Instructions for Completion of the Rental Program Buildings Status Report

Reporting Period: January 1, 2017, through December 31, 2017.

NOTICE: If submitting tenant data utilizing this form an additional fee of $10 per unit or $100 per project – whichever is GREATER - must be submitted in addition to the annual monitoring fees. This fee is applicable to **all** affordable rental housing programs. Recovery Centers are not subject to APR fee.

Please ensure that the tenant data provided when completing the **Rental Program Building Status Report** is the information required for the appropriate reporting period.

- If your project is a Housing Credit (HC), HOME, Risk-Sharing, AHTF and/or SMAL project with no other Kentucky Housing Corporation rental program as a funding source, you will need to report tenant data for the calendar year (January 1 through December 31) on the appropriate Program Building Status Report.
- **Please note**: A Rental Program Building Status Report is **not** required for projects that have submitted tenant data through KHC's Tenant Data Collection System (TPCS).

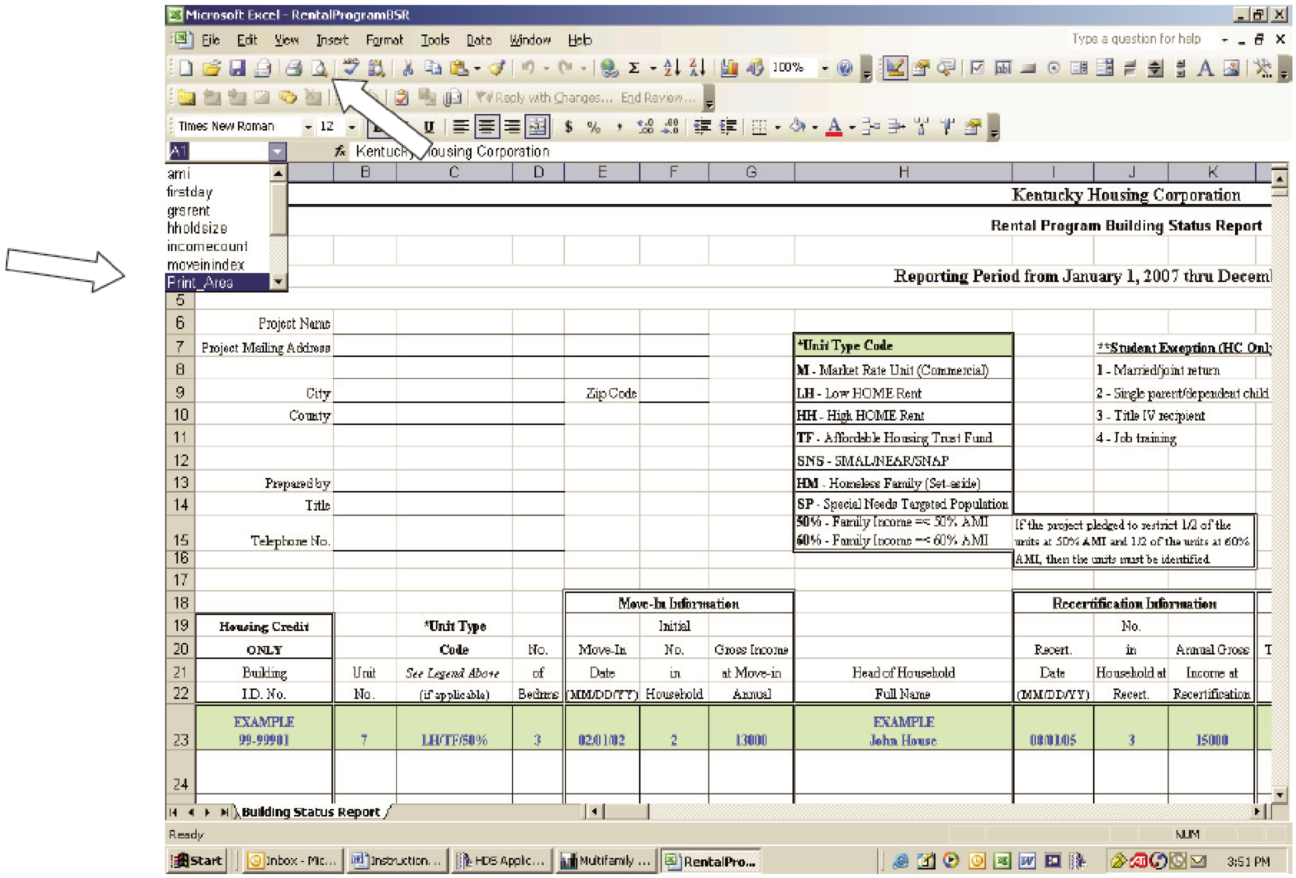
Column Number	Summary Item	Detail of Item
1	Building I.D. No. (BIN) (Housing Credit ONLY)	List the BIN assigned to the building in which the unit exists and identified on IRS Form 8609 Part 1-E.
2	Unit Number	List the apartment number assigned to the unit by the owner. (NOTE: List ALL units in the building including market rate units.)
3	Unit Type Code	If the unit is specific to a set-aside, enter the appropriate code as indicated in the key at the top of the page. For example, if the project has HOME-assisted units as a funding source and "x" number of the units are to be restricted to households with income at or below 50 percent AMI (Low HOME), each line with households who were identified to meet this set-aside should have "LH" entered in this column. A unit may be identified to meet more than one set-aside (i.e., Low HOME and AHTF). Both codes should be entered in this case(LH/TF).
4	Number of Bedrooms	Identify the number of separate bedrooms contained in the unit.

5	Move-In Date	List the date on which the household moved into the unit, lease put into effect and the Tenant Income Certification (TIC) put into effect. Please note the TIC is a document used in the Housing Credit Program Only. For households who occupied the unit on the date the building was placed in service, the move- in date is the date the building was purchased.
6	Initial Number in Household	List the number of persons living in the unit on the move-in date, including non- related household members. This information must coincide with the TIC and executed lease.
7	Gross Income at Move-In	List the ANNUAL GROSS income of the combined household as of the date the household moved into the unit. This information must coincide with the information certified on theTIC.
8	Head of Household Full Name	List the last name of the full name of the head of household occupying the unit, as shown on the TIC and executed lease.
9	Recert. Date	List the actual date on which the household's income was last recertified and put into effect. This information must coincide with the information certified on the TIC. Please be aware that Section 8 households may incur interim recertification. Please only list the recertification date in which the household completed a FULL ANNUAL recertification (do not list interim recertification data).
10	Number In Household at Recert.	List the number of persons living in the unit, including non-related household members, as of the date the income was recertified and put into effect. This information must coincide with the information certified on the TIC
11	Recertification Annual Gross Income	List the ANN UAL GROSS income of the combined household as determined during the annual recertification. This information must coincide with the information certified on the TIC. Note: For projects exempt from conducting an Annual Re-certification of household gross income due to HERA (Housing Assistance Tax Act of 2008) this column will be blank.
12	Tenant Paid Rent	List the MONTHLY amount of rent which the TENANT paid as of the date income was last certified as identified on the Building Status Report. (DO NOT INCLUDE ANY AMOUNT OF SUBSIDY PAID by Section 8 or RHS.)
13	Utility Allowance	List the MONTHLY amount of the utility allowance which was calculated for TENANT-furnished utilities as of the date of the last certification as identified on the Building Status Report.

14	Subsidy Payment	List monies received from sources other than the household (i.e.. Section 8 rental assistance, Rural Development, etc.).
15	HOME Monthly Gross Rent	This is a Formula Column (NO DATA INPUT) that will automatically input the total of columns 12 + 13 + 14 = Gross Rent.
16	Housing Credit Monthly Gross Rent	This is a Formula Column (NO DATA INPUT) that will automatically input a total of columns 12+ 13 = Gross Rent. THE FORMULA WILL NOT INCLUDE ANY TYPE OF RENTAL ASSISTANCE PAYMENT (Column 14)
17	Full-time Student (Housing Credit Only)	Enter Y (yes) or N (no) if this household is occupied entirely by full-time students.
18	Full-time Student Exception (Housing Credit Only)	nter the applicable exception that applies to the household if Column 17 was marked "Y' (i.e., Married/joint return, Single parent/dependent child, Title IV recipient, JOB training). (If line 17 is "Y", MUST complete this line.)
19	Move-out Date	If applicable, list the date the household moved out of the unit. NOTE: If the tenant moved out, the next tenant to occupy the unit must be identified on this report, with all rent, household, utility and income amounts listed. Recording a Transfer: • T-"New Unit #" -"Date ofTransfer"
20	Percentage Monthly Income to Rent	This is a Formula Column (NO DATA INPUT) that will automatically calculate the monthly percentage of the tenant's annual gross income being applied to rent.

Note: Complete each item for **all** units in building. For Market Rate Units no income, rent, or student data is required.

Printing the report instructions:
At the top left corner of the screen you will find a drop down box that you may use to select the "Print Area”. After selecting the "Print Area", click on the hour-glass icon. Next you will need to click on the "Print" function at the top of the screen.



This screen will then appear. You can select to print specific pages or "All" pages. It is recommended that you know the pages you desire to print. Otherwise, you will print several blank pages due to the pre-setting of the print range of the worksheet.