

## DCA HOME RENT REVIEW FORM QUESTIONS ANSWERS

	<b>Question</b>	<b>Answer if Yes</b>	<b>Answer if No</b>	<b>Gross Rent Determination in the Form</b>
1	Does your property have Tax Credits with HOME?	Choose Yes on the form, and include both the Exhibit B from your Land Use Restriction Agreement (LURA) for HOME and Exhibit B from your Land Use Restrictive Covenant (LURC) for Tax Credits with your HOME rent review request	Choose No on the form and include Exhibit B from your Land Use Restriction Agreement (LURA) with your HOME rent review request	Tax Credit with HOME = Lesser of applicable Tax Credit rent vs. HOME published rent HOME only = HOME published rent
2	Do you have specific HOME units designated in your LURA?	For years 2007-2009, your LURA may indicate a specific number of HOME units. Only the HOME units should be included in the HOME rent review form	If all low-income units are designated as HOME units, all units must be included on the form	Tax Credit with HOME = Lesser of applicable Tax Credit rent vs. HOME published rent HOME only = HOME published rent
3	Is your Gross Rent Floor higher than the current HOME rent limits?	The gross rent floor will be listed as the gross rent	Complete all sections on the form and submit it for review	The confirmed gross rent floor is considered in the final HOME gross rent determination <b>Note:</b> If you have PBRA and the contract rent is less than the gross rent floor, the contract rent will be listed as the gross rent.
4	Is your property eligible to use the National Nonmetropolitan Income Limits (NNMI)?	You must include proof of eligibility from the USDA website. The form automatically includes NNMI limits, however the final rent determination approval is subject to DCA review of supporting documents	Complete all sections on the form and submit it for review	Tax Credit with HOME = Lesser of applicable Tax Credit rent (including NNMI) vs. HOME published rent HOME only = HOME published rent (NNMI cannot be considered for HOME rent calculations without Tax Credits)
5	Does your property have Fixed units?	Provide the list of units with your rent request	No action is required if your units are designated as Floating HOME units.	N/A
6	Does your property have HOME with PBRA?	Choose Yes in the form. Go to the next question	Choose No on the form and list the Tenant paid rent in the sections provided	Low HOME = PBRA Contract rent High HOME = Lesser of PBRA Contract Rent vs. High HOME rent
7	Are all HOME units under the PBRA contract?	Only one HOME rent request form is needed. List the PBRA Contract Rent in each section	Go to the next question	Low HOME = PBRA Contract rent High HOME = Lesser of PBRA Contract Rent vs. High HOME rent
8	Does your property have HOME with Section 8 Vouchers?	If yes, the contract rent cannot exceed the rent charged for other units within the property	Choose No on the form and list the Tenant paid rent in the sections provided	See the answer for #7 above. Gross rent is calculated based upon whether the property has Tax Credits with HOME or HOME only.

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9	Do you use more than one (1) utility allowance source for your HOME units?	Complete a separate form for each utility allowance source.	Only one HOME rent request form is needed	The UA will be used to calculate the maximum allowable net rent
10	Do you combine UA sources to calculate your totally utility allowance?	1) Choose the primary UA source from the drop down menu 2) Choose Yes to the question of multiple UA sources 3) List the combined total UA for each bedroom size 4) Complete the form and include all UA source documents with your request	1) Choose the primary UA source from the drop down menu 2) Choose No to the question of multiple UA sources 3) Complete the form and submit the primary UA documents with your request	The UA will be used to calculate the maximum allowable net rent
11	Is the PBRA applied to your High HOME designated units?	At no time can the contract rent for your High HOME designated units exceed the published High HOME rent. If your contract rent exceeds the High HOME published rent, a pop up box with a message will appear.	Complete all sections on the form and submit it for review	Lesser of PBRA contract rent vs. High HOME rent. <b>Note:</b> If your PBRA contract rent exceeds the published High HOME rent, the PBRA contract rent will be highlighted in red and the gross rent will reflect the High HOME rent limit in the High HOME rent section
12	Does your current rent exceed the rent limits in the form?	A pop up box with a question will be reflected in the form. You must choose Yes. Once you choose yes, your current rent will be highlighted in red on the form.	Complete all sections on the form and submit it for review. If you receive the pop-up box with a question, you must answer yes	See the answers above for HOME with Tax Credits, PBRA and Section 8 Vouchers <b>Note:</b> The rent difference in the form is the difference between your contract rent and the published High HOME rent limit, showing the required rent reduction.
13	Does your property have rent restrictions that are different than 50%, 60% & 30%?	You must provide your property set-aside information in the bottom section of the form. The rent limits will be calculated from the Tax Credit and HOME income limits as applicable	Complete all sections on the form and submit it for review	See the answers above for the HOME rent determination with and without Tax Credits Gross rent is calculated based upon the applicable set-aside and whether the property has Tax Credits with HOME or HOME only

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14	Does the rent determination in the form differ from your rent calculations?	There may be differences in the calculated rent based upon rounding in the Excel formulas. You are encouraged to provide additional documentation to support your rent review request, including the use of industry rent calculator tools.	Complete all sections on the form and submit it for review	N/A
15	Does your HOME property have more than 4 bedrooms?	Complete the form and include the number of larger bedroom units in the Deeper Rent Restriction section of the form. Include a message in the body of the email letting us know that your property has larger units that are included in the form for review.	Complete all sections on the form and submit it for review	The gross rent determination for bedroom sizes larger than 4 bedrooms will not be populated in the form. The determination will be completed by DCA. <b>Note:</b> Feel free to include additional documents showing your calculations with your HOME Rent Request.

	<b>Question</b>	<b>Answer</b>
16	When should the HOME Rent Request form be submitted for HOME rent approval?	For the 2015 Annual HOME Rent Review, all requests are due to DCA by November 10, 2015. For each subsequent year, the HOME Annual Rent Review will be conducted after the release of the HOME published income and rent limits. <b>Note:</b> This document is exclusively intended for the review of rent for properties funded with HOME
17	How often should the HOME Rent Request form be submitted after the initial review and approval of the proposed rent?	Most Land Use Restriction Agreements, (LURA) include a requirement for DCA approval of rent prior to increasing the rent. You must follow the requirements in your LURA and submit the HOME Rent Request form prior to implementing a rent change.
18	When can I expect a response from DCA once I submit the HOME Rent Request form?	DCA will provide a response within 15 business days from receipt of the request.
19	Are there limits on the amount of a proposed rent increase?	The HOME Rent form provides the maximum allowable rent for each bedroom size. If the proposed rent is below the maximum allowable net rent, a rent increase may be permitted. <b>Note:</b> If the proposed rent increase is deemed excessive, or detrimental to tenants, DCA reserves the right to propose a lower rent and request documents supporting the rent increase

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20	How soon can I implement the rent increase?	Rent change requests must be submitted to DCA at least 45 days prior to implementing the change. After the rent review has been completed for your property and DCA has provided and approval, rent increases may be implemented for current residents with a proper 30-day notice and to new residents after the date of the approval. <b>Note:</b> Failure to receive DCA approval and/or provide tenants with proper notice of a rental increase may require a reduction in rent and restitution paid to affected tenants.
21	I have more than 4 bedrooms, and there is not a section to calculate the gross rent. What should I do?	Contact us as soon as possible, and we will provide you with the form that will provide your gross rent. If you do not contact us prior to the deadline for the annual HOME rent review, list your unit information and bedroom size in the Deeper Rent Restriction area at the bottom of the form. The gross rent will not be included in the form when you submit it to DCA. DCA will complete the gross rent calculation and provide a response within 15 business days