

HOME Program Annual Rent Approval City of Seattle Affordable Housing Programs

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all multifamily HOME assisted properties during their affordability period. **To comply with 24 CFR 92.252, you must submit this completed form, along with a copy of the current utility allowance chart within 30 days of the release of the HOME Rent Limits each year.** The City of Seattle Office of Housing (OH) must review and approve the rent selection. HUD published HOME Rent Limits may be accessed at: <u>https://www.hudexchange.info/managea-program/home-rent-limits/</u>. You may submit this information by emailing it to your assigned OH Asset Manager (<u>Lacey.Barker@Seattle.gov</u>; Jamie.Wood@seattle.gov; <u>Andrea.Smith@seattle.gov</u>).

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 not 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. You must include a copy of the current utility allowance chart or Seattle Office of Housing utility allowance approval.

If you are not requesting a rent increase, please certify that by duplicating the "Current Rent Structure" in the "Proposed Rent Structure" column.

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)

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 instances occur, explain below.
- Seattle Office of Housing reserves the right to request additional information to support the need for rent increases.
- All rent increases require a one hundred and eighty (180) day written notice to tenants {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 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 Annual Rent Approval Form 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:				
Seattle Office of Hous	sing Staff Use Only:					
APPROVED	NO INCREASE	DENIED				
Reviewed By (print	name):					
Title:						
Signature:			Date:			
Comments:						