SPECTRUM RENTAL HOUSING TRUST FUND (RHTF)
COMPLIANCE MONITORING STATUS REPORT

INSTRUCTIONS

This status report must be completed for all RHTF properties as part of our compliance monitoring procedures. Compliance monitoring requires a review of income eligibility and restricted rents for each unit. This monitoring will review continuous compliance as opposed to a year-end snapshot.

This Report should reflect data for the RHTF property from January 1 through December 31 of the appropriate compliance year. Information must show continuous data for each unit through December 31 (move-in, move-outs, annual certifications). Tenant move-in information should be on the first line of unit data, with recertification information on subsequent lines. Move-in incomes need not be repeated on recertification lines.

To complete the form correctly, begin by filling in the requested information at the top of the form as follows:

Project Name - List name of Property as shown on RHTF documents.

Address - List street address.

County - List which County *or MSA income limits* are used.

Period Report Covers - List the beginning and ending dates (1/1/xx – 12/31/xx).

Project Owner - List the Ownership entity.

Management Agent - List the Management Agent entity.

Form Prepared By - List the name of the contact individual who prepared this Report.

RHTF Declaration Effective Date – taken from the Declaration.

Placed In Service Date(s) - Insert the date for which the first and last buildings were approved for initial occupancy.

RHTF Set-Asides – list all required income set-asides for the project.

Project Set-Asides as of End of Report Period – list project set-aside results at year end. Data is based on information provided in subsequent Column Data Section of Status Report.

COLUMN DATA SECTION

The information requested provides continuous household data for RHTF projects**.** The column instructions are as follows:

(1) Unit # - List the apartment number.

(2) # BR - List the number of bedrooms in this apartment. For efficiency, studio or SRO units, indicate "0".

(3) Tenant Name - List the last name, first name & middle initial of tenant (e.g Doe, John, L).

(4) Household Size - List the total number of persons in the household not inclusive of foster children, live-in care attendants, or visitors. If the total number of persons has changed since move-in, go to the next line in this column and list the current amount along with other changes on the same line such as income, Recert date, and Rent.

(5) Move-In Date - List the **RHTF** move-in date (i.e. lease date) beginning with the household in occupancy as of 01/01/xx (or the date the building was placed in service, if later).
NOTE: (Transfers would be considered move-ins and should have corresponding certifications and leases.)

(6) Gross Income at Move-In - List the total gross annual income of all household members at the time of move-in.

(7) Income Limit at Move-In

(8) Set-Aside % - List the appropriate income set aside designated for the unit.

(9) Recert Date(s) - List any Annual recertification dates through the appropriate compliance year. If more than one Recert has occurred, go to the next line in the column to continue data.

(10) Recert Income (Gross Annual) - List the corresponding gross annual income for each Recert date listed in column (9).

(11) Current Tenant Rent - List the **tenant share/portion** of rent only. If this amount is different due to Recertification or changes in the household, use the lines below in each column to continue data. NOTE: Do not list any rent subsidies.

(12) Utility Allowance - List the Utility Allowance (UA) assigned to this unit size. If the UA has changed during the reporting period, use additional lines in the same column to reflect new data.
*****Attach a copy of your utility allowance verification documentation to the Status Report.***

(13) Gross Rent - Add columns (11) & (12) – will be done by Excel formula automatically.

(14) Current Maximum Rent

(15) Subsidy Type - If this household is benefiting from any form of subsidy or if a particular rent restriction is in place, list the appropriate code in column (15) as follows:

Enter the type of rental assistance:

S8V	- Section 8 Voucher
PBS8	- Project Based Section 8
RD	- Rural Development Section 515 Rental Assistance
RA	- Rental Assistance Program
RS	- Rental Supplement
O	- Other (If this code is used, please explain)
Blank	- No subsidy exists for this tenant/unit

(16) Move-Out Date - If the tenant has vacated, list the date of move-out. If the tenant has transferred to a different unit, list the transfer date as a move-out date in this column. Since tracking is done on a continuous basis, if there has been a move-out or transfer, additional lines must be used to show the new tenant move-in data or the fact that the unit is vacant. **Example for 2010 report year**: Initial tenant moved in on 6/01/08 and moved out on 11/30/10. If the unit was vacant as of 12/31/10, an additional line will be used to list the vacant unit. If the unit was re-rented on 12/31/10, then an additional line would be used to record the new move-in and show continuous 2010 data for this unit. [If the unit was not re-rented until 1/15/2011, the status report for **2011** should have a beginning line for this unit dated 1/1/11 indicating that the unit was VACANT, and then would show an additional line for 1/15/11 tenant move-in data.]

SUBMISSION: All RHTF Status Reports plus Utility Allowance documentation should be sent to: SPECTRUM ENTERPRISES, 545 Shore Road, Cape Elizabeth, Maine, 04107. If there are any questions in regard to this Report, call (207) 767-8000 x 214 to speak with the administrative assistant in charge of end of year reporting. **REPORTS MAY BE EMAILED TO spectrumendofyear@gmail.com.**