**HOME Rental Housing Development Program**

**Inservice Report Requirements**

By April 21st of each year during the course of a project’s affordability period, grantee/loan holders shall submit:

* An audited financial report for the period that covers the previous 12-month period
* The operating budget for the previous and current year showing DCR

In addition, each grantee/loan holder shall certify to the following:

The project known as [*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*] is fully insured against a loss or damage occasioned by fire, extended coverage perils and such other hazards in an amount equal to the value of the most recent property appraisal or assessment, whichever is higher. The policy contains the standard mortgage clause (or interested party if the award is a grant) in favor of the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources.

I further certify that this property is habitable, safe and sanitary.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Name/Title