

APPENDIX R

Certified Rent Roll Requirements

A certified rent roll is required at the time the tax credit owner requests WHEDA issue form(s) 8609 for the development. Include the rent roll in the final LIHTC application packet. It is important that the rent roll is accurate and provides all necessary information.

The following is **required** information:

1. List the FINAL name of the LIHTC development and effective date of the rent roll

2. Unit Information:

- Unit Numbers
- Tenant name (or indicate as vacant)
- Number of bedrooms for each unit
- Number of bathrooms for each unit
- Identify set-aside units
- Identify unit set-aside CMI (30%, 40%, 50% or 60%)
- Identify market rate units
- Identify manager's unit(s)
- Identify HOME-funded units
- Current rent for each unit
- Current utility allowance for each unit
- Square footage for each unit
- Lease start date
- Lease termination date

3. Project TOTALS (include all of the following):

- a. Number of units
- b. Occupied units
- c. Vacant units
- d. Market rate units
- e. Number of units in each set-aside CMI (30%, 40%, etc.)
- f. Number of set-aside units
- g. Percentage of units set-aside as affordable
- h. Percentage of units that are occupied
- i. Percent of units in each set-aside category
- j. Square footage of all units
- k. Square footage of set-aside units
- l. Square footage of market rate units
- m. Percentage of square footage of set-aside units
- n. Percentage of square footage of market rate units

4. Certification requirements:

- a. Statement: "I certify, to the best of my knowledge and belief, that the information contained in this rent roll for _(insert name of development)_ is complete and accurate."
- b. Signature block for accurate project ownership entity (with all appropriate punctuation)
- c. Signature of authorized owner
- d. Date rent roll is signed