

## HOME Helpful Hints when submitting

### Rental Report due February 28

- A Rental Report must be submitted if the Awardee signed the Written Agreement aka Contract with OHFA on or before Dec 31, of the previous year. If unsure if a report needs to be submitted, please ask [sheri.pritcahrd@ohfa.org](mailto:sheri.pritcahrd@ohfa.org), [syleste.johnson@ohfa.org](mailto:syleste.johnson@ohfa.org), [lovest.buchanan@ohfa.org](mailto:lovest.buchanan@ohfa.org).
- The Rental Report should reflect the timeframe of 1-1-2024 through 12-31-2024 or as applicable.
- **Please DO NOT SNAIL MAIL as OHFA is becoming paperless. The report and attachments can be uploaded for HOME here: [OHFA HOME](#) and NHTF here: [OHFA National HTF](#)**
- Please ensure that individual addresses, if applicable, are listed to match the contract # for the report being submitted.
- If a rental contract has been signed but the site is not yet completed, please complete the report the best you can. Write “Under Construction” by applicable items. You should be able to provide some of the required Rental Report attachments (i.e., property tax status, lease agreement, tenant selection, AFHM plan).
- Be sure to initial paragraphs on page 4 of the Rental Report
- Late submission of report(s) could impact future funding
- Report must be signed by the HOME Awardee / Recipient (not the management company)

The Attachments listed on page 4 of the report are required, if applicable. (See the Rental Report for additional instruction):

1. **Annual Financial Report** (Attached to the email is a sample. This is not reviewed by compliance staff but by allocation staff.)
2. **HOME Unit Rental Status Sheet** Please indicate with bold or highlights the CURRENT occupant information. We want to see the history of floating units. Therefore, indicate if a unit floated and the date when, what date a HOME unit was vacated, and when the last recertification was completed. PLEASE DO NOT LIST ANY FUTURE DATES ON THIS REPORT. If you do not have the history, please begin to record this information. *It is helpful to highlight or note the current HOME units.*
3. **Insurance Documentation:** Send documents showing the policy #, effective dates, and list of addresses. This is usually the declaration page.
4. **Property Tax Status** Please do not send a copy of your organizations tax exempt status, as being exempt from property tax is not the same. Please send either the print out that states the address is exempt from property tax or something from the tax assessor’s office stating this. Submit a printout showing no less than the first half of 2018 taxes paid. We would like to avoid getting copies of checks for each address, if possible.

The following forms need to be submitted once every 5 years, as noted on the report:

5. **Lease Agreement:** Please do not send completed lease agreements. This is asking for a blank lease agreement.
6. **Tenant Selection Plan:** This is the plan that you use or will use to approve or deny applicants
7. **Affirmative Fair Housing Marketing Plan:** If completing the Affirmative Fair Housing Marketing Plan, please also submit applicable worksheets. This requirement applies only if you have 5 or more units.

If you have any questions or concerns, please contact:

[Sheri.pritchard@ohfa.org](mailto:Sheri.pritchard@ohfa.org). 405-419-8132

[Syleste.johnson@ohfa.org](mailto:Syleste.johnson@ohfa.org). 405-419-8280

[Lovesta.buchanan@ohfa.org](mailto:Lovesta.buchanan@ohfa.org). 405-419-8120