



Please read the instructions below for completing this report.

Reporting Period: This reporting period should be January 1 through December 31 of the calendar year being reported.

Project Information

Project Name: Indicate the name of the project for which you are reporting.

OHFA Number: Indicate the OHFA tracking number assigned to the project.

Address, City, Zip, Phone, Fax: Enter the project address, city, zip code, telephone number and fax number in this area.

Owner Information

Name: Indicate the name of the owner of the project for which you are reporting.

Address, City, State, Zip, Phone, Fax: Enter the owner address, city, state, zip code, telephone number and fax number in this area.

Owner Contact and Email: Indicate the name of the contact person and email for the property which you are reporting.

Management Company Information

Name: Indicate the name of the management company of the project for which you are reporting.

Address, City, State, Zip, Phone, Fax: Enter the management company address, city, state, zip code, telephone number and fax number in this area.

Management Contact and Email: Indicate the name of the contact person and email for the property which you are reporting.

Annual Occupancy

Total number of units in project: Enter the total number of units in the entire project.

Total number of units repaired with CIP funds: Enter the total number of units repaired using CIP funds.

Total number of repaired units occupied: Enter the total number of repaired units occupied at the end of the reporting period.

Reserve account: Indicate whether there is a separate reserve account for the project, and either the balance of that account or the balance of the main reserve account.

Project Profile

Answer the question Yes or No, and provide an explanation if the answer is No.

Units Repaired using CIP Funds

Enter the following information about the units repaired using CIP funds. All information should be as of 12/31.

Repaired Unit Number:	This column should reflect the unit numbers for repaired units
Date Last Inspected by Owner:	This column should reflect the date unit was last inspected by Owner
Head of Household Name:	This column should indicate the head of household name
Household Size:	Enter the number of people in the household for each repaired unit
Certified Income:	Enter the certified income for the household for each repaired unit

You also must submit the most recent unit inspection report for the reporting year with this annual certification form.

A representative of the Owner must sign and date the report.

Send Annual Certification and unit inspection reports to compliance@ohiohome.org.