**UTILITY ALLOWANCE DISBURSEMENT REQUEST**

ALL URP disbursement requests MUST include described documents & information for each service.

**ELECTRICITY, WATER & WASTE SERVICES**

❑CURRENT Billing Statement for each utility requesting payment to

\*\*\* CHA cannot issue payment with old utility bills

**Wisconsin Public Service (WPS)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(amount you wish to apply)**

**LDF Water & Sewer Dept.** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(amount you wish to apply)**

**HEATING & GAS SERVICES**

❑Pre-Approval from Tenant Services for ALL Propane Requests is required

❑Accurate, Same-day percentage reading of propane tank for authorized delivery

❑**\***Submit any Delivery Receipt your Propane Provider may have mailed or left for you

**Petroleum Heat & Power %** \_\_\_\_\_\_\_$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(actual tank %)**

**Ritchie Lakeland Oil & Propane %** \_\_\_\_\_\_\_$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(actual tank %)**

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

(Tenant Signature) (Phone Number) (Date)