



## HOME Program -Annual Rent Approval Form

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](mailto:billie.abers@seattle.gov); [lee.colbert@seattle.gov](mailto:lee.colbert@seattle.gov); [cheryl.cohen@seattle.gov](mailto:cheryl.cohen@seattle.gov)). HUD published HOME Rent Limits are available here: <https://www.hudexchange.info/managea-program/home-rent-limits/>.

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Directions:**

Please complete the chart below for all City HOME-funded units, except 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).

(A) Enter bedroom size and choose whether the unit is Low or High HOME. Low HOME units are at or below 50% AMI. High HOME units are 60% - 80% AMI.

(B) Enter total rent charged.

(C) Enter current utility allowance and include documentation of the project's current utility allowance(s) with your submission.

Refer to the **Calculation & Approval of Utility Allowance** policy for more information on utility allowance methods permitted for projects where HOME funds were committed on or after 8/23/2013.

The "Gross Rent" columns will auto-calculate if completed electronically. If you are not requesting a rent increase, please certify that by duplicating the "Current Rent Structure" in the "Proposed Rent Structure" section.

Current Rent Structure						Proposed Rent Structure					
BR Size (A)	Low HOME (50%)	High HOME (60%)	Rent (B)	U/A (C)	Gross Rent (B+C)	BR Size (A)	Low HOME (50%)	High HOME (60%)	Rent (B)	U/A (C)	Gross Rent (B+C)
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By signing below, I certify that the information submitted on this form is true and correct and that I am aware of the following:

- Tenant rent portions do not exceed 30% of the monthly household income. If such instances occur, explain in comments section below.
- Seattle Office of Housing reserves the right to request additional information to support the need for rent increases.
- All rent increases require thirty (30) days written notice to tenants {60 days if increase >10% per SMC 7.24.030(A)}.
- Failure to receive Seattle Office of Housing approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
- This document is exclusively intended for the HOME Investment Partnerships Program use only. Your Office of Housing Loan and Regulatory Agreement and/or your other funding partners may, and likely do, have more restrictive rent limits than those required by the HOME Program. Projects must always comply with the most restrictive (lowest) rent requirements, based on all funder requirements.
- Owners who fail to submit the [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), may be subject to the Seattle Housing Levy Administrative & Financial Plan “Good Standing” Policy, and/or other remedies.

**Comments:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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*Seattle Office of Housing Staff Use Only:*

APPROVED       NO INCREASE       DENIED

Reviewed By (print name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: