

PLEASE RESPOND IMMEDIATELY

| QUESTIONS | Y | N | NOTES |
|--|---|---|-------|
| 9. In projects where the HOME-assisted units float: a. When a tenant vacates a HOME unit, is the next available unit made available to a HOME-eligible tenant? b. When a tenant's income rises above 80% of AMI, is the next available comparable unit rented to a HOME-eligible tenant? | | | |
| 10. Is each unit file complete with the following documentation: a. Tenant income certifications? b. Tenant income supporting documentation? c. Lease and lease mandatory addendum? d. Are tenant leases properly executed and free of all prohibited provisions? | | | |
| 11. Are the tenant leases for a minimum of one year (unless otherwise agreed upon by tenant and owners)? | | | |
| 12. Does the tenant lease support that the rents reported in project files and project documentation submitted to the PJ are accurate? | | | |
| 13. Does the owner have tenant selection procedures that are non-discriminatory? | | | |
| 14. Does the owner provide adequate information to program applicants about program rules and expectations? | | | |
| 15. Does the owner affirmatively market units? | | | |
| 16. Does the owner follow his/her tenant selection policy? | | | |

OWNER/MANAGER'S CERTIFICATION

The Owner/Manager, by signing below, certifies that the information provided herein is true.

Owner/Manager Name: _____

Signature: _____ Date: _____