



# Completion Certification - Rental

(12 CFR 951.10)

**Instructions:** This certification is required upon notification to the FHLBI that the project is complete. It must be completed and signed by both the FHLBI member and the project sponsor/owner, then submitted to the FHLBI (Community Investment Division, 8250 Woodfield Crossing Blvd., Indianapolis, IN 46240).

## 1. General Information (please indicate any changes to contact information)

### **FHLBI Member Contact Information** Please indicate any changes to contact information directly on this form!

Project #:		Date of report:
Project name:		
Project Address:		City, State, Zip:
Name of institution:		
Contact person:		Title:
Address (no PO box):		City, State, Zip:
Phone:	Fax:	Email:

### **Sponsor/Owner Contact Information** Please indicate any changes to contact information directly on this form!

Name of institution:		
Contact person:		Title:
Address (no PO box):		City, State, Zip:
Phone:	Fax:	Email:

## 2. Project Sponsor/Owner Certifications

The undersigned project sponsor/owner certifies that:

- (1) as committed in the application or as adjusted by an FHLBI-approved modification, all units of this project are now complete as of [redacted] (date when last rental unit had certificate of occupancy or equivalent issued, or where such certificates are not issued, the date the last unit in the project is suitable for occupancy);
- (2) all reports and documentation required by regulation, the FHLBI, or the Federal Housing Finance Board are current and complete;
- (3) the project complies with the applicable federal and state laws on fair housing, housing accessibility, and other local building codes, and the project has been affirmatively marketed under law. If this certification cannot be made, please attach a corrective action plan;
- (4) services and activities committed to in the AHP application have been provided in connection with the project [§951.10(a)(2)(ii)(A)];
- (5) the tenant rents and incomes provided in the list of actual tenant rents and incomes are accurate and in compliance with the rent and income targeting commitments made in the AHP application (or as modified) as supported by household income verification documentation maintained for review by the FHLBI member or the FHLBI [ §951.10(a)(2)(ii)(B)(1)]; and,
- (6) the project is habitable [ §951.10(a)(2)(ii)(B)(2)].

### 3. FHLBI Member Certifications

The undersigned FHLBI member certifies that:

- (1) as committed to in the application or as adjusted by an FHLBI-approved modification, all units of this project are now complete as of the date indicated above;
- (2) all reports and documentation required by regulation, the FHLBI, or the Federal Housing Finance Board are current and complete;
- (3) the project documentation has been reviewed by the member, which on that basis is now certifying:
  - (a) that the project is habitable;
  - (b) that the project meets its income targeting and other commitments made in the application;
  - (c) that the rents charged for income-targeted units do not exceed the maximum levels committed to in the AHP application; and
  - (d) that AHP-assisted units are subject to deed restrictions or other legally enforceable retention agreements or mechanisms meeting the requirements of 951.13(c)(5) or (d)(2).

### 4. Attachments

Please attach final project financial documents necessary to demonstrate this project's need for the AHP subsidy and compliance with the application, if not previously provided. FHLBI will contact sponsor/owner for other necessary documents.

- Rental Project Workbook (Excel file) updated with current information and explanations.
- Cost validation documentation as needed. (i.e. accountant's cost certification, IRS 8609, final architect's AIAG 702/G703, etc)
- A Rental Income Targeting Worksheet (dated), indicating each tenant's name, address, annual household income at date of move-in, move-in date, move-in AMI%, household size, monthly rent, and number of bedrooms in the unit.
- Income documentation (i.e., W-2s, social security statements, tax returns, third party employment verification, or similar third-party documentation) for a sampling of units.
- A copy of the Recorded Retention Mechanism (i.e., recorded mortgage, deed restriction) for the amount of the AHP subsidy that provides for affordable housing during the retention period.
- Services, Activities, and Set-Aside Questionnaire.
- Project photographs, if available.

### Project Sponsor/Owner Signature

I, as a duly authorized officer or employee of the AHP project sponsor/owner, certify that I am authorized to provide this submission and certification on behalf of the project sponsor/owner. I certify that all information supplied herein is complete and accurate. Certifications are made under penalty of law and inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.

_____	_____	_____
Project Sponsor/Owner Signature	Title	Date
_____	_____	
Printed Name	Organization	
_____	_____	_____
Project Co-Sponsor Signature	Title	Date
_____	_____	
Printed Name	Organization	

### FHLBI Member Signature

I, as a duly authorized officer or employee of the FHLBI member, certify that I am authorized to provide this submission and certification on behalf of the FHLBI member. I certify that all information supplied herein is complete and accurate. Certifications are made under penalty of law and inaccurate or incomplete certifications may result in cancellation or recapture of the AHP grant.

_____	_____	_____
FHLBI Member Signature	Title	Date
_____	_____	
Printed Name	Member Bank Name	