

**Rhode Island Housing HOME Program**  
**RENT & UTILITY ALLOWANCE REQUEST FORM**  
Instructions

Per the 2013 HOME Final Rule, annually, all owner/agents of projects with HOME funding must submit their proposed Rent and Utility Allowance schedule for their HOME units to Rhode Island Housing for approval. Rhode Island Housing will be conducting the review of the rents and utility allowances and notifying the HOME recipient of the approval.

Please access the approval application form via the link here <http://www.rhodeislandhousing.org/sp.cfm?pageid=570>. The application should be downloaded and completed by property management staff. Please email the completed application to us at [homerent-uarequests@rihousing.com](mailto:homerent-uarequests@rihousing.com).

We anticipate responding to requests within 10 business days of application.

In order to complete the Rhode Island Housing HOME Program Rent & Utility Allowance Request form, you should have the following:

- Current HOME units rent roll
- Utility allowance schedule(s)
- Proposed maximum HOME rents by unit type for the next 12 months
- Applicable HUD HOME Rent Limit schedule for the Metropolitan Statistical Area (MSA) as published by HUD. The 2016 HUD HOME rents took effect on June 1, 2016.

Note – HOME Rents & Utility Allowances may NOT exceed the HUD Published HOME Rent limits\*

Please note that all applications requesting more than a 3% rent increase for any HOME unit which results in an increase greater than \$25 every six months, must receive pre-approval from Rhode Island Housing. Owner/manager will submit a formal request detailing the proposed new rent schedule, a copy of the current rent roll and any financial data to support the proposed rent increase.

If you need to contact Rhode Island Housing, please email Brittany Toomey, HOME Compliance Specialist, at [btoomey@rihousing.com](mailto:btoomey@rihousing.com) or call (401)429-1455.

**Checklist for Submission**

- Completed Excel Worksheet for each Bedroom size
- Utility Allowance documentation
- HAP Contracts (if applicable)
- Financial data and justification if increase is greater than 3%

**Rhode Island Housing HOME Program**  
**RENT & UTILITY ALLOWANCE REQUEST FORM**  
 Instructions

<b>Item</b>	<b>Item Description</b>	<b>Information required</b>
Item 1.	Agency Name	Name of the site for which you are requesting Rent & Utility Allowance approval. (Developer name on HOME Agreement)
Item 2.	Request Date	Date of submission of the request
Item 3.	Property Address	Identify all addresses associated with the project.
Item 4.	Utility Allowance Information	There may be more than one source of utility allowances at your site. Include all backup here. The Owner/Agent shall submit backup information demonstrating how the new Utility Allowance was calculated (i.e. UA Chart/Analysis).
Item 5.	Total number of Units in Project	This calculation should include all HOME and non-HOME assisted units in the Project
Item 6.	# of HOME Units/Size	Indicate the number of HOME units by size and which are designated High and Low. The "HOME Unit" designation must match the designation allocation in the written agreements/legal documents with
Item 7.	Person Completing the form	Most likely this will be the Property Manager
Item 8.	Telephone number	Of the person completing this form
Item 9.	Email	Of the person completing this form
Item 10.	Maximum Rents	Please complete this table with the maximum rents you propose for your HOME units by bedroom size and for Low and High HOME units. As you enter your proposed max rents, the table will calculate the gross rent increase percentage.
A.	Current HOME Rent	These are the current ACTUAL rents you are charging for these units, by bedroom size and High vs Low HOME
B.	Proposed HOME Rent	These are the Rents for which you are applying for approval. They may be higher than your current rents but may not exceed the HUD HOME rent limits.
C.	Current HOME Rent Limit	Indicate the HOME Rent limit for the unit size and whether designated as High or Low HOME. You must use the HOME rent schedule for the date the increase will be in effect. (2016 HUD HOME Rent limits took effect June 1, 2016.) You must also use the rent schedule for the MSA as published by HUD for the site's location.
Item 11.	Current Rent Information by unit.	Complete this table for each one of the HOME Assisted units at the site using current data.