

## Utility Allowance (UA) Instructions for Management

Instructions for entering UA documentation and payment information into RCRS for Agency review/approval  
Effective July 1, 2026

### Instructions for Management to submit Utility Allowance into RCRS for review/approval:

1. Log into RCRS and select the property that needs a UA update from the property list.
2. Under the Property Menu at the top, select Utility Allowance from the dropdown menu.
3. Click Request Utility Allowance Update in the green box at the top right corner.
4. Click Select to upload a PDF containing all of the applicable utility allowance types and data being submitted.
5. Check the box beside each applicable UA type. Click OK at the bottom left.

### Upload Utility Allowance Documentation

#### RCRS Management Company Process Suggestions

Select File\* :

Processing Fee Method\* : Select the method category used for this Utility Allowance request.

- Processing fee not required: Rural Development, HUD Section 8, PHA
- Processing fee required: Local Utility Provider, Agency-approved Consumption History, HUD Model, Energy Consumption Model by a licensed engineer
- Combination of utility allowances requiring payment and not requiring payment.

6. If the UA submitted doesn't require a processing fee, no additional information is needed.
7. If the UA submitted requires a processing fee, please enter the appropriate information and click OK at the bottom. The processing fee amount is not editable and will be extracted from the bank account provided.

Check Holder Name\* :


Routing Number\* :

Account Number\* :

Confirm Account Number\* :

Utility Allowance Fee Amount:

Sample check:



Routing Number Account Number

**Note:** If the UA is returned due to inadequate documentation, an additional fee will not be required when you resubmit.