

# Standard Rent and Occupancy Log Report Instructions

Read the instructions for each item carefully before completing the report. The report form is available as an excel document. Please submit the form **in excel format**.

**Applicability:** This report must be completed annually for each unit in a rental housing project assisted with HOME, CDBG, AHP, or NSP funds. If the rental housing project is a multi-family development, only the units assisted with Lake County funding (i.e. the HOME units) must be reported on. **If you currently operate a group home, please complete the *Group Home Rent and Occupancy Log Report*.**

## Grantee Information

- Person Completing Form: Enter the name of the person completing the report.
- Title: Enter the position title of that person.
- Management Agency: Enter the name of the property management agency. This may be the same entity as the grantee.
- Date: Enter the date the form is being completed.
- Project Name: Enter the name of the project. If the project does not have a name, enter the type of project. (i.e. "Lakefront Apartments" or "Scattered Site Rentals").
- Project Address: Enter Street Address, City, State, and Zip Code.
- Grantee Name: Enter the name of the organization that signed the HOME, CDBG, NSP, or AHP Contract.
- Project Type. Check "SFH" if the project address is a single-family home rented to one or more tenants. Check "Apt" if the project address is an apartment or multiple apartments. Check "TH" if the project address is a transitional housing unit or units.
- Project Number. Enter the Lake County assigned Project Number as listed on your Subrecipient Agreement or Lake County HOME, CDBG, NSP, or AHP Payment voucher. (i.e. H1183)
- Reporting Period. The annual report covers the period July 1st through June 30<sup>th</sup>

## Household Data

For projects that include multiple addresses, complete a separate report for each address. For transitional housing facilities, please use one form and list each bedroom as a separate unit.

- Column 1, Unit Number: Enter the unit number of each unit. For congregate living transitional housing facilities, enter the bedroom number.
- Column 2, Tenant Name: Enter the first initial and last name of the tenant / head of household. The head of household is defined as the highest wage earner in the household.
  - \*NOTE, if two different households occupied one unit over the reporting period (i.e. a lease ended in October and a new household took occupancy November) there should be two separate line item entries for the same Unit Number and subsequent different information. The lease period should reflect this.
- Column 3, Race & Ethnicity Head of Household: This information is confidential and is only collected for government reporting purposes. For each residential unit, enter one code only based on the following definitions:

Code	Description
9	Vacant Unit.

10	Manager’s Unit.
11	White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
12	Black/African American. A person having origins in any of the Black racial groups of Africa.
13	Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent. This area includes, for example, China, India, Japan, and Korea.
14	American Indian/Alaskan Native. A person having origins in any of the original peoples of the North American Continent, and who maintains cultural identification through tribal affiliations or community recognition.
15	Native Hawaiian/Other Pacific Islander. A person having origins in any of the original peoples of the Pacific Islands. This area includes, for example, the Philippine Islands, Hawaii, and Samoa.
16	American Indian/Alaskan Native and White. A person having origins in both American Indian/Alaskan Native and White Race categories.
17	Asian & White. A person having origins in both Asian and White race categories.
18	Black/African American & White. A person having origins in both Black/African American & White race categories.
19	American Indian/Alaskan Native & Black/African American. A person having origins in both American Indian/Alaskan Native & Black/African American race categories.
20	Other Multi-Racial. A person having origins in more than one of the race categories combined.

- Column 4, Hispanic Ethnicity, Head of Household: If of Hispanic origin, indicate “y” for Yes, if not, indicate “n” for No.
- Column 5, Type of Household: For each residential unit, enter one code only based on the following definitions:

Code	Description
1	Single/Non-Elderly. One-person household in which the person is not elderly.
2	Elderly. One or two-person household with a person at least 62 years of age.
3	Related/Single Parent. A single parent household with a dependent child or children (18 years of age or younger).
4	Related/Two Parent. A two-parent household with a dependent child or children (18 years of age or younger).
5	Other. Any household that is not included in the above 4 definitions, including two or more unrelated individuals.
9	Vacant Unit.
10	Manager’s Unit.

- Column 6, Size of Household; Enter the appropriate number of persons in the household. Enter 0 for a vacant unit.

#### Income Data

- Column 7, Household Annual Income: Enter the total annual gross household income.
- Column 8, Percent of Area Median Income: Please see Income & Rent Limits sheet. The Income & Rent Limits sheet is published annually—**be sure to use the Income & Rent Limits sheet which is effective as of the date of the income certification.** For each occupied residential unit, enter

one of the following codes for the household's income based on the median family income for the area, as determined by HUD, with adjustments for family size:

Code	Description
1	0-30% AMI, if the income is at or below 30 percent of AMI.
2	30-50% AMI, if the income exceeds 30 percent and does not exceed 50 percent of AMI.
3	50-60% AMI, if the income exceeds 50 percent and does not exceed 60 percent of AMI.
4	60-80% AMI, if the income exceeds 60 percent and does not exceed 80 percent of AMI.
5	80-100% AMI, if the income exceeds 80 percent and does not exceed 100 percent of AMI.
6	>100% AMI, if the income exceeds 100 percent of AMI.
9	Vacant Unit, if the unit is vacant.

- Column 9, Date of Certification Prior to this lease: Before the tenant occupies a unit, tenant eligibility must be documented with source documents, such as wage statements, interest statements, and unemployment compensation statements. Grantees must recertify tenant income on an annual basis. The recertification must occur prior to the lease start date. The recertification must occur within 6 months of the lease start date.

### Monthly Rental Data

- Column 10, Lease Start Date: Enter the start date of the tenant's lease that falls within the correct reporting period (7/1/YYYY-6/30/YYYY). The lease period covered in column 10 and 11 should cover all leases (and all tenants) that occupied that unit during the reporting period. If more than one tenant occupied the unit within the reporting period, fill out a separate row for each tenant. If the tenant's lease ended during the reporting period, fill out a separate row for each lease the tenant signed. **Unless the tenant's lease directly correlates with the reporting period, you will need to use multiple rows for each unit.**
- Column 11, Lease End Date: Enter the end date of the tenant's lease from column 10. If the tenant vacated prior to the end of the lease, put the date the tenant vacated.
- Column 12, Number of Bedrooms. Enter 0 for single room occupancy (SRO) unit or for an efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms. For group homes and congregate living transitional housing facilities, fill out the *Group Home Rent and Occupancy Log Report*. Do not complete the *Standard Rent and Occupancy Log Report*.
- Column 13, Low or High HOME Rent Unit (*For HOME-funded projects only*): Enter "H" if the unit is designated as a High HOME unit and "L" if the unit is designated as a Low HOME unit. The Grant agreement and/or mortgage documentation should indicate the applicability of High and Low HOME units. Depending on the grant agreement and restrictive documents signed by the grantee, a portion of units in the building may be designated as Low HOME units and a portion may be designated as High HOME units. If a unit is not limited to the Low HOME rent, it is then limited to the High HOME rent. Note that your project may have restrictions over and above the federal limits. For instance, your project may be required to rent all units to tenants at or below 60% AMI. *If it is not a HOME project, put "N/A" in column 13.*
- Column 14, HOME rent maximum (*For HOME-funded projects only*): Please see the Income & Rent Limits sheet. The Income & Rent Limits sheet is published annually—**be sure to use the *Income & Rent Limits sheet which is effective as of the start date of the lease.*** Enter the

applicable High or Low HOME HUD rent limit for each unit. Please note that the rent limit includes utilities.

- Column 15, Utility Allowance: Enter the utility allowance that has been approved on your most recent rent increase approval form. If utilities are included in the rent, enter 0.
- Column 16, Actual Max Rent: The actual max rent is the HOME maximum minus the utility allowance. *This column will automatically calculate based on the amounts indicated in column 14 and 15.*
- Column 17, Tenant Rent Contribution: The actual amount of rent the tenant paid.
- Column 18, Subsidy Amount: Enter the amount that the tenant receives in order to pay rent or any payments made directly to landlords on behalf of the tenant. If the tenant does not receive a tenant subsidy payment, enter 0. Tenant subsidies may include Section 8 Housing Choice Vouchers or Project-Based Vouchers, HOME TBRA, or other payments.
- Column 19, Subsidy Type: Enter the number code that corresponds with the correct type of subsidy.

Code	Description
1	Section 8 Housing Choice Voucher (HCV): Tenants receiving assistance through the Section 8 Tenant-Based Assistance Housing Choice Voucher Program under 24 CFR part 982;
2	Project-Based Voucher (PBV): Tenants receiving assistance through the Project-Based Voucher Program under 24 CFR part 983;
3	HOME Tenant-Based Rental Assistance: Tenants receiving HOME Tenant-Based rental assistance. Do not include one-time security deposit assistance;
4	None: no subsidy;
5	Other: Tenants receiving other rental subsidies through federal, state, or local sources;
9	Vacant Unit.

- Column 20, Total Rent: The total monthly rent collected includes both the tenant’s portion and any subsidy. *This column will automatically calculate based on the amounts indicated in columns 17 and 18.*
- Column 21, Approved Rent: This is the total rent that has been approved by Lake County Community Development for the unit. All property managers must submit HOME Program Rent Approval Forms to Lake County Community Development prior to any increase in rent of a HOME unit. Please indicate the last approved rent in column 21. If you have not submitted a Rent Approval Form or the form has not yet been approved, your approved rent amount is the initial approved rent amount indicated in the Land Use Restriction Agreement.
- Column 22, Temporary over-income household: If the household is currently over-income indicate “y” for Yes. If the client is at or below the required income, indicate “n” for No. The client MUST have been at or below the required income at initial certification. While tenants are allowed to increase their income after entering a unit and you may never ask them to leave a unit, once they are no longer income-eligible for a HOME unit their rent may need to be adjusted. If a tenant is no longer income-qualified, please contact Lake County Community Development for subsequent guidance.
- Column 23, Compliant: This column is for Lake County Community Development use only. Please leave blank.