

Instructions for Completing the Rental Housing Project Compliance Monthly and Quarterly Report

- 1. Project Name: Enter the name of the housing complex.
- 2. Project Number: *To be completed by Harris County Community Services Department (HCCSD).*
- 3. Address: Enter the full address of the property.
- 4. Reporting Period: If during lease-up, indicate monthly reporting period. Otherwise indicate the appropriate Quarter.
- 5. Quarterly submittal: Indicate the appropriate Quarter based on Program Year or Calendar Year submittal.
- 6. No. of Units: Indicate the total number of units of the housing complex.
- 7. No. of HOME units: Indicate the total number of HOME-assisted units.
- 8. HOME Rent Units: Indicate the total of number LOW and HIGH HOME-assisted units.
- 9. Unit #: Enter the unit number for the HOME-assisted unit.
- 10. L or H: Enter L or H to indicate whether Low or High HOME Rent unit.
- 11. % of Median Income: Indicate the percentage of the Median Income (see code on the report).
- 12. Tenant Name: Enter the full name of the tenant.
- 13. Type of HH: Enter the type(s) of Household (see code on the report). Household may have more than one (1) type
- 14. Ethnicity: Indicate Y or N for Hispanic.
- 15. Race: Indicate the code of the race (see code on the report).
- 16. #Persons: Enter the number of persons in the household: 1,2,3,4,5,6,7, 8 or more persons at the time of tenant application.
- 17. #Bedrooms: Enter 0 for single room occupancy (SRO) unit or for 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.

Initial Occupancy

- 18. Date: Enter the lease date.
- 19. Utility Allowance: Enter the utility allowance at the time of initial occupancy.
- 20. Tenant Payment Amount: Enter the amount the tenant pays for the rent.
- 21. Rent: Enter the maximum monthly rent amount at the time of initial occupancy.
- 22. Annual Gross Income: Enter the monthly gross household income at the time of initial occupancy.
- 23. Lease Addendum: Indicate Y or N if the tenant has completed a Lease Addendum for HCCSD.
- 24. HQS Inspection Date: Enter the date that HCIS performed initial unit inspection.

Re-certification (most recent first)

Enter the appropriate information for all dates of re-certification; utilize, as many lines as needed to complete this information.

- 25. Date: Enter the recertification date.
- 26. Utility Allowance: Enter the utility allowance at the time of re-certification.
- 27. Tenant Payment Amount: Enter the amount the tenant pays for the rent.
- 28. Rent: Enter the maximum monthly rent amount at the time of re-certification.
- 29. Annual Gross Income: Enter the total monthly gross household income at the time of re-certification.
- 30. Lease Addendum: Indicate Y or N if the tenant file has Lease Addendum from HCCSD.
- 31. Property Inspection Date: Enter date property management performed unit inspection.
- 32. HQS Date: Enter date HCIS performed unit inspection.
- 33. Date Submitted: Enter the date this report was submitted to HCCSD
- 34. Submitted by: Enter the name of the person submitting the report.
- 35. Reviewed: *To be completed by HCCSD project monitor.*

*** Move-Out For Each Vacated Assisted Unit Complete the Occupancy Information plus the following: Move-Out Date: _____**