



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 2020 report will be due on June 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:

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.

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.