



City of Boulder Housing & Human Services

Office Use Only:

Reviewed by: _____

Review Date: _____

Annual Certification of Compliance

Property Name: _____ Address: _____

Reporting Period: January 1, _____ to December 31, _____

Section I. Certification

The undersigned hereby certifies that the information presented herein is true and correct to the best of his/her knowledge and that he/she will, if requested, submit documentation in support of such statement. He/she further certifies UNDER PENALTY OF PERJURY that the project meets the compliance requirements as outlined in the Covenant and Rental Compliance Manual.

Representative Name: _____ Title: _____

Email: _____ Phone: _____

Representative Signature: _____

☐ Click here if contact information has changed since submittal of the last report.

Owner: _____ Title: _____

Email: _____ Phone: _____

Owner Signature: _____

☐ Click here if contact information has changed since submittal of the last report.

Part II. Screening & Selecting Applicants

- a. Has the Owner/Manager developed and maintained a Tenant Selection Plan specific to the property which describes the methods and procedures for receiving applications and screening applicants for eligibility? If no, please provide an explanation below: ☐ Yes ☐ No ☐ NA
- b. The Owner/Manager certifies that all applicants were provided the opportunity to complete an application. If no, please provide an explanation below: ☐ Yes ☐ No ☐ NA
- c. Has the Owner/Manager developed and maintained a waiting list in compliance with the requirements outlined in the Rental Compliance Manual? If no, please provide an explanation below: ☐ Yes ☐ No ☐ NA



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Part III. Determination of Eligibility

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|--|------------------------------|-----------------------------|-----------------------------|
| a. Has the Owner/Manager made a proper determination of eligibility of all households upon initial occupancy and annually thereafter upon lease renewal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. Has the Owner/Manager maintained adequate documentation in each tenant file which demonstrates eligibility? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| d. Has the Owner/Manager used tenant self-certification to document eligibility during intervening years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

Part IV. General Compliance Requirements

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|---|------------------------------|-----------------------------|-----------------------------|
| 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| c. Does the Owner/Manager maintain a capital reserve account for the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| d. Does the current lease used by the Owner/Manager of permanently affordable units meet the requirements outlined in the Rental Compliance Manual? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| f. The Owner/Manager certifies that tenant paid rent does not exceed the maximum rent published annually by the City of Boulder. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| i. The Owner/Manager certifies compliance with the city's Student Policy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| j. The Owner/Manager compliance with the city's Income & Asset Policy. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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: <ul style="list-style-type: none">• The Federal Fair Housing Act• Age Discrimination Act of 1975 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |



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

Part V. Property Standards

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| 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> 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?

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: <ul style="list-style-type: none">• 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

Part VI. Reporting Requirements

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| a. Owner/Manager submitted all required reports to City of Boulder compliance staff in order to be considered active and in good standing. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| b. Owner/Manager submitted all reports in the format required by City of Boulder compliance staff. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| c. Owner/Manager submitted all reports within the timeline required by City of Boulder compliance staff. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |