

Certification: I hereby certify that the above schedule is true and correct to the best of my knowledge.

Schedule of Initial Rent & Income Schedule and current Build for CT Rent and Income Calculator attached, indicating applicable Unit Size and AMI Band.

If applicable - The property is in compliance with all affordability restrictions required by the town/city (i.e., Inclusionary zoning) or Connecticut General Statute 8-30g? Yes No

If No, please explain:

Certificate of Insurance Attached? Yes No

Signature

Date

BUILD FOR CT INSTRUCTIONS FOR COMPLETING BORROWER ANNUAL CERTIFICATION

This form is to be completed by the owner or an authorized representative

Reporting Year	Enter the year that the report covers.
Submission Date	Enter the date form was submitted to CHFA.

Part I – Development Data

Property Name	Enter the name of the development.
Address	Enter the street address, city, and zip code of the building.
Contact Name/ Email/ Phone	Enter the main contact's name, email and phone number.
Total # of Workforce/Middle Income Units:	Enter the total number of units that are part of The Build for CT program per your assistance agreement.
# of Occupied Units	Enter the total number of Build for CT units that are occupied.
# of Vacant Units	Enter the total number of Build for CT vacant units.

Part II – Total Unit Types and AMI

Unit Type	Enter the number of bedrooms (i.e. 1-bedroom, 2-bedroom etc).
AMI %	Enter the AMI% Band.
# of Units	Enter total number of units by type and AMI%.

Part III – Unit Certification

Unit #	Enter the unit number.
# of Bedrooms	Enter the number of bedrooms in the unit.
AMI %	Enter the AMI% Band.
Move-in Date	Enter the date the tenant has or will take occupancy of the unit.
Recertification Date	Enter the date of recertification (If Applicable)
# of Persons in Household	Enter the total # of people in the household.
Household Income Limit	Enter the annual household income limit based on the AMI and # of people in the household.
Annual Household Income	Enter the total income for the household.
Rent Limit	Enter the rent limit based on the AMI and # of bedrooms.
Rent	Enter the rent charged for the unit.

Signature of Owner/Representative

It is the responsibility of the owner or the owner's representative to sign and date this document.

The responsibility of documenting and determining eligibility and ensuring such documentation is kept in the tenant file is extremely important. Files may be periodically audited by CHFA or a representative.