Ohio Housing Finance Agency

Annual HOME/HOME-ARP/NHTF Rent and Occupancy Report

HOME Investment Partnerships American Rescue Plan Program (HOME/HOME-ARP) ***National Housing Trust Fund (NHTF)***

HUD requires Participating Jurisdictions (PJ's) to review and approve rents annually for all multi-family HOME, HOME-ARP, and NHTF assisted projects during their affordability period. To comply with 24 CFR 92.252, 24 CFR 92.251,and 24 CFR 93.302 (c)(2), HOME, HOME-ARP, 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. Check that all items are included with this form below. You may submit this information by emailing it to: HOMERA@ohiohome.org.

Note: HOME-ARP units restricted for occupancy by a Qualifying Population (QP) cannot exceed 50% AMI rent (i.e., Low HOME rents). A unit that receives project-based rental assistance and is occupied by a QP that pays no more than 30% of its adjusted income in rent may charge the rent allowable under the subsidy project. Rent for a Non-QP HOME-ARP unit must comply with 24 C.F.R. §92.252(a), which is the requirement of High HOME: the rent must be the lower of a rent equal to 30% of the adjusted household income with annual income at 65% AMI, or the Fair-Market Rent (FMR).

HUD published HOME Rent Limits may be accessed here.
HUD published NHTF Rent Limits may be accessed here.

Project Name: _____ HOME/HOME-ARP/NHTF #: _____

Project Address: _____ Project #: _____

County: _____ Total # of Assisted Units: _____

Required Documents

Check all items submitted:

☐ Newly published HOME or NHTF Rent and Income Limits ☐ Last year's approval letter

☐ Minimum 60 day written notice to tenants ☐ Current Utility Allowance documentation

☐ HOME/HOME-ARP/NHTF signed Lease Addendum for each tenant

Has your lease been revised since the last year's submission? ☐ Yes ☐ No *If yes, attach the revised lease.*

Has your fee schedule been revised since last year's submission? ☐ Yes ☐ No *If yes, attach the revised 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:

(A) 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

Please provide the household (HH) information for each HOME, HOME-ARP, and/or NHTF unit in the project (if additional rows are needed please copy and attach a second page of this form).

Current Rent Structure								Proposed Rent Structure for Existing Tenants			
Unit #	BR Size	Low HOME (A)	High HOME (A)	Rent (B)	UA (C)	TBA/ PBA (D)	Gross Rent (B+C+D)	Rent (B)	UA (C)	TBA/ PBA (D)	Gross Rent (B+C+D)
							$ 0.00				$ 0.00
							$ 0.00				$ 0.00
							$ 0.00				$ 0.00
							$ 0.00				$ 0.00
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							$ 0.00				$ 0.00
							$ 0.00				$ 0.00
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							$ 0.00				$ 0.00
							$ 0.00				$ 0.00

Proposed Rent Structure for Future Tenants			
BR Size	Rent (B)	UA (C)	Gross Rent (B+C)
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
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Unit Information							
Unit #	Head of Household 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)

- Any and all rent increases require a minimum 60-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 Development Office and legal counsel.
    - Allocation of funding for new projects may be impacted and HOME funds may be recaptured.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____

Under penalties of perjury, I certify that the information provided herein is true and accurate to the best of my knowledge. The undersigned further understands that providing false representation herein constitutes fraud.