

# DCA HOME RENT REVIEW/APPROVAL FORM INSTRUCTIONS

## Required Annual HOME Rent Review & Approval

The HOME Rent Request Form will be used to conduct the required annual rent review and approval for HOME properties. All rent changes for your property must be documented using this form. You are required to submit this form for DCA review and approval for:

- (1) The DCA annual HOME rent approval process
- (2) If there is a change to your UA, income or rent limits, or other change which requires an immediate tenant rent decrease or
- (3) Supporting documentation for a requested change in utility allowance methodology

**Note:** A separate request must be submitted for each utility allowance source applied to your HOME designated units. (Example, If the PHA UA is used for Section 8 Voucher households, and Actual Consumption is used for all other HOME designated units)

## Documents to Submit for Annual HOME Rent Review - Email compliance@dca.ga.gov

- 1 - The HOME Rent Request form in Excel format.
  - 2 - Include source documents for all utility allowances used for your designated HOME units
  - 3 - The Exhibit B from your Land Use Restriction Agreement (LURA) showing the breakdown of your HOME units & set-asides.
  - 4 - The Land Use Restriction Covenant (LURC) contains the Tax Credit set-asides and requirements, and should also be submitted for the HOME rent review.
  - 5 - If Applicable - If your HOME units are "Fixed", rather than "Floating", you must attach a list of the unit number and bedroom size for all "Fixed" HOME units. This designation should be included in the documents provided at the time of HOME funding commitment.
  - 6 - Confirmation of Rural eligibility from the Department of Agriculture site, <http://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfhprop&NavKey=propproperty@12>
- 7 - Any additional information to support your HOME rent determination, (e.g., rent evaluation information)

**Note:** If your HOME property is eligible for the NNMI limits, you must provide confirmation from the Department of Agriculture site. DCA will review your supporting documentation to determine your approved rent amount.

**Note:** If you find discrepancies in the rent calculation for your property or dispute the amounts included in the form, include supporting documentation for review.

## (FYI) Property Rent Tab - Income Limits

The (FYI) Property Rent Tab contains a breakdown of the HOME income and rent information for your property. This form can be printed for your records.

## HOME Rent Approval Notification

The Rent Review form was created to assist with the property HOME rent determination, and the annual DCA review and approval process. You are required to submit the form at least once annually. Rent change requests must be submitted to DCA at least 45 days prior to implementing the change. The requests must also be maintained in your property records. Rent changes that result in overcharging HOME rent must be submitted to DCA within 30 days of discovering the non-compliance. Failure to notify DCA of non-compliance may result in scoring deductions for funding requests, and penalties. After the rent review has been completed for your property, DCA will provide a response within **15 business days** from the date of receipt of the request. The response will be emailed to the Owner and designated property contact.

Based upon your current utility allowance (UA), the approved maximum allowable net rent for all eligible residents for your property is listed above. The maximum allowable net rent is the maximum rent that should be charged to your residents. You may be permitted to increase your current tenant rent after the DCA annual rent review. This form must be completed and submitted to DCA with each rent change at least 45 days prior to implementing the change. Maintain a record of all rent changes in your property files.

**Additional Comments:**  
There are no additional comments.

**NOTE:** Increases during the lease term are not permitted. HOME rents may only be increased at move-in or re-certification. All residents must receive a minimum of 30-days notice prior to implementing a rent increase.

Send all questions to [compliance@dca.ga.gov](mailto:compliance@dca.ga.gov).

**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# DCA HOME RENT REVIEW/APPROVAL FORM INSTRUCTIONS

## Property Information

Only the colored highlighted sections must be completed by each site. The current HOME and Tax Credit income and rent limits are built into the rent request template. The rent limits are populated based upon the effective date of the gross rent floor election (AKA placed in service date) for the property, and the property location. Use drop down menu to choose the County where the property is located.

Project Number:	Property Name:	Effective Date of Gross Rent Floor Election:	7/24/2008
County:	Atkinson County	City:	Street Address:
MSA:	Atkinson County, GA	County Type:	NonMetro Zip Code:
Management Agent:	Contact/Title:		
Phone:	Fax:	Email:	
Does Your Property Have Tax Credits?	SELECT	Are your HOME units Fixed or Floating?	SELECT
Does Your Property Have PBRA/Sec. 8?	SELECT	Date of Request	

## Gross Rent Floor

You are not required to go below the Gross Rent Floor if there are decreases in income or rent limits for your area. When Tax Credits are combined with HOME, at no time can the gross rent exceed the applicable HOME rent limits. The Gross Rent Floor amount is considered in the determination of the gross rent applicable to your property.

Effective Date of Gross Rent Floor Election:	7/28/2008				
Street Address:	Gross Rent Floor This election is either the Placed in Service Date, the Tax Credit Allocation Date, or the rent in the Exhibit B of your LURA				
County Type: NonMetro Zip Code:					
COUNTY MEDIAN INCOME	36800	NATIONAL NONMETROPOLITAN	54100		
Rent Limits for		Atkinson County			
HOME Calculated 30% Tax Credit MTSP 30%	242	260	312	360	402
Tax Credit HERA Special 30%	252	270	324	375	418
(FYI) NatNonMetro Limits 30%	284	304	365	421	471
Gross Rent Floor		325	400		

In the example provided, the Gross Rent Floor for the 1 bedroom and 2 bedroom units is higher than the applicable rent for the 30% set-aside, and will be compared with the HOME rent limit

## HOME Designation - Fixed or Floating Units

Review your Land Use Restriction Agreement (LURA for HOME) and provide details on the number of HOME designated units at the High (60%), Low (50%), and Deeper rent (30%) set-asides in the section provided. You must also indicate whether you have "Fixed" or "Floating" HOME designated units.

Are your HOME units Fixed or Floating?	SELECT	Does Your Property Have PBRA/Sec. 8?
Source for HOME units?	SELECT	Fixed or Floating Units If you have Fixed HOME units, you must attach the list of unit numbers with your request.

**Note:** If your HOME designated units are "Fixed" you must also attach the list of units and bedroom sizes.

HOME projects - Fixed or Floating units:		Floating						
Are 100% of units HUD PBRA?		No						
Rent Type	Nbr of Bdrms	No. of Units	Unit Area	HOME Unit	Max Gross Rent Limit	Proposed Gross Rent	Utility Allowance	
50% AMI	1	1.0	5	850	No	481	459	129
50% AMI	2	2.0	4	965	No	553	550	165
60% AMI	1	1.0	25	950	No	553	549	129
60% AMI	2	2.0	25	965	No	664	645	165
N/A-CS	2	2.0	1	965	No	0	0	0

The HOME unit designation of "Fixed" or "Floating" can be found in the Funding Application, Tab VI, Revenues and Expenses. Also review your HOME agreement and other regulatory and loan documents. If you are unable to locate the HOME designation, your units will default to "Floating" units.

# DCA HOME RENT REVIEW/APPROVAL FORM INSTRUCTIONS

## Rental Assistance & HOME (e.g., PBRA, Section 8 Vouchers, & Tenant Based Vouchers)

If you have any form of rental assistance applied to your designated HOME units that affects the rent determination, please indicate "Yes" in this section. Once you click on each section, additional information is listed as seen below.

<b>Does Your Property Have PBRA/Sec. 8?</b>	<b>YES</b>	<b>Date of Request</b>	
<b>UA Effective</b>	<b>PBRA/Section 8 Rent with HOME</b> If "Yes", List your contract rent for each bedroom size below. Complete a separate rent review form for non-assisted units. Note: Your contract rent may be different for your High HOME and Low HOME units		
<b>4 BR</b>			

**Note:** DCA monitors the HOME requirements for your property and provides the applicable HOME rent limits. DCA includes the review of Rental assistance in the HOME rent review. If you have a rental assistance contract on your HOME designated units, you must be aware of the rules regarding the applicable rent that can be charged for your Low HOME and High HOME designated units.

When you choose "Yes" to the PBRA question, the form must include your contract rent for each set-aside and the number of HOME units with PBRA. All other non-assisted HOME units must be listed on a separate form.

PBRA Contract Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?
400	400	400		PBRA
450	450	450		PBRA

When you choose "Yes", the header changes and the gross rent is the same as the contract rent for your **Low HOME** designated units **Note:** There is no rent difference because the contract rent is the applicable gross HOME rent.

PBRA Contract Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?
450	433	433	-17	Reduce Rent
500	500	500		PBRA

If you have PBRA on your **High HOME** designated units, and the contract rent exceeds the High HOME rent limit, you will receive a message to reduce the rent. **Note:** The rent difference is between the applicable gross rent and the PBRA contract rent

Proposed Tenant Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?
400	392	432	-8	Reduce Rent
450	468	518	18	YES

When you choose "No", the header reflects proposed tenant rent, and the gross rent is the applicable HOME rent. **Note:** The rent difference is between the maximum allowable net rent (less UA), and the current tenant rent

		0 BR	1 BR	2 BR	3 BR	4 BR				
Allowances			40	50	60					
# HOME Units	Rent Limit/Set-Aside	Gross Rent Floor	PBRA Contract Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?			
12	High HOME vs. TC 60%		400	433	433	-17	Reduce Rent			
8	High HOME vs. TC 60%		525	500	500		PBRA			
12	Low HOME vs. TC 50%		350	400	400		PBRA			
8	Low HOME vs. TC 50%		475	450	450		PBRA			

		0 BR	1 BR	2 BR	3 BR	4 BR				
Allowances			40	50	60					
# HOME Units	Rent Limit/Set-Aside	Gross Rent Floor	Proposed Tenant Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?			
12	High HOME vs. TC 60%		400	393	433	-7	Reduce Rent			
8	High HOME vs. TC 60%		525	536	586	86	YES			
12	Low HOME vs. TC 50%		350	392	432	-8	Reduce Rent			
8	Low HOME vs. TC 50%		475	468	518	18	YES			

# DCA HOME RENT REVIEW/APPROVAL FORM INSTRUCTIONS

## Utility Allowance Information

You must input the utility allowance (UA) information for your property and select your utility allowance source from the drop down menu. You must also provide **all** utility allowance schedules used for your DCA HOME designated units. If there is more than one (1) utility allowance schedule, used to determine the rent for your DCA HOME designated units, you must complete a separate HOME rent request form for each UA source.

Utility Allowance Source: <b>GA DCA</b>		UA Effective Date: <b>7/1/2015</b>			
Do use more than one UA Source for your HOME units? <b>YES</b>		You must complete a separate rent review form for all UA sources applied to your HOME designated units			
Utility Allowances	0 BR	1 BR	2 BR	3 BR	4 BR
		40	50		

## Required HOME Rent Decreases

If your current net rent exceeds the applicable tenant paid rent or PBRA contract rent limits, you will receive a pop up error message in the form. You must answer "Yes" to complete the form, and the current rent will be highlighted in red on the form. If you answer "No", you will not be permitted to complete the section. You must always provide the current rent charged in the form, even if it exceeds the maximum allowable rent.

BR Size	# HOME Units	Rent Limit/Set-Aside	Gross Rent Floor	Current Tenant Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?
0		Low HOME vs. TC 50%						
1	12	Low HOME vs. TC 50%	350	400	392	432	-8	Reduce Rent
2	8	Low HOME vs. TC 50%	475	450	468	518	18	YES

**Over Charging Rent**

Your current rent exceeds the maximum allowable rent. A reduction in the current tenant rent or PBRA contract rent may be required. Click Yes below to Continue.

Continue?

[Was this information helpful?](#)

Once you click "Yes", the current rent will be highlighted in red as shown in the example below. The form will also indicate whether rent increases are permitted based upon the current utility allowance information or rental assistance.

## Example of Tenant Rent Exceeding Maximum Gross Rent

BR Size	# HOME Units	Rent Limit/Set-Aside	Gross Rent Floor	Current Tenant Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?
0		Low HOME vs. TC 50%						
1	12	Low HOME vs. TC 50%	350	400	392	432	-8	Reduce Rent
2	8	Low HOME vs. TC 50%	475	450	468	518	18	YES

## For Informational Purposes - HOME Rent Determination

The information shown below is located in the upper right section beside the Rent Request form. Although this information is visible, it is included for informational purposes and is not a part of the printed form. The County, MSA area, and the median income for your property location are considered, as applicable.

COUNTY MEDIAN INCOME	36800	NATIONAL NONMETROPOLITAN	54100		
Rent Limits for		Atkinson County			
	0 bd	1 bd	2 bd	3 bd	4 bd
Low HOME (50%)	356	432	518	599	668
Tax Credit MTSP 50%					
Tax Credit HERA Special 50%	421	451	541	625	697
(FYI) NatNonMetro Limits 50%	473	507	608	703	785
Gross Rent Floor		350	475		

# DCA HOME RENT REVIEW/APPROVAL FORM INSTRUCTIONS

## For Informational Purposes - HOME Rent Determination

Are the HOME Rents Adjusted?	<input checked="" type="checkbox"/>	<b>YES</b>
Is the County Eligible for National NonMetropolitan Limits?	<input checked="" type="checkbox"/>	<b>YES</b>
Is the County Eligible for HERA Special Limits?	<input checked="" type="checkbox"/>	<b>YES</b>
Effective Date of Income Limits used to calculate Tax Credit rent		
		3/6/2015
Review NMMI		
COUNTY MEDIAN INCOME	<input type="text" value="36800"/>	NATIONAL NONMETROPOLITAN <input type="text" value="54100"/>
Rent Limits for <b>Atkinson County</b>		

## Rent Comparison Information - Non-Printable Section

The information listed below is in the non-printable area to the right of the HOME unit and rent information. The applicable rent limits are populated based upon the effective date of the gross rent floor, property area, and funding. If the property has only HOME requirements, only the Federal High HOME and Low HOME rent will be populated.

	Rent Limits for		Atkinson County		
	0 bd	1 bd	2 bd	3 bd	4 bd
FEDERAL HIGH HOME	356	433	586	730	783
Tax Credit MTSP 60%					
Tax Credit HERA Special 60%	505	541	649	750	837
(FYI) NatNonMetro Limits 60%	568	609	730	843	942
Gross Rent Floor		400	525		

**Example:** HOME/Tax Credit and placed in service prior to 12/31/08

	Rent Limits for		Atkinson County		
	0 bd	1 bd	2 bd	3 bd	4 bd
FEDERAL HIGH HOME	356	433	586	730	783
Tax Credit MTSP 60%	484	519	622	719	802
Tax Credit HERA Special 60%					
(FYI) NatNonMetro Limits 60%	568	609	730	843	942
Gross Rent Floor		400	525		

**Example:** HOME/Tax Credit and placed in service after 12/31/08

## State Set-Aside Deeper Rent Restrictions

The HOME program only provides rent limits for High and Low HOME, however, your property may have a set-aside lower than 50% or between 50% and 60% AMI. This is the state set-aside. The state set-aside rent is calculated using the HOME published income limits and used in the comparison to determine the applicable rent for your property. Do not hesitate to contact us if you need assistance calculating your deeper rent restriction.

BR Size	# HOME Units	**Other Calculated % in LURA	Gross Rent Floor	Proposed Tenant Rent	Maximum Allowable Net Rent	Gross Rent	Rent Difference	Rent Increase Permitted?	Tax Credit	HOME	Home Limit
									Calculated Rent	Calculated Rent	
2	2	49	475	450	458	508	8	YES	595	508	518 Low
2	2	57	475	500	536	591	36	YES	693	591	586 High
3	2	58	525	553	635	695	82	YES	815	695	730 High

## Non-Printable Sections for Deeper Rent Restrictions

The information listed below is in the right section beside the Deeper Rent Restriction section, and should be used to calculate set-aside percentages indicated in the LURC as applicable. You can access the cell bordered in red in the shaded area of the Deeper Rent Restriction section. Feel free to contact us if you have questions about calculating the deeper rent restrictions in your LURA.

If your property requires a specific percentage rent reduction in the LURA, use this section to calculate the deeper rent restriction(s). List the whole percentage number in \*\*Other Calculated % in LURA

	60 AMI	50 AMI	30 AMI
45%	33.00%	27.50%	16.50%

FMR - 0	FMR - 1	FMR - 2	FMR - 3	FMR - 4
191	238	322	401	430

Tax Credit Calculated Rent	HOME Calculated Rent	Home Limit
595	508	518 Low
693	591	586 High
815	695	730 High

The section above provides the rent comparison information for the deeper set-asides