

**Project Name** 

**Project Address** 

**Project Completion Date** 

## HOUSING TRUST FUND ANNUAL RENT APPROVAL COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION

SFN 62151 (08/24)

ZIP Code

State

HTF Written Agreement Date

Units Assisted By ☐ PBRA

□ TBRA

The Housing Trust Fund (HTF) Interim rule requires Grantee's to review and approve rents annually for all multifamily HTF assisted properties during their affordability period. To comply with 24 CFR 93.302, you must submit this completed form, along with the current approved utility allowance chart and current HTF published rent limits within 30 days of the release of the applicable rent limits each year. HUD published HTF Rent Limits may be accessed at: <a href="https://www.ndhfa.org/index.php/compliance/">https://www.ndhfa.org/index.php/compliance/</a> under HTF program. You must submit this information by emailing it to: hfaplan@nd.gov

City

County

Instrument Number

Enter bedroom size, enter total rent charged (A), enter current utility allowance (B). HUD's published rent limit for unit size (C).												
Current Rent Structure					HTF							
BR Size	Current Rent (A)	U/A (B)	Gross Rent (A+B)	BR Size	Current Rent (A)	U/A (B)	Gross Rent (A+B)	Published Rent Limit (C)				
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\*You must include a copy of the current utility allowance chart along with the current published rent limits. If the requested documents are not included in the Rent Approval packet, the project will be

Total Number of Rental Assisted Units

considered out of compliance per regulations.

Total Number of HTF Units Located Within Your Project

By signing below, I certify that the information submitted on this form is true and correct and that I am aware of the following:

- NDHFA reserves the right to request additional information to support the need for rent increases.
- Any and all rent increases require tenant notification as required in agreed lease provisions.
- Failure to receive NDHFA approval and/or provide tenants with proper notice of rental increases may require a reduction in rent and restitution paid to affected tenants.
- This document is exclusively intended for Housing Trust Fund Program use only.
- Owners who fail to submit the Annual Rent Approval Form are subject to a finding and/or being placed on NDHFA's noncompliant property list.
- Please ensure you are utilizing the current year HTF Rent Limit chart prior to submitting request to NDHFA.

Comments				
Signature		Date		
		T:41~		
Printed Name		Title		
Telephone Number		Email Address		
NDHFA USE ONLY				
☐ Approved Increase	☐ Approved No Increa	se	☐ Denied	
Reviewed By		Date		
Approved By		Date		
Comments				

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