



## HOME Rent Approval Form

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all HOME assisted projects during the HOME affordability period. Pursuant to 24 CFR 92.252 and DCA program rules, you must submit the completed form at least once annually after the release of the published [HOME rent limits](#) and [HOME income limits](#). This form includes the current published HUD HOME and NSP rent limits.

*Failure to timely submit this HOME rent review form for DCA review will result in being removed from the Approved Management Companies list. Future funding awards may be impacted by HOME non-compliance.*

Please complete this Cover Page and the Worksheet on page (2) of this form, in its entirety, and submit to [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov). Please review pages (3) of this form for rules on HOME requirements, rent determinations, and for further submissions instructions. **Please submit all documents for the HOME rent review no later than September 30, 2019.**

Year of Rent Limits: \_\_\_\_\_ Project Funding Type(s): \_\_\_\_\_

Project Name: \_\_\_\_\_ GA ID Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project City: \_\_\_\_\_ Zip: \_\_\_\_\_

Management Company: \_\_\_\_\_

*I certify that to the best of my knowledge, the information provided in this submission is true and correct regarding the project listed above. I understand the DCA may request additional information to verify correct HOME limits. I hereby affirm that the attached rent increases **that exceed 5% of the current net rents for in-place tenants have been increased in accordance with the [DCA Rent Increase policy](#).***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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For DCA Use Only	
Received by: _____	Date Approved: _____
<input type="checkbox"/> APPROVED	COMMENTS: _____
<input type="checkbox"/> DENIED	_____

## HOME Rent Approval Form | WORKSHEET

Project Name: \_\_\_\_\_ GA ID Number: \_\_\_\_\_

County: \_\_\_\_\_ Date the Project was placed in service: \_\_\_\_\_

Rural County?  YES  NO Is this county part of Metro Statistical Area (MSA)?  YES  NO

Does Project have PBRA?  YES  NO If Yes, Provide the Number of PBRA Units \_\_\_\_\_

Does this Property have Tax Credits?  YES  NO Are your HOME units:  FIXED  FLOATING

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2019 Max LIHTC Gross Rent	2019 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		60%						
1		60%						
2		60%						
3		60%						
4		60%						

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2019 Max LIHTC Gross Rent	2019 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		50%						
1		50%						
2		50%						
3		50%						
4		50%						

BRs	# HOME Units	Set-Aside	Gross Floor Rent	2019 Max LIHTC Gross Rent	2019 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0		30%						
1		30%						
2		30%						
3		30%						
4		30%						

BRs	# HOME Units	Other % in LURA	Gross Floor Rent	2019 Max LIHTC Gross Rent	2019 Max HOME Gross Rent	Current Tenant Rent	Proposed Net Rent	Approved Net Rent
0								
1								
2								
3								
4								

**UTILITY ALLOWANCE:** Do you use more than one source for your HOME units?  YES  NO  N/A

SOURCE	0 BR	1 BR	2 BR	3 BR	4 BR	Effective Date

## HOME Rent Approval Form | INSTRUCTIONS

### FOR LAYERED FUNDING

#### TAX CREDIT and HOME

- Use the lesser of the published HOME rent based upon the County/MSA area for each program for your low and high HOME units.
- The LIHTC Gross Rent and HOME Gross Rent are the maximum rent limits for each program.
- Review your Land Use Restriction Agreement (LURA) for your property requirements.
- Remember to not go below the Gross Floor Rent amount. The Gross Floor Rent is found in Exhibit B of the LURA

#### PROJECT BASED RENTAL ASSISTANCE (PBRA) CONTRACTS or HOUSING CHOICE VOUCHER (HCV) and HOME

- Review the rules regarding the applicable contract rent that can be charged for your low HOME and High HOME units. List **only** the HOME units with PBRA rental assistance on the form and complete a separate form for all other HOME units without PBRA.

### HOME LEASE REQUIREMENTS

- Rent increases can only be implemented for new and renewal leases; (30) day written notice required.
- Increases during the lease term are not permitted.
- DCA must be notified within 30 days (of discovery of noncompliance), if there is a change in rent or utility allowances that results in overcharging rent.
- Failure to notify DCA of the non-compliance may result in findings of non-compliance.

### UTILITY ALLOWANCES

- For more than one (1) utility schedule applied to HOME units, complete a separate HOME rent request form showing the specific utility allowance information from each schedule.

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### SUBMISSION INSTRUCTIONS

*DCA will conduct a review of the rent information and provide a response within 15 business days from the date the request is received.*

#### Please include the following forms along with your HOME Rent Review submission:

1. Exhibit B of Land Use Restriction Agreement for HOME (LURA), which includes rents and set-asides
2. A copy of the HOME Income and Rent Limits for your county
3. LIHTC limits & rent calculations sheet *or* the Novogradac Rent and Income Calculator for Section 42
4. All Utility Allowance Schedules used for your HOME units
5. Exhibit B of the Land Use Restrictive Covenant for Tax Credits (LURC), which includes rents and set-asides (*LIHTC program only*)
6. A list of all PBRA/HUD units where the contract rent is higher than allowable LIHTC or HOME rent (*if applicable*)
7. Confirmation of National Rural/Nonmetropolitan Limits (NNMI) limits from the [Department of Agriculture](#) (*if applicable for rural projects*)

**FORMAT FOR THE EMAIL SUBJECT LINE:** GA ID # / Property Name / HOME Rent Review / County