**HOME Rental Housing Development Program**

**In-service Report Requirements**

By **April 21st** of each year during the course of project’s affordability period, grantee/loan holders shall submit:

* An audited financial report for the project that covers the previous 12-month period
* the operating budget for the previous and current year showing DCR

In addition, each grantee/loan holder shall certify to the following:

The project known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is fully insured against a loss or damage occasioned by fire, extended coverage perils and such other hazards in an amount equal to the value of the most recent property appraisal or assessment, whichever is higher. The policy contains the standard mortgage clause (or interested party if grant) in favor of the Department of Administration, Division of Energy, Housing and Community Resources.

I further certify that this property is habitable, safe and sanitary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME/TITLE DATE