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OFFICE OF HOUSING & COMMUNITY DEVELOPMENT
A Division of Develop Louisville

HOME AND NSP PROJECT COMPLIANCE CERTIFICATION

I. Project Questions Form

Please answer the following questions accurately (as of June 30th of the certification year):

1. Project Name: _____
2. How many code violations occurred within the last year? _____
3. How many tenants reported complaints concerning their units within the last year? _____
   Please describe the nature of the complaints: _____
4. What is the frequency of inspections for this property (*please circle one)*? Annually Quarterly Monthly
5. Physical Vacancy Rate of Development (%): _____
   (*The number of vacant units divided by total number of units)*
6. Is there a waiting list for units for this property? _____
   If so, how many are on the waiting list? _____
7. Total Accounts Payable : _____
8. Total Accounts Receivable: _____
9. Is the property currently undergoing any renovations? _____
   If yes, please describe: _____
10. Are there any known future plans for capital improvements? _____
    If yes, please describe: _____
11. Are the property's tax payments up to date? Yes No
    If no, please explain: _____
12. Are the property's insurance payments up to date? Yes No
    If no, please explain: _____
13. Is there an anticipated change in ownership in the next 12 months? Yes No
    If yes, please explain: _____
14. Is there an anticipated change in management in the next 12 months? Yes No
    If yes, please explain: _____
15. Is the development in good standing with all other funding sources /investors? Yes No
    If no, please explain: _____
16. Has owner/management identified any areas of non compliance for the previous year? Yes No
    If yes, please explain: _____

If additional space / explanation is necessary, please attach another sheet / additional documentation

II. Utilities Form

Please complete the following Utilities Form (as of June 30th of the certification year):

To complete please mark the appropriate boxes corresponding to the utilities provided and who (owner or tenant) is responsible for payment. Please Note: The amount of each allowance is not necessary. If this is a scattered site development, please complete one form for each different mix of utilities. If the development has multiple bedroom units, but the utilities are the same for each unit, there is no need to complete multiple forms.

	Natural Gas	Bottle Gas	Electric	Oil	Other	**Owner Paid**	**Tenant Paid**
Heating							
Cooking							
Other Electric							
A/C							
Water Heating							
Water							
Sewer							
Range/Microwave							
Refrigerator							
Trash Removal							
Other - Specify							

The maximum net rent calculation includes costs to be paid by the TENANT for utilities listed above. Utilities do not include telephone or cable television.

III. HOME and NSP Rental and Lease-purchase Occupancy Form

To complete please mark the appropriate certification (ONE ONLY, please contact asset management staff if project received both HOME and NSP funding):

- ☐ No household of any assisted unit in the Development has experience an increase in income above fifty percent (50%) of Area Median Income, as defined by the U.S Department of Housing and Urban Development, during the applicable reporting period.

- ☐ No household of any assisted unit in the Development has experience an increase in income above eighty percent (80%) of Area Median Income, as defined by the U.S Department of Housing and Urban Development, during the applicable reporting period.

- ☐ No household of any assisted unit in the Development has experience an increase in income above one hundred and twenty percent (120%) of Area Median Income, as defined by the U.S Department of Housing and Urban Development, during the applicable reporting period.

- ☐ One or more households occupying assisted units in the Development have experienced an increase in income above eighty percent (80%) of Area Median Income, as defined by the U.S Department of Housing and Urban Development, during the applicable reporting period. Such units are in temporary non compliance with program requirements. Household is paying 30% of adjusted household income in rent, not to exceed market rent for a comparable unit in the area. When the over-income household vacates the unit, the unit will once again be occupied by an income-qualified household.