

**Tab 15 Rent Roll/Displacement of Existing Tenants**

For **all** occupied developments, submit a copy of the existing rent roll which must include: unit number; ages of all tenants occupying the unit; number of bedrooms in the unit; monthly rent; utility allowance; tenants' total income; and terms of lease. The rent roll must state if any tenant is a full time student or utilizes Section 8 assistance.

The applicant must highlight on the rent roll those units currently occupied by a household whose income exceeds Tax Credit income limits applicable at the time of application. The applicant must also certify to the Tax Credit Applicable Fraction to be used in determining the Tax Credit Eligible basis. Include the calculation for both the unit fraction and square footage fraction.

In the event the acquisition and/or rehabilitation of a development will result in the relocation and/or displacement of residents, provide satisfactory evidence to the Agency that, to the greatest extent feasible, all residents will be offered their choice to either be temporarily relocated until such time, upon completion of the development, as they are able to return to an appropriately-sized affordable unit in the development or receive relocation benefits in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). Provide copies of any notices provided to the residents regarding displacement or relocation.

Owners of all occupied developments must also prepare a Residential Anti-displacement and Relocation Assistance Plan and should review 49 CFR Section 24 and 24 CFR Section 42 for further guidance. A breakdown of the relocation cost included in the development budget must be provided.

Detailed tenant files should be established for each occupied unit in a development that is located within a nonparticipating jurisdiction and seeking a PennHOMES loan. The tenant file should contain documentation of household income and copies of all applicable notices required by URA.