

HOME and HOME-ARP 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
<i>*Provide a copy of the approved rent schedule and utility allowances with this report</i>	
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 <u>project</u>
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 <u>actual</u> 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) HOME units:	Number of HOME units where household is now over income for HOME
Fixed/Floating:	Are the HOME units currently floating or fixed?
Vacant HOME Units:	Number of vacant HOME units in the <u>project</u> 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 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– Current Annual (Gross) Income	What is the gross annual income shown on the most recent certification?
Column 8 – Low/High HOME	Is this unit a Low-HOME unit or a High-HOME unit (indicate Low or High)?
Column 9 – Required Unit Set-Aside %	What is the current required unit set-aside % (30%, 50%, 60%, 80%)
Column 10 – Over Income Unit?	Is this household now over income for HOME set aside noted?
Column 11 – 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 12 – Utility Allowance	What is the approved utility allowance for this unit as of 6/30?
Column 13 – Subsidy Amount	If the household has subsidy (project-based, voucher, etc.) what is the amount of subsidy as of 6/30?
Column 14 – 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 15 – Gross Rent	This column is set to add columns 11, 12, and 13 automatically – DO NOT EDIT or the formula will be lost
Column 16 – 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 17 – 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? <i>This report is to include all activity for each unit from 7/1 last year to and including 6/30 of the current year.</i>
Column 18 - Female HH	Is head of household Female? Answer Yes or No
Column 19 - HH Race/Ethnicity Code	What is the Race/ethnicity of the Head of Household (chart in upper right corner of report)?
Column 20 – Qualifying Household Status	What is the households HOME-ARP Qualifying Status (chart to the right of column 20).
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