HOME Monitoring Checklist 6-C

Ongoing Monitoring: Rental Housing Project

Project Name: _____ **Reviewer:**_____

Project ID: _____ **Date:**_____

I. BACKGROUND INFORMATION

1. **Amount of HOME Allocation:**

2. **Number HOME-assisted Units:**

3. **Period of Affordability:**

Owner should also complete a Project Compliance Report (Checklist 6-D) on a yearly basis during the period of affordability and submit it to the PJ.

II. PROJECT COMPLIANCE

QUESTIONS	ANSWER Y	ANSWER N	COMMENTS/ ACTIONS REQUIRED
A. PROJECT REQUIREMENTS			
1. Does the owner have tenant selection procedures that are non-discriminatory?	☐	☐	
2. Does the owner provide adequate information to program applicants about program rules and expectations?	☐	☐	
3. When the floating designation is used, does the owner ensure that the rental units are comparable?	☐	☐	
B. PROPERTY STANDARDS AND ELIGIBLE COSTS			
4. Does the property still meet all local codes and property standards?	☐	☐	

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II. PROJECT COMPLIANCE

QUESTIONS	ANSWER Y	ANSWER N	COMMENTS/ ACTIONS REQUIRED
C. RENT, OCCUPANCY, AND ONGOING REQUIREMENTS			
5. Does the owner complete a Project Compliance Report (Checklist 6-D) and submit it to the PJ on time every year?	☐	☐	
6. Does the owner monitor rents in HOME-assisted units and enforce HOME rent limits in all projects?	☐	☐	
7. Does the owner monitor and enforce HOME low-income occupancy requirements?	☐	☐	
8. Are tenant incomes properly documented during occupancy?	☐	☐	
9. Is there a copy of a lease in every tenant file?	☐	☐	
10. Are all leases signed in HOME-assisted units free of prohibited provisions?	☐	☐	
11. Does the owner conduct regular property inspections?	☐	☐	
12. Does the owner affirmatively market units?	☐	☐	
13. Does the owner follow his/her tenant selection policy?	☐	☐	