

## Oklahoma Housing Finance Agency HOME 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. OHFA is starting to track HOME units that are vacant for more than 180 days. **Do not list future dates.***

**(A) HOME Contract #:**

The six digit number that identifies the Rental HOME 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 HOME:**

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 HOME 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) Low or High HOME:**

State if this unit is being treated as a Low HOME or High HOME unit.

**(M) 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 HOME program (this would be applicable for floating units).

**(N) Comments:**

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