



HOME Program - Annual Rent Approval Form

The 2013 HOME Final Rule requires Participating Jurisdictions (PJ's) to review and approve rents annually for all multi-family HOME assisted properties during their affordability period. **To comply with 24 CFR 92.252, you must submit this completed form, along with a copy of the current utility allowance chart within 30 days of the release of the HOME Rent Limits each year.** HUD published HOME Rent Limits may be accessed at: <https://www.hudexchange.info/manage-a-program/home-rent-limits/> or at the OCD website at: <https://www.co.washington.or.us/CommunityDevelopment/HOME/index.cfm>

You may submit this information by mailing it to: Office of Community Development, 328 W Main Street, Hillsboro, OR 97123 or by emailing it to ann_hawkins@co.washington.or.us

Project:	Owner:
Address:	Address:
City/St/Zip:	City/St/Zip
Property Contact:	Phone Number:

Current Rent Structure:

Unit Size	# of HOME units	Current Rent	Utility Allowance	Tenant Paid Utilities?

Proposed Rent Structure: Date of Increase:

Unit Size	# of HOME units	Proposed Rent	Utility Allowance	Tenant Paid Utilities?

By signing below, I certify that the information submitted on this form is true and correct and that I am aware of the following:

- OCD reserves the right to request additional information to support the need for rent increases.
- Any and all rent increases require a ninety (90) day written notice to tenants pursuant to ORS 90-323.
- Failure to receive OCD approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
- This document is exclusively intended for HOME Investment Partnerships Program use only.

Signature:	Date:
Printed Name:	Title:
Phone:	Email:

OCD Use Only: Approved No Increase Denied

Reviewed by: _____ Date: _____