



## Option 4 Renewals of Projects Exempt from \*or not Eligible for Debt- Restructuring\*

### Initial/Subsequent Renewal

- ☐ HUD-9624 Contract Renewal Form.
- ☐ HUD-9624 Renewal Worksheet for Option 4 – Requesting Renewal for Projects Exempted from RECAP.
- ☐ HUD-9625 OCAF Rent Adjustment Worksheet.
- ☐ Budget - prepared as outlined in HUD Handbook 4350.1 Chapter 7 – see CMS website's Budget Checklist for requirements.
- ☐ Annual debt (principal, interest, MIP, and land lease as applicable) Please provide one of the following:
  - ☐ Current Mortgage Statement or Amortization Schedule from Finance Company when a property pays (MIP) mortgage insurance premium.
  - ☐ Promissory Note or similar document which includes the term and interest rate.
  - ☐ Non-fixed interest rate mortgage payments – provide statements for the most recent 12 month period.
  - ☐ No Debt - If the property currently has no debt please provide written confirmation for our records.
  - ☐ Mortgages that are maturing within the contract year should only use the remaining debt.
  - ☐ Land Lease – If there is a land lease associated with this property please provide a copy of the lease for our records.

*[Debt Service is calculated with 12 months principal and interest, and any or all of the following: mortgage insurance payments (MIP), interest reduction payments (IRP), and Land Lease expense]*
- ☐ Statement confirming the current/basic rents for non-HUD regulated (unassisted) units when rent potential differs from the currently approved Rent Schedule.
- ☐ Utility Allowance *(if applicable)*
  - An analysis must be submitted at the end of every three year period. As an example, Baseline FY 2016, next analysis is due FY 2019;
  - Notice to Tenants of Utility Decrease, *as applicable*;
  - Refer to Housing Notice 2015-04 for criteria regarding UAF year requirements.
- ☐ Notice to Tenants of Proposed Rent Increase – *Required for budget based rent adjustments and 5<sup>th</sup> year adjustments for extended contracts.*
- ☐ Owner's Certification as to Compliance with Tenant Comment Procedures in 24 CFR Part 245, as applicable (HUD Handbook 4350.1, Chapter 7, Appendix 2).



- ☐ Subsequent Contract Renewals Only: Copy of the owner's 'One Year Letter of Intent to Renew or Opt-Out' of the Section 8 Contract.