



**FOR OFFICE USE ONLY**  
 2023 Large Apartment  
 Complex Response

**2023 LARGE APARTMENT COMPLEX  
 RENT REASONABLE ASSESSMENT SHEET**

Per the Administrative Plan if a property contains eight or more units, CMHA may establish the reasonable rent for all of the proposed units in the complex by performing one rent reasonable assessment for each unassisted unit type and bedroom size. CMHA will maintain this information for *up to a year* and use it in determining the rent reasonableness for each unit proposed for assistance or proposed for a contract rent adjustment.

Community Name (*Apartment Complex if applicable*): \_\_\_\_\_

Address of Community (*please include the range of building addresses and street names if multiple buildings at a complex*): \_\_\_\_\_

Landlord/Property Owner: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternate # \_\_\_\_\_ Email: \_\_\_\_\_

For 2023, I am requesting a rent of \$ \_\_\_\_\_

**The Unit: Remember you need to fill out a different form for each separate unit plan. - Different square footage, bedroom or bathroom size for each complex**

Square Footage		Do you provide onsite maintenance?		Do you provide services? If so, what?	
# of bedrooms:		# of full bathrooms:		# of half bathrooms:	
Year Constructed				Book ,Page and Parcel #	

Place x to the right for structure type below		Place X to the right of any utility included in the contract rent and paid for by the owner:	
Single Family House		Heating	
Townhouse/Rowhouse		Cooking	
Duplex		Water Heating	
High Rise/Low Rise		Other Electric	
Mobile Home		Water/Sewage	
		Trash Collection	

Property Amenities: (check to the right those that apply)				
Basement/Attic		Business Fitness Center	Cable/Internet Ready	Carpeting
Ceiling Fan		Central A/C Unit	Ceramic Tile Floors	Clubhouse
Covered and/or		Deck/Balcony/Patio/Porch	Dishwasher	Elevator
Off-Street Parking		Energy Efficient Cert Unit	Fenced	Garage
Garbage Disposal		Handicap Accessible	Hardwood Floors	Laundry Facilities
Modern Appliances		Playground/Court	Pool	Range
Refrigerator		Security System	Storage	Washer/Dryer Hookups
Window/Wall A/C Unit		Working Fireplace	Yard Sprinkler System	
Other Amenities Not Listed Above:				

Please initial to the left of each item that you understand:

- \_\_\_ 1. My signature below certifies that the statements made on this form are true and correct.
- \_\_\_ 2. I understand that if CMHA is unable to verify the information provided or the information provided is not true and accurate, CMHA may reassess the proposed contract rent for the above community.
- \_\_\_ 3. I agree to provide my existing *unassisted* rent roll to assist in the determination of the contract rent for this unit plan, if requested by CMHA.
- \_\_\_ 4. I am aware that CMHA must update my rent by the latest Rent Reasonableness determination per 24 CFR 982.503. I understand that this may result in a **decrease** in my current contract rent amount.
- \_\_\_ 5. It has been explained that by completing this request that the rent will be established for *up to a year* by CMHA for the above unit plan outlined on this form unless:
  - a. CMHA is not able to verify the information provided,
  - b. If there is a 5 % decrease in the published FMR,
  - c. Or, if directed by HUD.

\_\_\_\_\_  
Property Owner/Manager's Signature

\_\_\_\_\_  
Date

The form(s) must be filled out completely and returned no later than **January 31, 2023**. Please respond promptly! Late or incomplete submissions may be rejected or delayed at the discretion of the agency.

You may return it via email to [hcvhelp@cintimha.com](mailto:hcvhelp@cintimha.com) or in person at our office. If dropping off in person, please direct the forms to the Inspection's Department and retain a copy of the receipt for your records.

**Warning:** Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false and fraudulent statements.