS Emergency Rental Assistance Program (ERAP)

| | | | | |
|----------------------------------|------------------|---|--------------------------------------|----|
| Tenant Name | | | | |
| Utility Service Address | | | | |
| Electric Utility Provider | | | | |
| Gas Utility Provider | | | | |
| Year | Month | Electric Utility Arrears Past Due* | Gas Utility Arrears Past Due* | |
| 2020 | March | \$ | \$ | |
| | April | \$ | \$ | |
| | May | \$ | \$ | |
| | June | \$ | \$ | |
| | July | \$ | \$ | |
| | August | \$ | \$ | |
| | September | \$ | \$ | |
| | October | \$ | \$ | |
| | November | \$ | \$ | |
| | December | \$ | \$ | |
| | 2021 | January | \$ | \$ |
| | | February | \$ | \$ |
| March | | \$ | \$ | |
| April | | \$ | \$ | |
| May | | \$ | \$ | |
| June | | \$ | \$ | |
| July | | \$ | \$ | |
| August | | \$ | \$ | |
| September | | \$ | \$ | |
| October | | \$ | \$ | |
| November | | \$ | \$ | |
| December | | \$ | \$ | |
| 2022 | January | \$ | \$ | |
| | February | \$ | \$ | |

| | | | |
|------|-----------|----|----|
| | March | \$ | \$ |
| | April | \$ | \$ |
| | May | \$ | \$ |
| | June | \$ | \$ |
| | July | \$ | \$ |
| | August | \$ | \$ |
| | September | \$ | \$ |
| | October | \$ | \$ |
| | November | \$ | \$ |
| | December | \$ | \$ |
| 2023 | January | \$ | \$ |
| | February | \$ | \$ |
| | March | \$ | \$ |
| | April | \$ | \$ |
| | May | \$ | \$ |
| | June | \$ | \$ |
| | July | \$ | \$ |
| | August | \$ | \$ |
| | September | \$ | \$ |
| | October | \$ | \$ |
| | November | \$ | \$ |
| | December | \$ | \$ |
| 2024 | January | \$ | \$ |
| | February | \$ | \$ |
| | March | \$ | \$ |
| | April | \$ | \$ |
| | May | \$ | \$ |
| | June | \$ | \$ |
| | July | \$ | \$ |
| | August | \$ | \$ |

| | | | |
|--|-----------|----|----|
| | September | \$ | \$ |
| | October | \$ | \$ |
| | November | \$ | \$ |
| | December | \$ | \$ |

By signing this form, I, the Tenant, attest that all of the information provided, including the Electric Utility Arrears Past Due and Gas Utility Arrears Past Due amounts listed above are true and accurate for the Tenant, Address, Utility Provider, and Months designated above. I also attest that I have not received another payment from another source for any of the months or amounts requested above.

Tenant Name Printed: _____

Tenant Signature: _____

Date: _____