APPENDIX 3

SAMPLE FORMAT FOR
OWNER'S CERTIFICATION OF COMPLIANCE WITH THE REQUIREMENTS OF
NOTICE:
Annual Adjustment Factor Rent Increase Requirements Pursuant to

Property Name: ______________________________________

FHA Number: ______________________________________

Section 8 Contract Number: ___________________________

The attached represents a request for a rent increase for
the aforementioned property and the following unit type(s) (e.g.
1 BR, 2BR/2BA, 3 BR, etc.):

I certify as the owner of the property (or the agent empowered to
act on behalf of the owner) that all of the following items are
ture:

• Preparations of all copies of form HUD-92273-S8 were
  completed IN ACCORDANCE WITH INSTRUCTIONS CONTAINED IN
  Chapter Nine of the Section 8 User Guide.

• If project funds were used to pay for the completion of
  form(s) HUD-92273-S8, I certify that I am in compliance
  with the Contracting Guidelines set forth in Paragraph

• If a figure is submitted for the initial difference
  this figure is the same dollar difference that existed
  between the original comparable used in underwriting
  (or the FMRs) and the contract rents at the time of
  initial occupancy. If no initial difference is
  submitted, then I authorize HUD to use 10% of the
  initial Section 8 contract rent for each unit type as
  the initial difference.

• The figures submitted with this request regarding the
  number of units in which turnover has occurred since
  the last HAP anniversary date are complete and
  accurate.
Under penalties and provisions of Title 18, United States Cost, Chapter 47, Section 1001, the statements contained in this request have been examined by me and to the best of my knowledge and belief are true, correct and complete.

Owner/Agent
APPENDIX 4
OWNER
SAMPLE FORMAT FOR REPORTING UNIT TURNOVER

This form or any other format may be used for reporting the number of units in which turnover occurred since the last HAP contract anniversary date. This information need only be submitted for the unit types in which a rent increase is being requested under this Notice.

This information reflects the number of units in which turnover has occurred since ___/___/___ (HAP Anniversary Date)

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

Unit Type_____ Total Number of Units _____

____ Units have incurred turnover
____ Units did not incur turnover

____________________
Owner/Agent
APPENDIX 5
RAFT RCS ADJUSTMENT WORKSHEET

___ My Rent Comparability Study (RCS) is less than five years old.

◊ The date of my original RCS is ________________.

◊ A updated RCS was completed on ________________. (Attach a list with the names and titles of persons contacted for each comparable property).

◊ Based on the updated RCS, the New Comparable Market Rent Potential is ________________.

I hereby certify that:

___ The original RCS that was submitted on ________________, has been updated and that the revised comparable market rent is as stated above; AND

___ neither I, nor any of my affiliates, are suspended or debarred, OR

___ I, or my affiliates, are suspended or debarred and are requesting a contract renewal subject to HUD approval; AND

___ this information is true and complete.

Project Name ________________________________

Owner’s Name ________________________________

Owner’s signature: ____________________________ Date: ____________________

Warning: There are fines and imprisonment--$250,000/5 years—for anyone who makes false, fictitious, or fraudulent statements or entries in any matter within the jurisdiction of the Federal government (18 USC 1001). In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.