# HOME Investment Partnerships Program and Housing Trust Fund
## Annual Rental Certification

**WHY** HUD regulations require property owners to annually provide the Montana Department of Commerce (Commerce) information regarding the rents and occupancy of HOME- and HTF-assisted units to demonstrate compliance with affordability requirements. Commerce must review this information and approve rents every year to ensure compliance.

**WHEN** The Annual Rental Certification for calendar year 2023 is due to Commerce by **Friday, March 29, 2024**. This Certification will cover the period **January 1, 2023 through December 31, 2023**.

**WHAT** Please submit the following:

☐ Annual Certification for Rental Housing form
☐ Rent and Occupancy Report
☐ Project-specific Operating Budget for the current year
☐ Project-specific Income Statement and Balance Sheet

☐ Updated lease *IF* it has changed in the last year
☐ Updated Affirmative Fair Housing Marketing Plan *IF* it has changed in the last year
☐ Updated Tenant Selection Policy *IF* it has changed in the last year

Submit the above items via the Transfer Service (https://transfer.mt.gov) to megan.surginer2@mt.gov.

**HOW**

Common Omissions:

**Remember** to indicate in question 25 of the Certification where your Fair Housing Poster is located.

**Remember** to designate which units are HTF, High or Low HOME units on Rent and Occupancy Report.

**Remember** to provide financial statements (Income State and Balance Sheet) for each project in lieu of your organization's annual audit report. Commerce may request an audit report if further information is needed.

**Remember** to answer each question in the Certification for each specific property; please read the questions and respond accordingly.

Helpful Information:

**Total Rent** = Resident-Paid Rent + Subsidy + Utility Allowance.

Total Rent cannot exceed the HUD-published HOME and HTF Rent Limits. You will report each property's rent and utility schedules for the year in the table in the Annual Certification for Rental Housing form.

If not all units in your property are **HOME- or HTF-assisted**, you do not need to include the non-assisted tenant information on the Rent and Occupancy Report. Feel free to save some time and only report on the HOME- or HTF-assisted units.

For projects with five (5) or more HOME-assisted units, at least 20% of the HOME-assisted units must be designated as Low HOME units; the remaining may be High HOME units.

Remember, **Low HOME units** are those charging Low HOME rents, which must be occupied by households with incomes at or below 50% AMI.

**High HOME units** are those charging High HOME rents, whose occupants can have household income up to 80% AMI.

**All HTF units** must be occupied by households whose incomes are below 30% AMI.

**HELPFUL LINKS**

**Utility Allowances** can be determined using the HUD Utility Schedule Model (HUSM) for all projects funded after August 23, 2013. Information about HUSM can be found here: https://www.huduser.gov/portal/resources/utilallowance.html. The web-based Model can be found here: www.HUDUser.gov/portal/datasets/husm/uam.html.
If the project was funded prior to August 23, 2013, the Section 8 Utility Allowances may be used and can be found here:
 Utility Allowances - Montana Housing (mt.gov).

Forms for both **HQS and UPCS inspections** can be found here:
 HOME Program - Montana Housing (mt.gov) under Commonly Used Forms.
 UPCS inspections are required for properties assisted after August 23, 2013.
 HQS or UPCS inspections are acceptable for all other properties.

2023 HOME **Income and Rent Limits** can be found here:
 HOME Program - Montana Housing (mt.gov) under Commonly Used Forms.
2023 HTF **Income and Rent Limits** can be found here:
 Housing Trust Fund - Montana Housing (mt.gov) under Commonly Used Forms.