SCHEDULE II(A) - LOW-INCOME UNIT DETERMINATION COMPLIANCE REPORT
UNIT STATUS REPORT INSTRUCTIONS

This report reflects the property's occupancy on: Enter the date of the report, as requested by the Agency.

PROJECT NAME: Enter the name of the project.

Project TC#:   If the project has LIHTCs, enter the assigned Tax Credit number, i.e., 88-07.

BIN #:   If the project has LIHTCs, enter the assigned Building Identification Number, i.e., LA88-00033.

Project HOME #:   If the project has HOME funds, enter the HOME number assigned by the Agency. If you do not have HOME funds, simply draw a line through this space.

COLUMN A: Enter the number of the unit. Each unit number should be listed in this column.

COLUMN B: Enter the date of the resident's move-in. If the unit is vacant, enter the move-out date of the previous tenant.

COLUMN C: Enter the last name of the resident(s) listed on the lease. If the unit is vacant, enter "vacant."

COLUMN D: Enter the gross annual income for the household.

COLUMN E: Enter the total amount of rent paid by the tenant.

COLUMN F: Enter the amount of the utility allowance for this unit.

COLUMN G: Enter the total Housing Assistance Payment received by the owner.

COLUMN H: Enter the total number of bedrooms in the unit.

COLUMN I: Enter the floor space square footage of the unit.

COLUMN J: Enter the most recent certification date of the Tenant Income Certification.

COLUMN K: Indicate with "Y" if household is a re-certification.

COLUMN L: Enter the number of people living in this unit.

COLUMN M: Use the Unit Qualification Key to indicate the occupancy requirement that the household meets. If the project has LIHTCs, enter "X50", "X60" or "OI" to indicate if the household satisfies the 50% or 60% income requirement or is over-income (over 140% of the income requirement).

              If the project has HOME funds, enter "A", "B", "C" or "D" to indicate if the household satisfies the 50%, 60% or 80% income requirement or is over-income (over the 80% income requirement).

              If a project has both LIHTCs and HOME funds, indicate which units satisfy the 40/50 set-aside by placing "A" in the HOME column and leaving the LIHTC column blank.

COLUMN N: If Special Needs points were awarded during the application process, indicate which Special Needs category the unit satisfies, per the Unit Qualification Key.