HOME ANNUAL REPORT & OWNER'S CERTIFICATION – INSTRUCTIONS

PROJECT NAME: Self-explanatory
PROJECT OWNER: Owner partnership name
MANAGING AGENT: Management company name

DATE OF ANNUAL RENT APPROVAL*:   Enter date of rent schedule approval
APPROVAL GRANTED BY: Enter approving county or agency
*_Provide a copy of the approval and rent schedule with this report_

COUNTY: Enter County in which property is located

HOME REQUIREMENTS:
Total Number of HOME units: Number of HOME units required by HOME Declaration
Low HOME Units: Number of Low-HOME units required by HOME Declaration
High HOME Units: Number of High-HOME units required by HOME Declaration
Fixed/Floating: HOME units fixed or floating per HOME Declaration
Total units: Total number of units in the project

PROJECT STATUS AS OF END OF REPORT PERIOD (current means as of 6/30 of the reporting year)
Total Number of HOME units: Number of actual HOME units on 6/30
Low HOME units: Number of Low-HOME units on 6/30
High HOME units: Number of High-HOME units on 6/30
Over Income (OI) units: Number of HOME units where household is now over income for HOME
Fixed/Floating: Are the HOME units currently floating or fixed?
Vacant Units: Number of vacant units in the project on 6/30
Utility Allowance Method used: Indicate UA method

Column 1 – Unit #   Unit number (for example unit 101, 201)

Column 2 - # BR   How many bedrooms in this unit?

Column 3 – Tenant's Last, First Name: Tenant's last, first name (for example Smith, John)

Column 4 – Move-in Date   On what date did the household move into this unit?

Column 5 – HSLD Size   How many persons in this household as of 6/30?

Column 6 – Initial/Recert Eff. Date   What is the date of the most recent certification for this household (move-in/recert)?

Column 7– Annual (Gross) Income   What is the gross annual income shown on that certification?

Column 8 – Low/High HOME   Is this unit a Low-HOME unit or a High-HOME unit (indicate Low or High)?

Column 9 – Unit Set-Aside %   What is the current required unit set-aside % (30%, 50%, 60%, 80%, over 80)?

Column 10 – Current Tenant Rent   What is the tenant portion of the rent as of 6/30 – the amount the tenant is responsible for paying (not including any subsidy)?

Column 11 – Utility Allowance   What is the approved utility allowance for this unit as of 6/30?

Column 12 – Subsidy Amount   If the household has subsidy (project-based, voucher, etc.) what is the amount of subsidy as of 6/30?

Column 13 – Project Based Subsidy?   If subsidized, does tenant receive project based subsidy or tenant based (voucher)? If project based, answer Yes; if tenant based, answer No

Column 14 – Gross Rent	This column is set to add columns 9, 10, and 11 automatically – DO NOT EDIT or the formula will be lost
Column 15 – Current HOME Program Rent	What is the current maximum allowable <u>gross</u> rent that can be charged for this unit based on its set aside (regardless of approved rent)?
Column 16 – Move-out Date	If this household vacated between 7/1 last year and 6/30 of the reporting year, on what date did they vacate? *This report is to include all activity for each unit from 7/1 last year to and including 6/30 of the current year.*
Column 17 - Female HH	Is head of household Female? Answer Yes or No
Column 18 - HH Race/Ethnicity Code	What is the Race/ethnicity of the Head of Household (chart in upper right corner of report?
OWNER CERTIFICATION:	<u>Owner</u> must certify that all HOME-assisted units in the project are suitable for occupancy, taking into account State and local health, safety, and other applicable codes, ordinances, and requirements, and the ongoing property standards established by the County to meet the requirements of CFR 92.251