

Montana HOME Annual Rental Certification Checklist

In order to complete the Annual Rental Certification, please complete and attach the following documents/documentation:

- Annual Certification for Rental Housing form
- Rent and Occupancy Report
- Rent Schedule Form
- Operating Budget for the current year for the project
- Statement of Financial Position for the project
- Statement of Cash Flows for the project
- Statement of Activities
- If you have changed your Lease in the last 12 months, please attach a copy highlighting the differences
- If you have changed your Affirmative Fair Housing Marketing Plan in the last 12 months, please attach a copy highlighting the differences
- If you have changed your Tenant Selection Policy in the last 12 months, please attach a copy highlighting the differences

Send all of documents to DOCHOME@mt.gov. Please title the email:

“Annual Rental Recertification/ (Grantee Name)/ (Project Name)”.

If you have any questions, please contact the Community Development Division at DOCHOME@mt.gov, or 406-841-2770.