



HOME Program – Annual Rent Approval Cover Page

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ’s) to review and approve rents annually for all multi-family HOME assisted properties during their HOME Affordability Period. **To comply with 24 CFR 92.252(f)(2), submit the completed HOME Program – Annual Rent Approval Cover Page, HOME Program – Annual Rent Approval Form (if applicable), and documentation of the project’s current utility allowance(s), at least thirty (30) days prior to the intended rent increase effective date.** Seattle Office of Housing (OH) must review and approve proposed rent increases before rent increase notices are issued. Submit this documentation to your assigned OH Asset Manager (billie.abers@seattle.gov; lee.colbert@seattle.gov; cheryl.cohen@seattle.gov). HUD published HOME Rent Limits are available here: <https://www.hudexchange.info/managea-program/home-rent-limits/>. Owners who fail to submit the Annual Rent Approval Form(s) may be subject to the Seattle Housing Levy Administrative & Financial Plan “Good Standing” Policy (allocation of funding for new projects may be impacted), and/or other remedies.

Year of Rent Limits: _____ Effective Date of HOME Rent limits: _____

Project Name: _____ # of City-funded HOME units: _____

Project Address: _____ Zip: _____

Ownership Representative: _____ Contact Phone: _____

Title: _____ Contact Email: _____

Management Company: _____ Contact Phone: _____

Management Representative: _____ Contact Email: _____

Title: _____

To be completed by authorized ownership or management company representative:

- For City HOME-funded units, I will charge up to, but will not exceed, current HOME rents limits. I have completed and attached the **HOME Program – Annual Rent Approval Form** with my proposed rent structure.
- This project has _____ [insert number] City HOME-funded units that are Low HOME units with a Federal or State project-based rental subsidy (e.g. Project-Based Section 8, Project-Based HUD-VASH, McKinney SHP, etc.) where the very low-income family pays as a contribution toward rent no more than 30 percent of the family’s adjusted monthly income, in accordance with CFR §92.252(b)(2). The project will continue to charge no more than 30 percent of adjusted monthly income to families occupying these units.

I certify that, to the best of my knowledge, the documentation provided in this submission is true and correct regarding the project listed above. I understand the City of Seattle Office of Housing (OH) may request additional information as needed.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____

Seattle Office of Housing Staff Use Only:

APPROVED NO INCREASE DENIED

HOME Rent Approval fields completed in MFDB (Annual Rpts tab).

For projects with HOME funds awarded on/after 8/23/13: Utility Allowance method and amount(s) reviewed/approved; UA Method and HOME UA Approved fields completed in MFDB (General Info. tab).

HOME Program – Annual Rent Approval Cover Page, and **HOME Program Annual Rent Approval Form** (if applicable), completed and added to project file.

Reviewed By (print name): _____

Title: _____

Signature: _____ Date: _____

Comments: