

**Multi-Address Homebuyer/  
Homeowner Rehab  
Completion Form**  
HOME Program

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(Exp. 8/31/2009)

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

**Part A:**

1. Activity Number	2. Name of Participant	3. Participant Tax ID
4. CHDO Tax ID	5. Name & Phone Number of Person Completing Form	
6. Type of Property (check one) (1) <input type="checkbox"/> 1-4 Single Family    (2) <input type="checkbox"/> Condominium    (3) <input type="checkbox"/> Cooperative    (4) <input type="checkbox"/> Manufactured Home		

**Part B – Total Activity Costs:**

Type of activity financed (check one)  
 (1)  Rehabilitation Only                      (3)  Acquisition Only                      (5)  Acquisition & New Construction  
 (2)  New Construction Only                      (4)  Acquisition & Rehabilitation

<b>1. Total HOME Funds</b> (sum of 1a + 1b + 1c)		\$
(a) HOME funds other than CHDO loans	\$	
(b) CHDO TA Loan	\$	
(c) CHDO Seed Loan	\$	
<b>2. Total Public Funds</b> (sum of 2a + 2b + 2c)		\$
(a) Other Federal Funds	\$	
(b) State/local appropriated funds	\$	
(c) State/local tax exempt bond proceeds	\$	
<b>3. Total Private Funds</b>		\$
<b>4. Total HOME Program Income</b>		\$
<b>5. Total Activity Costs</b> (total items 1 through 4)		\$

**Part C – Unit Costs and Owner/Tenant Characteristics**

Activity Number (enter activity number on every Part C sheet)	Part C number (enter "1" on the first Part C sheet, "2" on the 2 <sup>nd</sup> , etc.)
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a. Street address/number of unit					
b. Initial purchase price					\$
c. Appraised value of unit					\$
d. After rehabilitation value					\$
e. Single family mortgage limit					\$
f. Type of Funds*	Method of Assistance**		Annual Interest Rate %	Amortization Period Yrs.	\$
g. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
h. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
i. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
j. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
k. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
l. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
m. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
n. Type of Funds	Method of Assistance		Annual Interest Rate %	Amortization Period Yrs.	\$
o. <b>Total Cost</b> of unit (including downpayment assistance)					\$

- |   |   |
|---|---|
| <p><b>* Type of Funds:</b> enter</p> <ul style="list-style-type: none"> <li>1 for HOME for activity costs</li> <li>2 for HOME for downpayment assistance</li> <li>3 for HOME program income</li> <li>4 for other Federal</li> </ul> | <p><b>** Method of Assistance:</b> enter</p> <ul style="list-style-type: none"> <li>1 for State or local appropriated</li> <li>2 for State or local tax exempt bond proceeds</li> <li>3 for private loan funds</li> <li>4 for owner contribution</li> <li>5 for private grants</li> </ul> |
|---|---|

**Owner (or tenant) Characteristics**

Unit No.	No. of Bedrooms	Occupancy	Monthly Rent (Include tenant-paid utilities)			Percent Area Median	Hisp	Race of Head of Household	Size of Household	Head of Household	Rental Assistance
			Tenant Contribution	Subsidy Amount	Total Rent						

Fill out an additional Part C for each owner occupied unit.  
 Number each Part C sequentially (1, 2, 3, etc.) in the designated space above.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owner or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and disbursement deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain activity-specific elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and disbursements of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

**Sensitive Information:** Some of the information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

## Instructions for Completing Multi-Address Home Completion Report HOME Program

Read the instructions for each item carefully before completing the form. Use a typewriter or print carefully with a ballpoint pen. Prepare an original and one copy.

**Applicability.** This Multi-Address Completion Report has been developed to reduce the burden of setting up and drawing down funds for a multi-address activity such as a 100 unit condominium. PJs will no longer need to set up 100 separate activities and draw down funds against 100 separate activities to build such a project. This form is to be used to report the completion of any activity that includes two or more homeowners and that is on land held in one ownership prior to activity completion. **Note:** Where homeowner activities were set up separately, the completions must be reported separately.

Examples of such activities include: a PJ developing a subdivision for homeownership, buying or building a cooperative or condominium for first-time homebuyers, buying land for a mobile home park, replacing the roof and elevator in an existing condominium. The subdivision could involve developing single family homes or multiple duplexes (or triplexes or fourplexes) where an owner resides in one unit of the duplex (triplex, fourplex) and a tenant(s) resides in the other(s).

For other multiple homeowner activities that include HOME-assisted rental units, the rental units must be set up as a separate (rental) activity. Thus developing an apartment building with 50 condo ownership units and 50 rental units would be set up as two activities.

Parts A and B are filled out once. A separate Part C is filled out for each homeowner property.

**Timing.** The Completion Report data are to be input in IDIS within **120 days** of requesting the final disbursement of HOME funds for the activity. If the completion report data are not input within 120 days of the final disbursement for the activity, the PJ's (or State Recipient's) access to the HOME IDIS System may be suspended. An amended completion report should be submitted when all units initially reported vacant are occupied, and the change should be highlighted in yellow.

### Part A: Activity Information

- 1. Activity Number.** Enter the activity number assigned by IDIS.
- 2. Name of Participant.** Enter the name of the participant, or, for State recipient activities, the name of the State recipient.
- 3. Participant's Tax ID Number.** Enter the Tax (Employer) Identification Number for the participant; for a State recipient project, enter the State recipient's Tax ID Number.

- 4. CHDO Tax ID Number.** Complete only for activities assisted with funds reserved for Community Housing Development Organizations (CHDOs). Enter the Tax (Employer) Identification Number for the CHDO.
- 5. Name & Phone Number of Person Completing Form.** Enter the name and phone number, including area code, of the person to contact for further information regarding this report form.
- 6. Type of Property.** Check one type only.

### Part B: Financial Structure of Activity

**Type of Activity Financed.** Check one type only.

**Activity Costs.** Include all HOME funds used for the activity and all other funds (public and private) with one exception.

**Do not double count.** If private funds are used for construction financing and those funds are later replaced by permanent financing, **do not report both.** Report all HOME funds expended on the activity. **(Note: Federal regulations specifically prohibit paying back HOME funds with HOME funds.)** For funds other than HOME, to the extent a choice must be made to avoid double counting, report permanent financing rather than construction financing. The total amount reported on line 5 of Part B should be the total cost of the activity. The total amount of HOME funds reported in the block titled "Total HOME funds (Total Items (1)-(5))" of Part B must equal the total amount disbursed through IDIS for this activity.

- 1. HOME Funds.** (Include HOME program income on line 4, not here). Include all HOME funds including those used for activity costs and for downpayment assistance.
  - (a) Enter the total amount of all HOME funds other than CHDO loans.
  - (b) Enter the amount of any CHDO technical assistance loan, if any.
  - (c) Enter the amount of any CHDO seed money loan, if any.
- 2. Public Funds.**
  - (a) Enter the amount of other Federal funds.
  - (b) Enter the amount of all State and local appropriated funds.
  - (c) Enter the amount of all State and local bond funds.

3. **Private Funds.** Enter the total of all private funds including private loans, other equity, private grants and other private funds.
4. **HOME Program Income.** Enter the total amount of funds provided from HOME program income.
5. **Total Activity Cost.** Enter the totals from lines 1 through 4 above.

**Part C. Units Costs and Owner/Tenant Characteristics.**

A separate Part C is filled out for each owner-occupied property.

**IDIS Activity Number.** Enter the number assigned by IDIS in Part A, Block 1.

**Part C Number.** Number each Part C sequentially starting with "1."

**Special instruction for multi-address activities containing rental units.** Just as the Homeowner completion form maybe be used for activities including up to three rental units, this form may be used in the same manner. Where information about the "unit" is requested, enter information about the duplex (triplex, fourplex). Information about the household characteristics of the tenant(s) is entered on line 2 (3,4) below under **Household Characteristics.**

- a. **Street address/number of unit.** Enter the address (or, if no unique street address, the unit number) of the HOME-assisted property.
- b. **Initial Purchase Price.** Enter the price paid by the homebuyer for the property as evidenced on the deed.
- c. **Appraised Value.** Enter the estimated appraised value after any repair.
- d. **After Rehabilitation Value.** Enter the estimated value of the unit after rehabilitation.
- e. **Single Family Mortgage Limit.** Enter the applicable section 203(b) FHA mortgage limit. If a higher limit has been authorized for HOME for your jurisdiction, enter that higher limit.

f.-n. For each source of assistance (HOME, public or private), starting with **all** HOME assistance, enter the type of funds, the method of assistance and, for loans, the annual interest rate and term, in years. If there are more than nine sources/methods, do the following. List HOME funds first, then the other largest sources. In the ninth block (n) aggregate the remaining funds under the next largest source and method. Do not double count (see above, Part B, Activity Costs, for instructions on avoiding double counting).

**Household Characteristics.**

Complete the first line for the unit to be occupied by an owner. For most multi-address activities this is the only line that will be used.

**Special instruction for duplexes with one owner occupant and one rental unit.** (Also applies to triplex/fourplex with one owner occupant and two/three rental units.) Fill out the second (third/fourth) line(s) for rental unit(s).

**Unit Number.** Enter the unit number of each unit assisted with HOME funds.

**Number of Bedrooms.** Enter "0" for a single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms.

**Occupancy.** Enter 1 if the unit is occupied by a tenant, 2 if it is occupied by a homeowner, and 9 if it is vacant.

**Monthly Rent (Including Utilities).**

**Tenant Contribution.** For homeowners, enter zero. For tenants, enter the actual rent to the nearest dollar, including utilities, paid by the tenant at the time of activity completion. If the rent includes utilities, or if the rent includes partial utilities, e.g., heat, but not electricity, these utility costs must be added to the rent. Compute utility costs for the area (and in the case of partial utilities, compute costs for utilities excluded from the rent), by using the utility allowance schedule by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.

**Subsidy Amount.** For homeowners, enter zero. For tenants, enter the amount that the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If the tenant does not receive a tenant subsidy payment, enter zero.

**Total Rent.** Enter the total monthly rent (tenant contribution plus subsidy amount).

**Percent of Area Median.** For each occupied residential unit, enter one code only based on the following definitions:

1. **0-30** Percent of Area Median means a household whose adjusted income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
2. **30-50** Percent of Area Median means a household whose adjusted income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
3. **50-60** Percent of Area Median means a household whose adjusted income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
4. **60-80** Percent of Area Median means a household whose adjusted income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

**Household Data.**

**Hispanic Y/N:** For each occupied residential unit, enter the ethnicity for the head of household as either "Y" for Hispanic or Latino or "N" for Not Hispanic or Latino. Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Race – Head of Household:** For each occupied residential unit, enter one code only based on the following definitions:

11. **White.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
12. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
13. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
14. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South

America (including Central America), and who maintains affiliation or community attachment.

15. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
16. **American Indian or Alaska Native & White.** A person having these multiple race heritages as defined above.
17. **Asian & White.** A person having these multiple race heritages as defined above.
18. **Black or African American & White.** A person having these multiple race heritages as defined above.
19. **American Indian or Alaska Native & Black or African American.** A person having these multiple race heritages as defined above.
20. **Other Multi Racial.** For reporting individual responses that are not included in any of the other categories listed above.

**Size of Household.** Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households or more than 8, enter 8).

**Head of Household.** For each residential unit, enter one code only based on the following definitions:

1. **Single/Non-Elderly.** One-person household in which the person is not elderly.
2. **Elderly.** One or two person household with a person at least 62 years of age.
3. **Related/Single Parent.** A single parent household with a dependent child or children (18 years old or younger).
4. **Related/Two Parent.** A two-parent household with a dependent child or children (18 years old or younger).
5. **Other.** Any household not included in the above 4 definitions, including two or more unrelated individuals.

**Rental Assistance:** Enter one code only to indicate the type of assistance, if any, being provided to the tenant.

1. **Section 8.** Tenants receiving Section 8 assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887.
2. **HOME Tenant Based Rental Assistance.** Tenants receiving HOME tenant-based assistance.
3. **Other Assistance.** Tenants receiving rental assistance through other Federal, State or local rental assistance programs.
4. **No Assistance.** Self-explanatory.