

Project Name: _____	Project Sponsor: _____
Project Number: _____	Project Member: _____
Project City, State: _____	

1. Does the Project currently have a waiting list for units? Yes No
If yes, how many households are currently on the list?
2. Describe your tenant selection or referral process at move-in, addressing how new tenants are qualified for tenancy.
3. Describe your method or guideline used to calculate annual household incomes.
4. Please provide the following information regarding tenant income certification:
 - a. What third-party income documentation is collected at move-in?
 - b. Do you accept self-reported income at move-in? Yes No
 - c. How often is tenant income re-certified?
 - d. What third-party income documentation is collected at re-certification?
 - e. Do you accept self-reported income at re-certification? Yes No
 - f. How often is the tenant's income re-assessed for eligibility, and under what circumstances is the income re-assessed?

5. Are any units assisted by operating and rental subsidies? Yes No

If yes:

What type of operating or rental subsidies?

How many units receive operating or rental subsidies?

How long will the operating or rental subsidies be in place?

How often is the operating or rental subsidy renewed?

6. Identify and describe any external reporting that is required. Include:

- a. Who receives the report(s);
- b. The type(s) of report(s) (certification, tenant income report, etc.); and
- c. What is the schedule for each report?

7. Is the Project subject to any compliance monitoring or inspections performed by other lenders?

Yes No

If yes, provide details such as how often, by whom, and for what purpose.

8. *If this project is an overnight shelter or transitional housing, please include a copy of all intake forms and your policy for intake.*

By: _____
Sponsor Contact Signature

Date: _____

Print Name: _____

Title: _____