

HOME Investment Partnerships 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 and 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 last year's approval letter, a copy of the minimum 60 day written notice to tenants, 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, a copy of the project's current lease in its entirety, along with any lease addendums/lease attachments and a copy of the project's fee schedule. Check that all items are included with this form below. You may submit this information by emailing it to: 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: _____

Required Included Documents

Check all items submitted:

- The newly published HOME or NHTF Rent and Income Limits Last year's approval letter The minimum 60 day written notice to tenants
- Current Utility Allowance documentation The project's current lease with any lease addendums/lease attachments
- The project's fee schedule

Directions for Current Rent Structure:

Enter each individual Unit # and Bedroom Size in the chart.

(A) Indicate whether the unit is Low or High HOME by placing an "X" in the corresponding field.

(B) Enter total rent charged to tenant.

(C) Enter current utility allowance.

(D) Enter rental assistance amount, if any.

The "Gross Rent" column will auto-calculate if completed electronically.

Directions for Proposed Rent Structure for Existing Tenants:

Enter each individual Unit # and Bedroom Size in the chart.

(A) Indicate whether the unit is Low or High HOME by placing an "X" in the corresponding field.

(B) Enter total rent charged to tenant.

- Maximum \$25 per month increase allowed for existing tenants
- This increase does not apply to TBA and PBA amounts

(C) Enter current utility allowance.

(D) Enter rental assistance amount, if any.

The "Gross Rent" column 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" columns.

Directions for Proposed Rent Structure for Future Tenants:

Enter each HOME unit Bedroom size

(B) Enter total rent charged to tenant.

- Maximum \$25 per month increase is not applicable to Future Tenants

(C) Enter current utility allowance

The "Gross Rent" column will auto-calculate if completed electronically.

- This amount can equal, but not exceed, the maximum allowable HOME rent limit.

Please check all applicable boxes below:

- PBA TBA Fixed Floating Completely Owner Paid Utilities

