



The HOME Program has slightly different rules around initial occupancy. Use the checklist below to ensure all HOME Program requirements are met:

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **HOME unit #:** \_\_\_\_\_

**Household Name:** \_\_\_\_\_

**Household Size:** \_\_\_\_\_ **Unit Size:** \_\_\_\_\_

**Maximum HOME rent:** \_\_\_\_\_

**Rent Amount:** \$ \_\_\_\_\_ **Utility Allowance:** \$ \_\_\_\_\_

**Next HOME full income certification year** (every 6<sup>th</sup> year of affordability period. NOT 6<sup>th</sup> year of a tenant's occupancy):

- Examine at least 2 months of source documents for income eligibility and recertification per 24CFR 92.203(a)**
- Lease does not include prohibited terms per 24 CFR 92.253(b)**
- Household has signed HOME Program Lease Addendum and its has been affixed to the lease**  
(available at [Management Resources - Housing | seattle.gov](http://Management Resources - Housing | seattle.gov))
- Household has signed VAWA addendum, form HUD-91067 and copy retained for file**  
(available at [Management Resources - Housing | seattle.gov](http://Management Resources - Housing | seattle.gov))

