

## EXHIBIT 10-B.3c

### Checklist for Annual Rental Certification

NAME of Grantee: \_\_\_\_\_

NAME of Project: \_\_\_\_\_

NAME of HOME Program Reviewer: \_\_\_\_\_

DATE of Review: \_\_\_\_\_

Yes	No	N/A	
			Was the current year rental certification form submitted and completed?
<b>Check if the following has been filled in on the Annual Rental Certification Form</b>			
			Project Name
			Grantee
			Owner's Name (if different from Grantee)
			Property Management Company Name, Address, Phone # (if applicable)
			Has property management company changed since last review
			Name, phone number, e-mail of person completing form
<b>Facility Information: Check if the following has been filled in or attached</b>			
			Rent Standard identified
			Rent Schedule attached
			# of HOME assisted units identified by bedroom size
			# of non-HOME assisted units identified by bedroom size
			For projects not 100% HOME, has the Fixed or Floating designation been made
			Does form indicate whether tenant pays utilities
			Has utility allowance source been identified, if applicable
			Is utility allowance schedule attached, if applicable
			Has Section 8 utility allowance region been identified, if applicable

Yes	No	N/A	
			Have tenant paid utilities been identified
			Is the lease term identified
			Has the date of the last lease agreement update been provided
			Is a copy of the updated lease attached
			<p>Does the updated lease agreement contain any of the following prohibited lease terms:</p> <p>Agreement by tenant:</p> <ul style="list-style-type: none"> <li>a. To be sued</li> <li>b. That owner may seize property without notice &amp; a court decision on the rights of the parties involved</li> <li>c. To not hold owner legally responsible for actions or failure to act</li> <li>d. That owner may institute a lawsuit without notice to tenant</li> <li>e. That owner may evict without instituting a civil court proceeding</li> <li>f. To waive right to jury trial</li> <li>g. To waive right to appeal court decision</li> <li>h. To pay attorney fees or other costs regardless of outcome</li> </ul>
			Does the lease stipulate owner must give 30-day written notice if terminating lease
			Is the location of the Fair Housing poster identified
			Has the tenant selection criteria been updated
			Is a copy of updated tenant selection criteria attached
			Was # of Section 8 tenants living in project provided
			Was # of Section 8 tenants that applied to project in last 12 months provided
<b>Affirmative Fair Housing Marketing Plan</b>			
			<p><u>5 or more HOME Units:</u>  Was the date the Affirmative Fair Housing Marketing Plan last reviewed provided?</p> <p>Is a file being maintained documenting AFHM activities throughout year?</p> <p>If there is a new property management company, was a new plan provided?</p>

Yes	No	N/A	
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<b>Financial Statements</b>			
			<p>Were the following financial statements provided:</p> <ul style="list-style-type: none"> <li>a. Statement of Financial Position</li> <li>b. Statement of Activities</li> <li>c. Statement of Cash Flows</li> <li>d. Operating Budget for Year</li> </ul>
			<p>Are the financial statements specifically of the project? OR</p> <p>Are the financial statements of the Grantee/Owner/CHDO</p>
<b>Tenant Information</b>			
			Unit # provided
			If less than 100% HOME units, is designation of HOME unit indicated
			<p>For 5 or more HOME units:</p> <ul style="list-style-type: none"> <li>a. Is designation of Low and High units indicated</li> <li>b. Are at least 20% of the units by each bedroom size Low HOME units</li> </ul>
			Is Tenant Last Name provided
			Is size of household indicated
			Is designation of disabled household identified
			Is annual gross income provided
			Is the percent of AMI code provided
			<p>Is the AMI code provided correct for each tenant - <b>compare the gross income of tenant to the appropriate HUD-published HOME income limits for household size (use initial or recertification date, whichever is appropriate, to determine which HUD income limit schedule to use) and then compare the income to the code designation provided – For example, if a tenant has just moved in, then the initial certification date would be used – there wouldn't be a recertification date for new move-ins. Likewise, if a tenant has resided in the unit for longer than 12 months, then the recertification date would be used.</b></p>

Yes	No	N/A	
			Are any tenants' income above 50% AMI in a unit designated as Low HOME  <b>NOTE: If yes, then determine if HOME units are fixed or floating and then: See PJs Compliance Guide to HOME Rental Projects, Chapter 4 – Maintaining Unit Mix during the Affordability Period for complete discussion on how to correctly maintain proper unit mix and what steps must be taken.</b>
			Are any tenants above 80% AMI  <b>NOTE: If yes, then tenant's rent must be adjusted to 30% of monthly adjusted income. Also, determine if HOME units are fixed or floating and follow guidance noted in above question for maintaining proper unit mix. If unit is a Low Income Housing Tax Credit (LIHTC) unit, refer to PJs Compliance Guide to HOME Rental Projects, Chapter 3 Attachment 3-C for guidance.</b>
			Is the date of initial income certification provided
			Is the initial income cert date prior to or the same day as the Move-in date
			Is date of last income recertification provided
			Is the recertification date within 12 months of date on prior year's report
			Is the amount the tenant pays for rent indicated
			Is the subsidy amount (if any) provided
			Is the utility allowance for tenant-paid utilities provided, if applicable
			Is the total rent provided
			Does the total rent amount equal the total of columns A, B & C
			Does the total rent match the rent schedule provided
			Is the total rent equal to or less than the HOME published rents for the unit bedroom size and Low/High designation, if no other rent standard is used
			Is the number of bedrooms provided
			Is the inspection date provided
			Did the inspection occur within 12 months from the inspection date listed on the prior year's rental certification
			Is the move-in date provided

Yes	No	N/A	
			Is the move-out date provided, if applicable
			Are any units designated as project-based units
<b>Recap</b>			
			For 5 or more HOME units, do 20% of the tenants have incomes at or below 50% AMI and rents not greater than the Low HOME Rent (if no other federal rent standard used)
			<p>How many units are occupied by tenants whose incomes are:</p> <p>0 to 30% AMI _____</p> <p>31% to 50% AMI _____</p> <p>51% to 60% AMI _____</p> <p>61% to 80% of AMI _____</p> <p>Over 80% AMI _____</p>
			<p>Are there any vacant units?</p> <p>If yes, how many?</p> <p>Are there more vacant units than reported last year?</p> <p>Is the vacancy percentage higher than 7%?</p>
			Do rents meet selected rent standard? If not, explain (attach additional page(s) if necessary):
			<p>Does a review of the <b>project's</b> income statement or the cash flow statement indicate that the income (revenues) exceed the expenses?</p> <p><b>NOTE – Financial statements/audit report of the Grantee/CHDO will include all projects/programs of the entity and do not necessarily provide the information necessary to determine if a singular project is financially stable. The overall financial condition of the entity then serves as the basis in determining whether a project is financially sound.</b></p>
			<p>Do the financial statements indicate if the project has a reserve account?</p> <p>Does the balance in the reserve account appear to indicate that regular deposits are being made to the account – as reflected in the operating budget?</p>

Yes	No	N/A	
			Does the form contain at least one signature of either the person completing the form or a representative of the Grantee

Date	List Action(s) that need to be taken after review of rental certification and/or any other transmitted documents, if any