APPENDIX K

Certified Rent Roll Requirements

A certified rent roll is required at the time the tax credit owner requests WHEDA issue form(s) 8609 for the development. Include the rent roll in the final Housing Tax Credit application packet. It is important that the rent roll is accurate and provides all necessary information.

The following is required information:

1. List the FINAL name of the Housing Tax Credit development and effective date of the rent roll.

2. Unit Information:
    a. Unit Numbers
    b. Tenant name (or indicate as vacant)
    c. Number of bedrooms for each unit
    d. Identify set-aside units
    e. Identify unit set-aside CMI (30%, 40%, 50%, 60%) or (70%, 80%) if contemplating income averaging
    f. Identify market rate units
    g. Identify manager's unit(s)
    h. Current rent for each unit
    i. Current utility allowance for each unit
    j. Square footage for each unit

3. Certification requirements:
    a. Statement: "I certify, to the best of my knowledge and belief that the information contained in this rent roll for (insert name of development) is complete and accurate."
    b. Signature block for accurate project ownership entity (with all appropriate punctuation)
    c. Signature of authorized owner
    d. Date rent roll is signed