

APPENDIX 4
OWNER
SAMPLE FORMAT FOR REPORTING UNIT TURNOVER

This form or any other format may be used for reporting the number of units in which turnover occurred **since the last HAP contract anniversary date**. This information need only be submitted for the unit types in which a rent increase is being requested under this Notice.

This information reflects the number of units in which turnover has occurred since ___/___/___ (HAP Anniversary Date)

Unit Type _____ Total Number of Units _____

_____ Units have incurred turnover

_____ Units did not incur turnover

Unit Type _____ Total Number of Units _____

_____ Units have incurred turnover

_____ Units did not incur turnover

Unit Type _____ Total Number of Units _____

_____ Units have incurred turnover

_____ Units did not incur turnover

Unit Type _____ Total Number of Units _____

_____ Units have incurred turnover

_____ Units did not incur turnover

Unit Type _____ Total Number of Units _____

_____ Units have incurred turnover

_____ Units did not incur turnover

Owner/Agent

APPENDIX 5
AAF RCS ADJUSTMENT WORKSHEET

_____ My Rent Comparability Study (RCS) is less than five years old.

◇ The date of my original RCS is _____.

◇ A updated RCS was completed on _____.
(Attach a list with the names and titles of persons contacted for each comparable property).

◇ Based on the updated RCS, the *New Comparable Market Rent Potential* is_____.

I hereby certify that:

_____ The original RCS that was submitted on _____, has been updated and that the revised comparable market rent is as stated above; AND

_____ neither I, nor any of my affiliates, are suspended or debarred,

OR

_____ I, or my affiliates, are suspended or debarred and are requesting a contract renewal subject to HUD approval; AND

_____ this information is true and complete.

Project Name _____

Owner's Name _____

Owner's
signature: _____ Date: _____

Warning: There are fines and imprisonment--\$250,000/5 years--for anyone who makes false, fictitious, or fradulent statements or

entries in any matter within the jurisdiction of the Federal government (18 USC 1001). In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.