



**Dear Landlord/Property Manager:**

The Home Energy Assistance Program (HEAP) assists low-income households with paying their utility expenses. Due to a change in the way HEAP is administered, applicants are required to have proof of how much of the household income is paid toward the homes energy costs. The request is pursuant to the Low-Income Home Energy Assistance Program Reauthorization Act of 1994, Public Law 97-35, as amended.

Therefore, in keeping with the intent of Federal Law, Landlords and Property Managers are now being asked to provide, upon request, to HEAP applicants, the amount of rent dollars that are applied to Gas/Electric and or Propane costs.

If unable to determine the actual cost of energy per unit, add the total current energy cost of the utility bill and divide it by the number of units utilizing the gas/electric and or propane. PG&E is also a good source of information and may be able to assist with obtaining the information.

Thank you, In advance for your cooperation  
Sincerely,

*Community Services & Workforce Development (CSWD)*

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Amount of rent per month \_\_\_\_\_

Amount or estimation of amount applied to energy costs \_\_\_\_\_

\_\_\_\_\_  
Landlord Signature                      Date                      Address                      Phone

Revised 11.21.19

**COMMUNITY ACTION BOARD & WORKFORCE Development BOARD**

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

