

II. PROJECT DATA

QUESTIONS	ANSWER		NOTES
	Y	N	
A. RENT REQUIREMENTS			
1. Did project use proper utility allowances to calculate maximum rent levels?			
2. In properties of 5 or more units, are at least 20 percent of the units rented at or below the Low HOME Rent level?			
3. Are the rent levels listed consistent with the project's application?			
4. If tenants receive Section 8 assistance, a. Is the appropriate tenant payment (i.e., 30 percent of adjusted income) charged to the tenant? b. Is the total rent charged for the unit below the HOME maximum rent?			
5. If any in-place tenants have incomes above 80 percent of the area median income, are they charged 30 percent of their adjusted monthly income for rent and utilities?			
6. Do the rents listed for HOME-assisted units in the Project Compliance Report demonstrate that High and Low HOME Rent limits have been observed? <i>(Compare to the maximum rent limits on the previous page.)</i>			
<i>Note: if the project has additional forms of assistance, review additional rent requirements as appropriate.</i>			
B. OCCUPANCY REQUIREMENTS			
7. At initial project lease-up: a. Did existing tenants have incomes below 60 percent AMI or pay 30 percent of adjusted income for rent?			
8. If units are floating, do HOME-assisted and unassisted units represent proportionate number of units by bedroom size? (e.g., if 50 percent of the units are HOME-assisted, 50 percent of units of each bedroom size are designated as HOME units.)			
9. If the units are floating, are HOME-assisted and unassisted units comparable in terms of amenities and size?			
10. As tenants vacate units: a. Are tenants in Low HOME Rent units replaced by other tenants with incomes at or below 50 percent AMI?			

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	Y	N	
11. 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 percent of AMI, is the next available comparable unit rented to a HOME-eligible tenant?			
C. TENANT ELIGIBILITY AND LEASES			
12. Is each unit file complete with the following documentation: a. Tenant income certifications? b. Tenant income supporting documentation? c. Lease and lease addendum? d. Lead-based paint compliance documentation?			
13. Do the unit files that the project owner maintains adequately document income determinations?			
14. Do the unit files demonstrate that the tenants are income eligible?			
15. Are tenant leases properly executed and free of all prohibited provisions?			
16. Are the tenant leases for a minimum of one year (unless otherwise agreed upon by tenant and owners)?			
17. Do the tenant leases support that the rents reported in project files and project documentation submitted to the PJ are accurate?			
D. PROPERTY STANDARDS			
18. Does the property have documentation that it meets ongoing property standard requirements? a. Local codes and standards b. Written rehabilitation standards (if applicable)			