



## National Housing Trust Fund (NHTF) Annual Rent Approval Form 2025

National Housing Trust Fund (HTF) (Fed Reg. 92-746) requires Participating Jurisdictions (PJs) to review and approve rents annually for all multi-family NHTF-assisted properties during their affordability period. **To comply with 24 CFR 92.252, projects must submit this completed form with the current approved utility allowance chart and current HTF published rent limits within 30 days of the release of the NHTF Rent Limits each year.** Access HUD’s published [NHTF Rent Limits](#). Review the [KHC Utility Allowance Rules](#) for LIHTC-, HOME-, and NHTF-funded projects.

**Completed Rent Approval packet (Rent Approval Form, HUD Published Limits, Current Utility Allowance Chart or KHC UA approval letter) should be emailed to [multifamilycompliance@kyhousing.org](mailto:multifamilycompliance@kyhousing.org). If the requested documents are not included in the Rent Approval packet, the project will be considered out of compliance per regulations.**

Project Name: \_\_\_\_\_ Award # (TDCS): \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_ County: \_\_\_\_\_

Home Funding Agreement Date: \_\_\_\_\_ Effective Date of 2024 Limits: \_\_\_\_\_

Directions: (A) Enter bedroom size and choose whether the unit is Low or High HOME (B) Enter total rent charged (C) Enter current utility allowance. The “Gross Rent” columns will auto-calculate if completed electronically. If you are not requesting a rent increase, please certify that by duplicating the “Current Rent Structure” in the “Proposed Rent Structure” column. (D) HUD’s published rent limit for unit size.

Current Rent Structure						Proposed Rent Structure						HOME Rent
BR Size (A)	Low HOME (50%)	High HOME (60%)	Current Rent (B)	U/A (C)	Gross Rent (B+C)	BR Size (A)	Low HOME (50%)	High HOME (60%)	Proposed Rent (B)	U/A (C)	Gross Rent (B+C)	Published Rent Limit (D)
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Provide the following information:

Total NHTF units only in project: \_\_\_\_\_ # of ELI HTF Units (30%): \_\_\_\_\_ # of VLI HTF (50%): \_\_\_\_\_

NHTF units are: Fixed  Floating

Does project have Project-Based Rental Assistance? Yes  No

Owners of NHTF-assisted projects are required to fully recertify NHTF-assisted tenants every sixth year of the affordability period (24 CFR §93.302(e)(2)). List the next full recert year: \_\_\_\_\_

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

- KHC reserves the right to request additional information to support the need for rent increases.
- All rent increases require thirty (30) days' written notice to tenants. **Best practice suggests no rent increases over \$50.00 per unit to prevent undue hardship on residents.**
- Failure to receive KHC approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
- Owners who fail to submit the Annual Rent Approval Form are subject to a finding and/or being placed on [KHC's Suspension and Debarment List](#).

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

KHC Staff Use Only:

Approved Increase       Approved No Increase       DENIED

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_