

APPENDIX K

Certified Rent Roll Requirements

Certified Rent Rolls must include the following items:

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%, 70%, 80%)
 - 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