

Annual Affordability Report

Section 1 - Project Information

The Annual Affordability Report is used to determine compliance with applicable federal and county regulations and to determine compliance with executed county legal documents. The report is divided into three sections: Project Information, Utility Schedule and Rent Roll. Please enter project information below, carefully read the disclaimer, check the box below to agree and move to the next section. Annual Affordability Reports submitted without accepting the terms and conditions, will not be accepted. **Annual Affordability Reports must submitted electronically (via email).**

PROJECT INFORMATION

Project Name:	
ZIP Code:	
Total Number of Units in Project:	
Number of Restricted Units:	
Report Effective as of:	
Submission Date	
Prepared By:	
Preparer's Organization:	
Preparer's Address:	
Preparer's Phone Number:	

Disclaimer: By checking the box below, you agree to the following statement:

I hereby affirm that the information provided in this report is true and correct and that I have not knowingly withheld any facts. I authorize the Department of Housing and Community Affairs of Montgomery County (DHCA) to collect the disclosed data for utilization in completing county and federal reporting requirements under the HOME Investment Partnerships (HOME) Program, Community Development Block Grant (CDBG) Program and/or Housing Initiative Fund (HIF).

I understand and accept the conditions stated above.

Annual Affordability Report

Section 2 - Utility Schedule

Montgomery County has developed a utility cost schedule based on seven utility types which include heating, cooking, other electric, water heating, water, sewer and trash. In this section, please select the appropriate tenant paid utilities and type by entering the appropriate numeric value (a help box will provide a key). Enter "0" if the tenant does not pay for a specific utility (i.e. management or the owner pays for it).

Please Select the appropriate utility charges below:

Heating	0	Tenant Does Not Pay for Heating
Cooking	0	Tenant Does Not Pay for Cooking
Other Electric	0	Tenant Does Not Pay for Other Electric
Air Conditioning	0	Tenant Does Not Pay for/have Central Air Conditioning
Water Heating	0	Tenant Does Not Pay for Water Heating
Water	0	Tenant Does Not Pay for Water
Sewer	0	Tenant Does Not Pay for Sewer
Trash	0	Tenant Does Not Pay for Trash Removal
Single-Family/Townhouse w/Gas Service	0	Utility allowance does NOT include the additional \$10 flat fee per month

HOME / CDBG / HIF

Rent Roll

Project Name: _____
Effective Date: _____
Submission Date: _____
Certified By: _____

Preparer's Organization: 0 _____
Preparer's Address: 0 _____
Preparer's Phone Number: - _____

Directions - Fill in the unshaded sections for all tenants in assisted units. For vacant units, enter "Vacant" under "Name of Head of Household" and "0" for "Tenant Paid Rent", "Household Size" and "Annual Gross Income".

Unit Review						Rent Review					Income Review		Tenant Review					
No.	Name of Head of Household	Address / Unit#	ZIP Code	Housing Type	Recertification Date	Unit Type	# of Bedrooms	Tenant Paid Rent	Utility Cost	Subsidy Amount	Gross Rent	Household Size	Annual Gross Income	Hispanic	Race / Ethnicity	Disabled Household?	Head of Household	Source of Rental Assistance
1						#N/A			0		\$ -							
2						#N/A			0		\$ -							
3						#N/A			0		\$ -							
4						#N/A			0		\$ -							
5						#N/A			0		\$ -							
6						#N/A			0		\$ -							
7						#N/A			0		\$ -							
8						#N/A			0		\$ -							
9						#N/A			0		\$ -							
10						#N/A			0		\$ -							
11						#N/A			0		\$ -							
12						#N/A			0		\$ -							
13						#N/A			0		\$ -							
14						#N/A			0		\$ -							
15						#N/A			0		\$ -							
16						#N/A			0		\$ -							
17						#N/A			0		\$ -							
18						#N/A			0		\$ -							
19						#N/A			0		\$ -							
20						#N/A			0		\$ -							
21						#N/A			0		\$ -							
22						#N/A			0		\$ -							
23						#N/A			0		\$ -							
24						#N/A			0		\$ -							
25						#N/A			0		\$ -							
26						#N/A			0		\$ -							
27						#N/A			0		\$ -							
28						#N/A			0		\$ -							
29						#N/A			0		\$ -							
30						#N/A			0		\$ -							
31						#N/A			0		\$ -							
32						#N/A			0		\$ -							
33						#N/A			0		\$ -							
34						#N/A			0		\$ -							
35						#N/A			0		\$ -							
36						#N/A			0		\$ -							
37						#N/A			0		\$ -							
38						#N/A			0		\$ -							
39						#N/A			0		\$ -							
40						#N/A			0		\$ -							
41						#N/A			0		\$ -							
42						#N/A			0		\$ -							
43						#N/A			0		\$ -							
44						#N/A			0		\$ -							

HOME / CDBG / HIF

Rent Roll

Project Name: _____
Effective Date: _____
Submission Date: _____
Certified By: _____

Preparer's Organization: 0 _____
Preparer's Address: 0 _____
Preparer's Phone Number: - _____

Directions - Fill in the unshaded sections for all tenants in assisted units. For vacant units, enter "Vacant" under "Name of Head of Household" and "0" for "Tenant Paid Rent", "Household Size" and "Annual Gross Income".

Unit Review						Rent Review					Income Review		Tenant Review					
No.	Name of Head of Household	Address / Unit#	ZIP Code	Housing Type	Recertification Date	Unit Type	# of Bedrooms	Tenant Paid Rent	Utility Cost	Subsidy Amount	Gross Rent	Household Size	Annual Gross Income	Hispanic	Race / Ethnicity	Disabled Household?	Head of Household	Source of Rental Assistance
45						#N/A			0		\$ -							
46						#N/A			0		\$ -							
47						#N/A			0		\$ -							
48						#N/A			0		\$ -							
49						#N/A			0		\$ -							
50						#N/A			0		\$ -							
51						#N/A			0		\$ -							
52						#N/A			0		\$ -							
53						#N/A			0		\$ -							
54						#N/A			0		\$ -							
55						#N/A			0		\$ -							
56						#N/A			0		\$ -							
57						#N/A			0		\$ -							
58						#N/A			0		\$ -							
59						#N/A			0		\$ -							
60						#N/A			0		\$ -							
61						#N/A			0		\$ -							
62						#N/A			0		\$ -							
63						#N/A			0		\$ -							
64						#N/A			0		\$ -							
65						#N/A			0		\$ -							
66						#N/A			0		\$ -							
67						#N/A			0		\$ -							
68						#N/A			0		\$ -							
69						#N/A			0		\$ -							
70						#N/A			0		\$ -							
71						#N/A			0		\$ -							
72						#N/A			0		\$ -							
73						#N/A			0		\$ -							
74						#N/A			0		\$ -							
75						#N/A			0		\$ -							
76						#N/A			0		\$ -							
77						#N/A			0		\$ -							
78						#N/A			0		\$ -							
79						#N/A			0		\$ -							
80						#N/A			0		\$ -							
81						#N/A			0		\$ -							
82						#N/A			0		\$ -							
83						#N/A			0		\$ -							
84						#N/A			0		\$ -							
85						#N/A			0		\$ -							
86						#N/A			0		\$ -							
87						#N/A			0		\$ -							
88						#N/A			0		\$ -							

DHCA - Multifamily Section
Annual Affordability (Rent Roll) Review Checklist

Name of Project		HUD ID	MFDData ID
0			
Total Number of Units	Total Number of Restricted Units	Number of Low HOME Units	
0	0	0	
Confirm or Add Income Restrictions (Restricted Units per Loan Docs)			
80% AMI	65% AMI	60% AMI	50% AMI
Income Limits Effective	Rent Limits Effective	Utility Allowance Effective	
1-Dec-11	9-Feb-12	1-Apr-11	
Compliance Review			
<u>Affordability Compliance</u>		<u>Affordability Non-compliance</u>	
Reported the Correct No. of HOME units		<u>Incorrect No. of HOME units</u>	
Correct number of LOW units*		Incorrect number of LOW units*	
Correct number of RESTRICTED units		Incorrect number of RESTRICTED units	
Rents are within HOME Program limits		Rents exceed HOME Program limits	
Tenant income within HOME Program limits		Tenant income exceeds HOME Program limits	
<small>* - Low Unit test is only HOME Program applicable</small>			
Data Reports			
		Compliant?	Run Data Report
Compliance Report This is a standard report which reveals compliance data for the above Compliance Review Section		NO	
Rent Test (for Over-Income Tenants of non-Low Income Tax Credit Properties) This determines if Over-Income tenants are paying 30% of their income towards rent.		Yes	
LIHTC Income Test (for Over-Income Tenants of Low Income Housing Tax Credit Properties) This determines if Over-Income tenants are within the LIHTC 140% of the "Low-Income" AMI.		Yes	
SHOW ALL Report Data This will show all compliance reports calculated in the Rent Roll.		n/a	
HIDE ALL Report Data This will close all compliance reports and return the Rent Roll to its original format.		n/a	