

NSP ANNUAL REPORT – 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 approved rent schedule and utility allowances with this report

COUNTY: County in which property is located

REQUIRED NSP SET-ASIDES:
 Total Number of NSP units: Number of NSP Units per NSP Declaration
 Fixed/Floating: NSP units fixed or floating per NSP Declaration
 Total Units In Project: 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 NSP units: Number of NSP units on 6/30
 Fixed/Floating: Are the NSP units currently floating or fixed?
 Vacant NSP Units: Number of vacant NSP units
 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 – HSLD Size How many persons in this household as of 6/30 of the reporting year?
 Column 5 – Initial Eff. Date What was the date of Initial Certification?
 Column 6 – Required NSP Set-Aside % What is the required set-aside percentage for the unit?(30%, 50%, 60%, 80%, 120%)
 Column 7 – Annual Income at IC What was the gross annual income of the household at Initial Certification?
 Column 8 – Current Tenant Rent What is the tenant portion of the rent as of 6/30 of the reporting year – the amount the tenant is responsible for paying (not including any subsidy)?
 Column 9 – Utility Allowance What is the approved utility allowance for this unit as of 6/30 of the reporting year?
 Column 10 – Subsidy Amount If the household has subsidy (project-based, voucher, etc.) what is the amount of subsidy as of 6/30 of the reporting year?
 Column 11 – Project Based Subsidy (Y/N) Is subsidy project based (Section 8, RD, etc.) or tenant based (voucher)?
 Column 12 – Gross Rent This column is set to add columns 8, 9, and 10 automatically – DO NOT EDIT or the formula will be lost
 Column 13 – Current Max HOME Program rent NSP rents follows the HOME Program rents. What is the maximum allowable gross rent that can be charged for this unit based on its set aside?
 Column 14 – 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*