

RENT INCREASE SUBMISSION CHECKLIST

1. Percentage Requested:-Specify Amount
2. Resolution from sponsoring board, owner, or properly authorized representative of the Sponsor.
3. Name of Sponsor, location of development, number of apartments of each type.
4. Date of initial occupancy.
5. For S.236 developments, a status report on the development's implementation of its current energy conservation plan.
6. A narrative statement for the reasons for the rent increase.
7. Most recent certified audit report prepared in accordance with Agency regulations.
8. Summary of income and expenses for the preceding twelve-month period prepared on an accrual basis for non-federally subsidized housing projects. For all projects with federal subsidy, monthly operating reports will be required for the preceding three months.
9. Annual budget on which the requested rent increase is based.
10. Copy of notice to tenants in accordance with 5:80-9.6
11. Copy of current NJHMFA rent schedule attached and accuracy confirmed.