

Oklahoma Housing Finance Agency NHTF Unit Rental Status Sheet Instructions

This report can be compiled as one form per contract or if numerous small rental contracts, these may be included on one form. Below is a brief explanation of required information.

*This Status Sheet is to record everything that occurs from Jan 1 through Dec 31 (i.e. move-in date, move-out date, recert date), which is the time frame the rental report will reflect. Multiple lines may be needed for the same address / unit # when one household moves-out and another moves-in during this time. **Do not list future dates.***

(A) NHTF Contract #:

The five digit number that identifies the Rental NHTF contract

(B) Unit # / Address:

The apartment or house address of the household

(C) Bedroom Size:

List the number of bedrooms in the unit/house (*efficiencies are size zero*).

(D) Household (HH) Name:

List the head of household last name (*first name is optional*).

(E) Move-In Date or Date unit became NHTF:

State the date HH moved into the unit and a lease was executed by such. (*For floating unit's state the date the unit became a NHTF unit or the move-in date, whichever is later*).

(F) Household Size:

State total number of occupants in the household when income was last examined aka re-certified.

(G) Gross Annual Income:

State total gross annual income of all occupants in the unit at last income examination aka re-certification.

(H) Date of Last Income Certification:

State date that the last examination aka recertification was executed by the HH.

(I) Total Unit Rent (Lease Rent):

State the total amount of rent being collected for the unit. This should be the rent amount listed on the lease (*this should include any subsidies and mandatory fees received*).

(J) Utility Allowance (UA):

State the dollar amount allowed for the unit in which the tenant is responsible to pay utilities.

(K) Gross Rent:

State the Total Unit Rent (column I) plus Utility Allowance (Column J).

(L) Move-Out Date:

State date of move-out, if the HH vacated the unit during the reporting period OR state the date the unit was removed from the NHTF program (this would be applicable for floating units).

(M) Comments:

State if resident is under eviction, notice to vacate, reason for late re-certification or any other information that could be helpful.