



## I. Annual Income Certification:

Please provide income documentation for each household occupying a HOME funded unit. *Income documentation must be source documentation, (from the source of the income) every 6<sup>th</sup> year of monitoring. Income MUST be source documentation for any NEW TENANTS.*

Your project is in a 5th year of monitoring. Please provide the type of income documentation checked below:

Income documentation from the source of income

signed certification of tenant's self-reported household income or documentation worksheet from other certifying source, (e.g. Housing Authority providing Section 8). **Source documentation for any NEW tenants.**

1. Are all tenant's household incomes at or below the HOME income limits for their household size?  
*Current income limits are attached.*
  - a. If not, please describe plan to bring unit into compliance. *Please contact the Fitchburg Division of Housing to discuss options.*

## II. HOME Rents:

1. Do tenants pay for any of their own utilities separate from their rent?
  - a. If yes, please be sure you have a current annual utility schedule from your local Housing Authority and utilize this utility schedule for the purposes of ensuring your rents PLUS tenant paid utilities do not exceed the current HOME rent limits.
2. Are your rents, plus any tenant paid utilities equal to or less than the current HOME rent limits?  
*Exceptions are only allowed when units also receive a Project Based Section 8 Rental Subsidy. This exception does not include mobile Housing Choice Vouchers.*
3. Do any of the HOME assisted units also receive Project Based Section 8 Rental Assistance? *If yes, please attach a copy of the Exhibit to the current Section 8 HAP contract detailing the approved contract rent. This Exhibit or contract must also include effective dates.*

### III. Leases:

*Please provide a copy of current leases for all HOME assisted units.*

1. Do you have a lease with each tenant in a HOME assisted units?
2. Are leases for a minimum of one year? (unless otherwise agreed upon by tenant and owner)
3. Does your lease contain a provision that tenants must comply with requirements of the HOME Program and the requirements of any other project funding sources?

**The lease between the owner and tenant in a HOME assisted property cannot contain any of the following provisions:**

- **Agreement to be sued.** Agreement by the tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
  - **Treatment of Property.** Agreement by the tenant that the owner may seize or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This provision does not apply to the disposition of personal property left by a tenant who has vacated the property.
  - **Excusing owner from responsibility.** Agreement by the tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent.
  - **Waiver of notice.** Agreement by the tenant that the owner may institute a lawsuit without notice to the tenant.
  - **Waiver of legal proceedings.** Agreement by the tenant that the owner may evict the tenant or household members without instituting a civil court proceeding in which the tenant has an opportunity to present a defense, or before a court decision on the rights of the parties.
  - **Waiver of jury trial.** Agreement by the tenant to waive any right to a trial by jury.
  - **Waiver of right to appeal a court decision.** Agreement by the tenant to waive the tenant's right to appeal or to otherwise challenge in court a court decision in connection with the lease.
  - **Tenant chargeable with costs of legal actions regardless of outcome.** Agreement by the tenant to pay attorney's fees or legal costs, even if the tenant wins in a court proceeding by the owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.
4. Does your lease contain any of the above prohibited lease provisions?



5. Do you use the fair housing and equal opportunity logos in marketing and signage? *If you have signage posted in office and rental property locations, please describe locations and indicate use of above logos.*

**V. Financial Health and Physical Maintenance of Property:**

*Please provide a copy of your most recent annual operating budget, income statement and balance sheet for the property.*

*Please answer all questions for the end of the most recent budget year:*

1. Did this property operate at a net loss? (Do not include depreciation for this purpose.)  
*If yes, please explain.*
2. Did you write off, or do you anticipate writing off any uncollectable rents? If yes, how much and what is this as a percentage of total rental income?
3. What was your vacancy rate? *Please explain any vacancy rate higher than the industry standard.*
4. Do you have a replacement reserve account for this property? If so, what is the balance?
  - a. Did you access this account for replacements? *Please describe.*
5. Do you conduct regular inspections of the property to ensure that it continues to meet required property standards? *Please describe and include frequency.*

6. Have you deferred any maintenance on this property? *If so, please explain.*
7. Have you made any major investments/replacements/improvements in this property during the year? If so, please explain.

#### **Required Attachments**

- Completed Tenant rent roll, *a sample is provided.*
- Current utility schedule if property has tenant paid utilities.
- Copy of Project based Section 8 HAP Contract exhibit detailing contract rents, *if applicable.*
- Copies of current leases for HOME assisted units.
- Copy of Policies/Procedures/Plan for Tenant Selection.
- Copy of Policies/Procedures/Plan for marketing vacancies.
- Copy of Policies/Procedures/Plan for Affirmative Fair Marketing, *if applicable.*
- Most recent annual operating budget, income statement and balance sheet for the property.
- Copy of applications for any new tenant occupying a HOME assisted unit.
- Certification of income eligibility for all tenants in HOME assisted units; including source. documentation for new tenants and source documentation for all tenants in HOME assisted units every 6<sup>th</sup> year of monitoring.