**HOME Program - Annual Rent Approval Form**

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ’s) to review and approve rents annually for all multi-family HOME assisted properties during their affordability period. **To comply with 24 CFR 92.252, you must submit this completed form, along with a copy of the current utility allowance chart within 30 days of the release of the HOME Rent Limits each year.** HUD published HOME Rent Limits may be accessed at: <https://www.hudexchange.info/manage-a-program/home-rent-limits/> or at the NHD website at: <http://housing.nv.gov/programs/Home_Program/>

You may submit this information by mailing it to: Nevada Housing Division, 1830 E College Parkway, Suite 200, Carson City NV 89706 or by emailing it to [ahawkins@housing.nv.gov](mailto:ahawkins@housing.nv.gov)

|  |  |
| --- | --- |
| Project: | Owner: |
| Address: | Address: |
| City/St/Zip: | City/St/Zip |
| Property Contact: | Phone Number: |

**Current Rent Structure:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Size | # of HOME units | Current Rent | Utility Allowance | Tennant Paid Utilities? |
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**Proposed Rent Structure: Date of Increase:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Size | # of HOME units | Current Rent | Utility Allowance | Tennant Paid Utilities? |
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By signing below, I certify that the information submitted on this form is true and correct and that I am aware of the following:

* NHD reserves the right to request additional information to support the need for rent increases.
* Any and all rent increases require a forty-five (45) day written notice to tenants.
* Failure to receive NHD approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
* This document is exclusively intended for HOME Investment Partnerships Program use only.

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| --- | --- |
| Signature: | Date: |
| Printed Name: | Title: |
| Phone: | Email: |