



# CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE

(To be completed and submitted annually)

Program Type:    MP    BOND    CRA    LU    NPP    NSP    EQ    HHH

Property Address:			
Property Owner's Name:		Email Address:	Phone Number:
Property Owner's Address:			
Property Manager's Name:		Email Address:	Phone Number:

**This document is for the 12-month reporting period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.**

**I, the undersigned, being the Owner/Manager of the above Project, hereby certify the following:**

*(Please Check Boxes Indicating Compliance)*

- I have kept true and accurate records as required by the Regulatory Agreement or Land Use Covenant between the City of Los Angeles and myself during the reporting period and these records are open for inspection.
- Within the current reporting period, I have inspected the property, and my property is in good repair and is in compliance with standards required by the Los Angeles Housing Department in the loan agreement and regulatory agreement/covenant.
- If units became vacant during the reporting period, I used Affirmative Marketing standards, per the Regulatory Agreement/covenant, to fill the vacant units (if required).
- At present, the property insurance is current, all property taxes have been paid and there are no additional encumbrances on the property.
- I have received or have contacted the Urban Futures Bond Administration for the most recent maximum income and rent figures for the current year.

**I HAVE ATTACHED THE FOLLOWING DOCUMENTS:**

- A current and complete **Occupancy Summary** listing the Units/ tenants in the restricted units for the final month of the reporting period and all requested information.
- Tenant Income and Rent Certification Forms (Tenant Forms)** for all restricted households. I have given a copy of the signed Tenant Form to each individual household.
- Income Source Documentation** for all new tenants who are presently occupying the restricted units and who meet the income requirements.

**DOCUMENTS REQUIRED ANNUALLY FOR HOME UNITS:** *(New Tenants and Recertification)*

- New tenants and 6th year Income Source Documentation (required every 6 years after the project's completion).
- Mandatory Addendum to Lease/Rental Agreement for restricted households. I have given a copy to each household.
- Lease or Lease-waiver (if applicable).
- Owner Certification of HOME Requirement Checklist
- Housing Choice Voucher – Copy of Section 8 contract or rent adjustment letter effective during reporting period.

**DOCUMENTS FOR HOPWA UNITS:**

- I have records of an HIV/AIDS diagnosis from a licensed physician for new tenants in HOPWA assisted units.
- I have submitted Annual Income Source documents for all households in HOPWA assisted units.

***Under penalty or perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department of the United States Government.***

**PRINT/TYPE Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**(Check One):**    Owner    Manager