



Maryland

DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM COMPLIANCE REPORTING AND INSTRUCTIONS

Beginning with the Certificate of Occupancy (CO) date, the Compliance Report will be due annually, January 1 through December 31. The report will be due on April 1st as part of the Annual Owner Certification for the Home Investment Partnerships (HOME) Program. Please include a current rent roll upon submission.

Instructions

The Compliance Report provides a snapshot of the project's occupancy and the extent to which the required set-asides have been met. Basic information about the property is to be provided at the upper portion of the report. The lower portion provides for an accounting of all units in the property as defined below:

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|--------------------------------|--|
| Property Identification | If applicable, indicate the number assigned by the monitoring agency. |
| Building Number | Appropriate number or alphabet if property includes more than one building. |
| Building Address | Street and building address if property includes more than one building. |
| Unit Number | Number of unit being reported. |
| Resident Name | Indicate name/names of head of households. Enter Vacant if the unit is not leased. |
| Number of Persons | Indicate the total number of persons in this household. |

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|---------------------------------------|--|
| Number of Bedrooms | Indicate the total number of bedrooms in this unit. If it is an efficiency, indicate where applicable. |
| Unit Restrictions | For each unit, indicate the appropriate designation according to the Land Use Restriction Agreement/Regulatory Agreement (30%, 50%, 60%, etc.) OI represents Over-Income. Market represents unrestricted unit. |
| Unit Rent | Represent the monthly rent charged to this household minus the utility allowance (UA). |
| Rent Resident Contribution | Represent the monthly rent paid by the Tenant. |
| Utility Allowance | Represent the monthly utility allowance for unit based on bedroom size. |
| Resident's Annual Gross Income | Indicate the household's annual (gross) income as reported on the most Recent TIC form. |
| Move-In Date | Indicate the household's initial move-in date. |
| Date of Last Certification | Indicate the date of the last income certification. |
| Unit Status | For DHCD use only. |