

**HOME Investment Partnership Program (HOME)**

**National Housing Trust Fund (NHTF)**

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all multi-family HOME and NHTF assisted projects during their affordability period. To comply with 24 CFR 92.252 & 24 CFR 93.302 (c) (2), HOME and/or NHTF funded projects must submit this completed form, a copy of the newly published HOME or NHTF Rent and Income Limits, a copy of the minimum 30 day written notice to tenants, and a copy of the current utility allowance (UA) form within 30 days of the effective date of the HOME and NHTF Rent Limits each year. You may submit this information by emailing it to: [HOMERA@OhioHome.org](mailto:HOMERA@OhioHome.org).

HUD published HOME Rent Limits may be accessed at: <https://www.hudexchange.info/manage-a-program/home-rent-limits/>.

HUD published NHTF Rent Limits may be accessed at: <https://www.hudexchange.info/programs/htf/htf-rent-limits/>.

Project Name: \_\_\_\_\_

HOME/NHTF #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project #: \_\_\_\_\_

County: \_\_\_\_\_

Total # of Assisted Units: \_\_\_\_\_

**Directions:** Please check all applicable boxes above the charts. (A) Indicate whether the unit is Low or High HOME by placing an "X" in the corresponding field. (B) Enter total rent charged to tenants (**\$25 maximum increase for existing tenants**). (C) Enter current utility allowance. (D) Enter TBA amount, if any. The "Gross Rent" columns will auto-calculate if completed electronically. **If you are not requesting a rent increase, please certify that by duplicating the "Current Rent Structure" in the "Proposed Rent Structure" column. Please provide the unit information for each HOME and/or NHTF unit in the project (if additional rows are needed please attach page 2 of this form).**

PBA

TBA

Fixed

Floating

Owner Paid Utilities

Current Rent Structure								Proposed Rent Structure for Existing Tenants			
Unit #	BR Size	Low HOME (A)	High HOME (A)	Rent (B)	UA (C)	TBA (D)	Gross Rent (B+C+D)	Rent (B)	UA (C)	TBA (D)	Gross Rent (B+C+D)

Proposed Rent Structure for Future Tenants			
BR Size	Rent (B)	UA (C)	Gross Rent (B+C)

Please provide the unit information for each HOME/NHTF unit in the project (if additional rows are needed please attach page 2 of this form).

Unit Information							
Unit #	HOH Name	Does any HH member qualify as disabled? (Y/N)	# of HH members	Income at Move-in	Income at Recert	Unit in compliance with Lead Based Paint Regulations? (Y/N)	Unit in compliance with Accessibility Standards? (Y/N)

By signing below, I certify the information submitted on this form is true and correct for the project listed above and I am aware of the following:

- OHFA reserves the right to request additional information to support the need for rent increases.
- Any and all rent increases require a minimum Thirty (30) day written notice to tenants.
- Failure to receive OHFA approval and/or provide tenants with proper notice of rent increases may require a reduction in rent and restitution paid to affected tenants.
- Recipients who fail to submit this form will be reported to OHFA's Division of Development and legal council.

Allocation of funding for new projects may be impacted and HOME funds may be recaptured.

I understand OHFA may request additional information to substantiate rents requested. I understand that any false statement on this form may subject me to criminal prosecution.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Rent Structure								Proposed Rent Structure for Existing Tenants			
Unit #	BR Size	Low HOME (A)	High HOME (A)	Rent (B)	UA (C)	TBA (D)	Gross Rent (B+C+D)	Rent (B)	UA (C)	TBA (D)	Gross Rent (B+C+D)

Proposed Rent Structure for Future Tenants			
BR Size	Rent (B)	UA (C)	Gross Rent (B+C)

Unit Information							
Unit #	HOH Name	Does any HH member qualify as disabled? (Y/N)	# of HH members	Income at Move-in	Income at Recert	Unit in compliance with Lead Based Paint Regulations? (Y/N)	Unit in compliance with Accessibility Standards? (Y/N)