

Please read the instructions below for completing this report.

**Reporting Period:** This reporting period should be January 1 through December 31 of the calendar year being reported.

## Project Information

**Project Name:** Indicate the name of the project for which you are reporting.

**OHFA Number:** Indicate the OHFA tracking number assigned to the project.

**Address, City, Zip, Phone, Fax:** Enter the project address, city, zip code, telephone number and fax number in this area.

## Owner Information

**Name:** Indicate the name of the owner of the project for which you are reporting.

**Address, City, State, Zip, Phone, Fax:** Enter the owner address, city, state, zip code, telephone number and fax number in this area.

**Owner Contact and Email:** Indicate the name of the contact person and email for the property which you are reporting.

## Management Company Information

**Name:** Indicate the name of the management company of the project for which you are reporting.

**Address, City, State, Zip, Phone, Fax:** Enter the management company address, city, state, zip code, telephone number and fax number in this area.

**Management Contact and Email:** Indicate the name of the contact person and email for the property which you are reporting.

## Annual Occupancy

**Total number of units in project:** Enter the total number of units in the entire project.

**Total number of units repaired with CIP funds:** Enter the total number of units repaired using CIP funds.

**Total number of repaired units occupied:** Enter the total number of repaired units occupied at the end of the reporting period.

**Reserve account:** Indicate whether there is a separate reserve account for the project, and either the balance of that account or the balance of the main reserve account.

## Project Profile

Answer the question Yes or No, and provide an explanation if the answer is No.

## Units Repaired using CIP Funds

Enter the following information about the units repaired using CIP funds. All information should be as of 12/31.

<b>Repaired Unit Number:</b>	This column should reflect the unit numbers for repaired units
<b>Date Last Inspected by Owner:</b>	This column should reflect the date unit was last inspected by Owner
<b>Head of Household Name:</b>	This column should indicate the head of household name
<b>Household Size:</b>	Enter the number of people in the household for each repaired unit
<b>Certified Income:</b>	Enter the certified income for the household for each repaired unit

You also must submit the most recent unit inspection report for the reporting year with this annual certification form.

*A representative of the Owner must sign and date the report.*

Send Annual Certification and unit inspection reports to [compliance@ohiohome.org](mailto:compliance@ohiohome.org).