



***PLEASE RESPOND IMMEDIATELY***

**Owner Certification of HOME Requirement  
Check List**

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 Date: \_\_\_\_\_

| QUESTIONS  | Y | N | NOTES |
|--|---|---|-------|
| 1. If tenants receive Section 8 assistance,<br>a. Is the appropriate tenant payment (i.e. 30% of adjusted income) charged to the tenant?<br>b. Is the total rent charged for the unit at or below the HOME maximum rent? |   |   |       |
| 2. If any in-place tenants have incomes above 80% of the area median income, are they charged 30% of their adjusted monthly income for rent and utilities?   |   |   |       |
| 3. Do the rents listed for HOME-assisted units in the <b>Project Compliance Report</b> demonstrate that High and Low HOME Rent limits have been observed?  |   |   |       |
| 4. At initial project lease-up, did existing tenants have income below 60% AMI, or pay 30% of adjusted income for rent?  |   |   |       |
| 5. If units are floating, do HOME-assisted and unassisted units represent proportionate numbers of units by bedroom size (e.g. are 50% of units of each bedroom size designated as HOME units)?                          |   |   |       |
| 6. If the units are floating, are HOME-assisted and unassisted units comparable in terms of amenities and size?  |   |   |       |
| 7. As tenants vacate units, are tenants in Low HOME Rent units replaced by other tenants with incomes at or below 50% AMI?   |   |   |       |
| 8. Does owner/manager have copy of the Management Plan, provided to LAHD-Occupancy Monitoring, on file?  |   |   |       |

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|--|---|---|-------|
| 9. In projects where the HOME-assisted units float:<br>a. When a tenant vacates a HOME unit, is the next available unit made available to a HOME-eligible tenant?<br>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:<br>a. Tenant income certifications?<br>b. Tenant income supporting documentation?<br>c. Lease and lease mandatory addendum?<br>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: \_\_\_\_\_