



**HOME Program – RENT APPROVAL REQUEST FORM
Instructions**

***If a project received HOME assistance from both DHCD and Barnstable County HOME Consortium (BCHC) please indicate this in your cover email when submitting the approval request. In addition, please identify the total number of DHCD HOME-assisted units by bedroom size and the total number of BCHC HOME-assisted units by bedroom size. FinePoint Associates, LLC will be completing the HOME rent approval review for both of these agencies.**

<i>Item</i>	<i>Item Description</i>	<i>Information required</i>
COVER TAB		
Item 1.	Project Name	Name of the site for which you are applying for a rent increase
Item 2.	Request Date	Date of submission of the request
Item 3.	Property Address	Identify all addresses associated with the project
Item 4.	Utility Allowance Information	There may be more than one source of utility allowances at your site. Include all here.
Item 5.	Total Project Units	Total number of units in the project
Item 6.	Total DHCD HOME-assisted units	Identify the HOME-assisted units by bedroom size
Item 7.	Person Completing the form	Most likely this will be a Property Manager or Regional Manager
Item 8.	Telephone number	Of the person completing the form
Item 9.	Email	Of the person completing the form

BEDROOM TABS

Item 10.	Move-In Maximum Rents	<p>Please complete this table with the maximum rents you are collecting and proposing for:</p> <ul style="list-style-type: none"> • new move-in HOME units, excluding units receiving either tenant-based or project-based rental assistance • Low HOME units • High HOME units • Housing Choice voucher holders (Sect 8 & MRVP) <p>As you enter your proposed max rents, the table will calculate the rent increase percentage.</p>
----------	-----------------------	---

The "HOME Unit" designation must match the designation allocation in the site AHR and written agreements with DHCD.

Tenant-based rental-assisted units are held to the maximum

published HOME rent limit by bedroom size and Low and High HOME designation.

To be completed for **non-project-based assisted (PBA)** units only.

Current Rent Structure These are the Maximum CURRENT rents in place for these units by bedroom size and High & Low HOME designation.

Proposed HOME Rent Structure These are the Maximum Rents for which you are applying for Approval. They may be higher than your current rents but may not exceed the HUD published HOME rent limits. *Reminder that if a site requests more than 3% increase, further financial justification will be required as well as DHCD and/or BCHC final approval.

Current HOME Rent Limit Indicate the HOME Rent limit for the unit size and whether it is designated as High or Low HOME. You must use the HOME rent schedule for the date the increase will be in effect. (2016 HUD HOME Rent limits are effective June 6, 2016 and not before.) You must also use the rent schedule for the MSA as published by HUD for the site's location.

Item 11. **Current Rent Information by unit** Complete this table for each of the HOME Assisted units at the site using Up-To-Date data. This section must be completed for all HOME-assisted units, excluding units also receiving project-based assistance.