

Oklahoma Housing Finance Agency Unit Data Sheet Instructions

The Units Data Sheet requests information for each Building in the Development and each qualified low-income Unit in such Building. Each column must be completed listing household information, move-ins and move-outs, certifications, etc. for each unit. The Unit Data Sheet is historical, therefore, a unit may require several lines to record the entire history for the year of a given unit. A separate Unit Data Sheet will need to be provided for each building.

Explanation of Information Requested

(A) Units No.:

The apartment number of every Unit in the Building must be included in this report whether or not used as a residential housing unit and whether or not occupied by a qualified tenant.

(B) Square Feet:

The amount of square feet in this Unit.

(C) Bedroom Size:

Number of bedrooms in this Unit. Efficiencies and studios, use O.

(D) Head of Household:

List the head of household first and last name.

(E) Household Size:

State total number of occupants in the household at move-in.

(F) Move-In Date:

Date the initial lease agreement was executed by tenant.

(G) Gross Income at Move-In:

The total gross annual income of all occupants of the unit at move-in.

(H) Last Certification Date:

The date that the initial certification or the last recertification was executed by the tenant prior to the recertification that was completed for the current reporting year (i.e., initial cert = 9/15/99, last cert = 9/15/01, current recert = 9/15/02).

(I) Current Recert Date:

Date that recertification was executed by the tenant for the current reporting year. NOTE: Annual recertification must be completed within 12 months of the previous certification.

(J) Current Recert Income:

List the total gross annual income of all occupants in the unit on the current recertification.

(K) Household Size at Recertification:

List the household size at the current recertification.

(L) Tenants Rent Portion:

The amount of rent that the tenant is required to pay. NOTE: For Section 8 tenants list the portion that the tenant is responsible for.

(M) Utility Allowance:

List the current amounts used for the utility allowance for that unit.

(N) Move-Out Date:

If the tenant has vacated the unit during the reporting period, record date of move-out. NOTE: If the tenant transfers to another unit, the old unit is considered as a move-out and the new unit is considered as a move-in.

(O) Set-Aside:

Note in each space whether unit is 50% AMI, 60% AMI, or Market Rate.

(P) Type of Unit:

Note if the unit is designated Homeless, Elderly, Mgr./Emp./Staff Unit, or Over-Income at recertification.

***(Q) Comments:**

State if resident was an eviction, late recertification, notice to vacate, or any other information that could be helpful.

***When reporting a late recertification, attach copies of the 120 day, 90 day, 60 day and 30 day notices that informed the resident to recertify.**