

HOME/NHTF Rent Approval Worksheet
2025 Rent Schedule



Changes in Rent. An Owner/manager may be able to increase the HOME or National Housing Trust Fund (NHTF) rents, depending on the changes in the HUD-published 2025 HOME/NHTF rent limits, changes in the utility allowances in use, or changes in the tenant's income. PJ's must approve all rents for projects with HOME or NHTF assisted units, in accordance with the approval process prescribed by IFA.

SECTION 1 –General Information

Project Name:				
Physical Address(es):				
City:		County(ies)		Zip Code:
HOME/NHTF Agreement #:			LIHTC Project # (if applicable)	
This is also an RD Project*		Yes	No	This is also a Section 8 Project* Yes No

Owner Name:		
Owner Contact:		
Mailing Address:		
City:	State:	Zip Code:
Contact Phone:	Fax:	
E-mail:		

<input type="checkbox"/>	I am reporting that rents will remain unchanged with the publication of the current HOME/NHTF rent limits.
<input type="checkbox"/>	I am reporting that rents will decrease with the publication of the current HOME/NHTF rent limits.
<input type="checkbox"/>	I am reporting rents which were approved by RD or Section 8 (attach approved rent schedule*)
<input type="checkbox"/>	I am requesting an increase in rents with the publication of the current HOME/NHTF rent limits.

Total number of units in project	
Total number of HOME/NHTF assisted units	
Date of previous (last) rent adjustment at the project	
Proposed implementation date of new rents (if applicable)	

Proceed to Section 3 if you are not submitting a request for an increase in HOME/NHTF rents.

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SECTION 2 – Request for Rent Increase

The deadline for submission of this document is **July 15, 2025**. **Failure to submit this document by that date will result in the denial of the proposed rent increase.**

The following items must be submitted to IFA when requesting a HOME Rent Increase:

- | | | |
|---|-----|----|
| 1. A brief narrative outlining the need for the rent increase requested | Yes | No |
| 2. Was prior approved rent increase implemented? If not, explain why | Yes | No |
| 3. Most recent rent roll | Yes | No |
| 4. Are HOME units subject to State Agency Covenant restrictions | Yes | No |
| 5. Current utility allowance chart, schedule in use, or notice of owner paid* | Yes | No |
| 6. Last six months of occupancy rate data – shown in the AM portal | Yes | No |
| 7. Previous Year End Financials uploaded in the AM portal | Yes | No |
| 8. Notice given to residents regarding the proposed rent increase
(Recommendation to include amount of increase and reason for increase) | Yes | No |

***UA Chart(s) must be less than 12 months old or information from the source provided as to why they have not been updated.**
IFA reserves the right to request additional information to support a proposed rent increase.

Please complete the following table only if you are requesting a rent increase (use HOME/NHTF addendum document as needed.)

Apt#	Number of Bedrooms	High or Low HOME Unit (H or L)	Current Contract Rent	Future Contract Rent	Amount of Increase Requested	% of Rent Increase Requested	Maximum HOME Gross Rent	Utility Allowance

SECTION 3 – Signature of Owner/Representative

I certify that I am authorized to sign on behalf of the Project Owner and the above information is true and correct. If a rent increase has been requested, I hereby certify that I have notified, in writing, current tenants of this request.

Signature: _____ Date: _____

Printed Name/Title: _____