



MEMORANDUM

VIA E-MAIL

TO: Owners of HOME properties in WV

FROM: Katherine Hackworth  
Compliance & Risk Management Administrator

DATE: December 22, 2025

SUBJECT: HOME Annual Compliance Letter

The end of year tenant data upload for activities occurring during the previous year will be due by February 13<sup>th</sup>, 2026. As a reminder, we will be working in Microsoft Teams again this year.

Due to the West Virginia Housing Development Fund via Microsoft Teams by February 13<sup>th</sup>:

- HOME Form 600 – Owners Certification of Ongoing Program Compliance
- HOME Form 601 – Request for Rent Adjustment
- HOME Form 500 – HOME Rental Compliance Report
- Audited Financial Statements, if applicable. Company prepared Income Statement & Balance Sheet will also satisfy this requirement.

All forms can be found on the West Virginia Housing Development Fund Website.

[HOME Compliance Documents | WVHDF](#)

We look forward to working with you to ensure continued compliance with the HOME regulations and providing safe, affordable housing for the citizens of West Virginia.

Very truly yours,

WEST VIRGINIA HOUSING DEVELOPMENT FUND

Katherine Hackworth  
Compliance & Risk Management Administrator

