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## HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM COMPLIANCE REPORTING AND INSTRUCTIONS

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Beginning with the Certificate of Occupancy (CO) date, the Compliance Report will be due annually, January 1 through December 31. The 2023 report will be due on October 1, 2024 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:

<b>Project Name</b>	Name of Project (and/or Aka)
<b>Address</b>	Street Name (including Building or Number)
<b>Loan(s)</b>	Loan Type
<b>Total # of Units</b>	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)	
	<b>Start Date of Affordability Period for Project</b>
	<b>Date/Year of Last 3<sup>rd</sup> Party Verification</b>

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