

M-66 HOME Annual Rent Approval Form

Participating Jurisdictions (PJ) are required under the 2013 HOME Final Rule to view and approve rents for all HOME properties during the affordability Period.

In order to comply with the final rule requirements the information below must be forwarded to: South Carolina State Housing Finance and Development Authority, Attention: SC Housing Compliance Monitoring Department, 300-C Outlet Pointe Boulevard, Columbia, South Carolina 29210. You may also forward the information below through the use of the SC Housing Compliance Monitoring Department via SC Housing Secure File Exchange. To access the Secure File Exchange you must register at <https://www.schousing.com/Home/PartnerLogin> and follow the "File Upload" instructions. Please refer all questions to Laura Tanner at (803) 896-8762.

Date of Request:		Property Name:	
HOME Identification # or LIHTC #:		Property Address:	
Year Project Placed in Service: <i>(Affordability Period Start Date)</i>		Request Submitted by <i>(Name and Title):</i>	
Date of Last Project Specific Utility Survey/ Statewide HUD U/A Model: <i>(Attach Copy)</i>		Company Name:	
Effective Date of Current Rent Limits being Utilized: <i>(Attach Copy)</i>		Contact Email Address:	
Effective Date of Current Certificate of Property Insurance: <i>(Attach Copy)</i>		Contact Telephone Number:	
		Contact Fax Number:	

Current Rent Structure						Proposed Rent Structure					
BR Size (A)	HOME Low (50%)	HOME High (60%)	Rent (B)	U/A (C)	Gross Rent (B+C)	BR Size (A)	HOME Low (50%)	HOME High (60%)	Rent (B)	U/A (C)	Gross Rent (B+C)
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For each section: (A) Enter bedroom size (B) Enter total rent charged (C) Enter utility allowance amount. The "Gross Rent" columns will auto-calculate if completed online or add columns (B) and (C) to calculate if completing paper form.

HOME Investment Partnerships Program Annual Rent Approval Requirements and Procedures

Participating Jurisdictions (PJ) are required under the 2013 HOME Final Rule to view and approve rents for all HOME units annually throughout the HOME affordability period. In order to comply with the Final Rule, the following five (5) documents must be submitted:

1. A completed M-66 HOME Annual Rent Approval Form;
2. A copy of the HUD HOME Rent Limits to be utilized for the property over the next (12) twelve month period (once published the HOME Rent Limits can be obtained from <https://www.schousing.com/Home/PartnerIncomeLimits>);
3. An approved Project Specific Utility Survey/Statewide HUD U/A Model (for each applicable bedroom type. The total monthly cost of the utility allowance must be calculated on the utility survey/Statewide HUD U/A Model document provided to the Authority. **Circle or clearly specify the amount of each allowance included in each total utility calculation. Remember to include base charges, if applicable;**
4. A copy of the current M-51 Unit Status Compliance Report; and
5. A copy of the current Certificate of Property Insurance.

Following HUD's publication of the yearly HOME Rent Limits, which are released at the discretion of the federal HOME Program, usually around mid-year, Owners/Property Managers must submit the documents listed above within 15 calendar days to allow Authority staff sufficient time to review each developments' proposed HOME rents. To sign up to receive HOME Rent and Income limits once published by HUD, click on the following link and then follow directions: <https://www.hudexchange.info/maillinglist/>

HOME Rent Approvals can't be submitted until the federal HOME Program Income and Rent Limits have been published for the current year.

Please submit the 5 documents listed above for each individual property named on the M-66 HOME Annual Rent Approval Form. Please note that inaccurate or incomplete forms will not be considered received and will be returned to the management company.

All of the above documents should be sent to the Compliance Monitoring Department as follows:

South Carolina State Housing Finance and Development Authority
Attention: **Compliance Monitoring Department**
300-C Outlet Pointe Boulevard
Columbia, South Carolina 29210

OR submit all documents in a ZIP file through our Secure File Exchange here: <https://www.schousing.com/Home/PartnerLogin>

Emailed submissions will not be accepted.

Should you have questions please contact:
Laura Tanner
Ph: (803) 896-8762
Email: Laura.Tanner@schousing.com