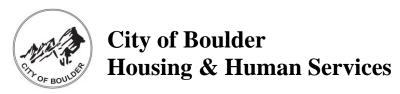


Office Use Only:
Reviewed by:
Review Date:

Annual Certification of Compliance

]	Property Name:			Address:				
]	Reporting Period:	January 1,	to December 31,					
Se	ction I. Certific	ation						
ert	wledge and that he	e/she will, if requ ALTY OF PERJ	the information prestected, submit docur URY that the projectal.	nentation in suppo	rt of such	statement.	He/she further	
F	Representative Nar	ne:		Title:				
	Representative Sign	nature:						
Click here if contact information has changed since submittal of the last report.								
(Owner:			Title:				
E	Email:			Phone:				
	Owner Signature: _							
			has changed since s					
Pa	rt II. Screening	& Selecting A	applicants					
a	Plan specific to procedures for re	the property whice eceiving application	ed and maintained a ch describes the meth ions and screening a an explanation below	nods and pplicants for	Yes	□ No	□NA	
b		omplete an applic	t all applicants were cation. If no, please p		Yes	□ No	□NA	
c	compliance with	the requirements	ed and maintained a soutlined in the Ren explanation below:	•	Yes	☐ No	□NA	
	Manual? If no, p	please provide an	explanation below:					



P	art III. Determination of Eligibility			
	a. Has the Owner/Manager made a proper determination of eligibility of all households upon initial occupancy and annually thereafter upon lease renewal?	Yes	□ No	□NA
	b. Has the Owner/Manager maintained adequate documentation in each tenant file which demonstrates eligibility?	Yes	☐ No	□NA
	c. Has the Owner/Manager completed third party verification of all sources of income and assets at initial occupancy and every sixth year of the placed in-service date?	Yes	□ No	□NA
	d. Has the Owner/Manager used tenant self-certification to document eligibility during intervening years?	Yes	☐ No	□NA
P	art IV. General Compliance Requirements			
	a. Has the Owner/Manager refused to lease a permanently affordable unit to a Section 8 voucher holder or any household that receives a comparable rental housing assistance subsidy?	Yes	□ No	□NA
	 b. Has the Owner/Manager issued any residents with a Termination of Tenancy or Notice of Non-Renewal? If yes, provide an explanation on the Annual Vacancy Report 	Yes	☐ No	□NA
	c. Does the Owner/Manager maintain a capital reserve account for the property?	Yes	☐ No	□NA
	d. Does the current lease used by the Owner/Manager of permanently affordable units meet the requirements outlined in the Rental Compliance Manual?	Yes	☐ No	□NA
	e. The Owner/Manager certifies that all applicants and tenants were provided the opportunity to self-report their race and ethnicity which is documented in each tenant file.	Yes	□ No	□NA
	f. The Owner/Manager certifies that tenant paid rent does not exceed the maximum rent published annually by the City of Boulder.	Yes	☐ No	□NA
	g. Were any non-optional fees charged to tenants in addition to rent? If yes, please attach a list of type and amount of fees.	Yes	☐ No	□NA
	h. The Owner/Manager certifies that a Declaration of Citizenship has been completed by all members of the household occupying HOME-assisted units and maintained documentation in the tenant files.	Yes	□ No	□NA
	 The Owner/Manager certifies compliance with the city's Student Policy. 	Yes	☐ No	□NA
	j. The Owner/Manager compliance with the city's Income & Asset Policy.	Yes	☐ No	□NA
	k. For HOME properties, the Owner/Manager certifies compliance with all federal, state and local laws relating to fair housing and equal opportunity, including but not limited to the following:	Yes	☐ No	□NA
	 The Federal Fair Housing Act Age Discrimination Act of 1975 			



City of Boulder Housing & Human Services

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Title VI Civil Rights Act of 1964

	The VI Civil Rights Net of 1901			
art	V. Property Standards			
a.	During the reporting period, did the Owner/Manager conduct a physical inspection of each permanently affordable unit to ensure that the property continues to meet federal, state and local property standards?	Yes	☐ No	□NA
b.	The Owner/Manager certifies that all units in the property were suitable for occupancy, taking into account local health, safety and building codes.	Yes	□ No	□NA
c.	The Owner/Manager certifies compliance with Lead Based Paint regulations at 24 CFR Part 35 and requirements outlined in the Rental Compliance Manual?	Yes	□ No	□NA
	The Owner/Manager must incorporate ongoing lead-based paint maintenance activities into regular building operations. For HOME rental properties, these include:			
	 Regular maintenance and evaluation of the lead hazard reduction work must be performed. The Owner/Manager is responsible for: A visual inspection of lead-based paint annually and at unit turnover; Repair of all unstable paint; and Repair of encapsulated or enclosed areas that are changed 			
	Owners/Manager should request, in writing, that the occupants of permanently affordable rental units monitor lead-based paint surfaces and inform the Owner/Manager of potential lead hazards. A copy of this request should be documented in the tenant file.			
art	VI. Reporting Requirements			
a.	Owner/Manager submitted all required reports to City of Boulder compliance staff in order to be considered active and in good standing.	Yes	☐ No	□NA
b.	Owner/Manager submitted all reports in the format required by City of Boulder compliance staff.	Yes	☐ No	□NA
c.	Owner/Manager submitted all reports within the timeline required by City of Boulder compliance staff.	Yes	☐ No	□NA