



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 2024 report will be due on March 14, 2025 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:

Project Name	Name of Project (and/or Aka)
Address	Street Name (including Building or Number)
Loan(s)	Loan Type
Total # of Units	Overall number of units within the project
Total # of Low HOME Units	
Total # of High HOME Units	
Fixed or Floating Home Units	
# of Barrier Free Units	
Other Restrictions (Provide Details)	
Start Date of Affordability Period for Project	
Date/Year of Last 3rd Party Verification	

Unit Address	Physical Address of Unit
# of Bedrooms	Provide the total number of bedrooms in the unit. If it is an efficiency, please indicate
# of Household Members	Provide the total number of persons in the household
Resident's Last Name	Provide resident's last name (head of household)
Race Code	Provide numerical indicator for race code
Marital Status	Provide numerical indicator for marital status
Move-in Date	Provide the household's initial move-in date
Move-in Income	Provide the household's initial move-in income
Current Income	Provide the household's annual (gross) income as reported on the most recent TIC
Unit Restriction	High or Low HOME
Maximum Allowable HOME Income Limit	
Last Re-cert Date	Provide the date of the last income certification
Subsidy Portion of Rent	Provide the portion of rent paid by subsidy
Utility Allowance	Monthly utility allowance for a unit based on bedroom size
Resident Portion of Rent	Monthly rent paid by resident
Total Rent	Monthly rent charged to this household including the utility allowance
Maximum Allowable Home Rent	
Comments	