

HOME CERTIFIED RENT ROLL INSTRUCTIONS

IMPORTANT!!!! All information contained in the rent roll must be as of **December 2011**.

Project Information

- 1. Property Address:** This information has been provided.
- 2. Owner Name:** This information has been provided. If the Owner's name has changed, please provide.
- 3. Total HOME Units:** This information has been provided.
- 4. Utilities Paid by the tenant:** Indicate the utilities the tenant pays directly by checking the appropriate box.

Apartment Information (Columns A-D)

A. Apt #: The HOME units have been provided. For a list of HOME units refer to the **Project Completion Report**. **HOME unit designations are fixed and will remain fixed throughout the affordability period.**

B. Low Income/ Very Low Income: Projects with 4 or lesser units are not required to have VLI units. For projects with 5 or more units, each HOME unit must be identified as either Low Income (LI) or Very Low Income (VLI). *Example:* A project with 20 HOME units would be required to have 4 VLI units (20 HOME units x 20% = 4).

To qualify as a VLI unit, the income of the tenant must be at or below 50% of median income for their family size and the rent cannot exceed the Low HOME Rent Limit. Refer to the **2011 HOME Rent and Income Limit Chart**.

Do not indicate more than 20% of your HOME units as VLI.

C. Tenant Name: Indicate the full name of the tenant occupying each HOME Unit. If unit was vacant during 12/11, show as "Vacant".

D. Number of Bedrooms: Indicate the number of bedrooms in each HOME Unit.

Rent Information (Columns E & F)

E. Total Monthly Rent: For each HOME unit, indicate the full contract rent as shown on the tenant's lease. The contract rent may not exceed the maximum HOME rent. Refer to the 2011 Rent and Income Limit Chart. *Example:* Apt. 2A is a 2-bedroom VLI unit and tenant pays gas. The maximum rent for this unit is \$904.

F. Tenant Portion of Rent: If a HOME tenant receives a rent subsidy, indicate the tenant's portion of the rent.

Household Information (Columns G-J)

G. Number of persons in Household: Indicate the number of persons occupying each HOME unit. This should be based on the tenant's 2011 re-certification. For new tenants that began occupancy during 2011, this should be based on their initial certification.

H. Gross Household Income (\$): Indicate the Gross Household Income of each family occupying a HOME unit. This should be based on the tenant's 2011 re-certification. For new tenants that began occupancy during 2011, this should be based on their initial certification.

I. Date of Income Re-certification: Indicate the date on which HOME tenant has signed 2011 income re-certification. **If the tenant's 2011 re-certification was conducted in 2010 or 2012, please make a note on the rent roll that the re-certification applies to the tenant's 2011 income.**

For new tenants that moved in a HOME unit during 2011, indicate the date the tenant signed the initial income certification and **submit a copy of their initial income certification along with the owner certification and certified rent roll.** Do not submit copies of the annual re-certifications.

J. Move-in Date: Indicate the move-in date. For new tenants the move-in date is required and a copy of their initial income certification must be submitted. If the move-in date is not available for tenants who moved in prior to 2011, write N/A.

Signatory/ Certification

Signatory/Certification: The owner or an authorized representative must print name, sign, and date and certify that the information contained in the rent roll has been verified and the information is true and accurate.