

HOME & HTF Rent Update Form

Email completed form to homerentupdate@ihcda.in.gov.

Property Name _____

Award # _____

_____ This property intends to change the charged rent amounts.

County _____

_____ This property has one of the following funding in addition to HOME

UA Method _____

_____ RHTC

_____ Rural Development

_____ Other _____

_____ Project Based Vouchers (PBV)

_____ Section 8 Project Based Rental Assistance (PBRA)

This property has elected to use the Gross Rent Floor for the year of _____.

FILL OUT BELOW CHART

Set-Aside	30% 0BR	30% 1BR	30% 2BR	30% 3BR	30% 4BR	40% 0BR	40% 1BR	40% 2BR	40% 3BR	40% 4BR
Current Rent										
Proposed Rent										
Utility Allowance										
Total										
Set-Aside	50% 0BR	50% 1BR	50% 2BR	50% 3BR	50% 4BR	60% 0BR	60% 1 BR	60% 2 BR	60% 3 BR	60% 4 BR
Current Rent										
Proposed Rent										
Utility Allowance										
Total										

I certify that I have read the instructions and guidelines for completing this form and agree to follow the rules therein.

Name _____

Title _____

Signature _____

Date _____

Email Address _____



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap or familial status.



CF #46 – HOME & HTF Rent Update Form Instructions

1. **Annually**, after the year's new Rent Limits are published, CF (Compliance Form) #46 – HOME & HTF Rent Update Form must be submitted to IHCD within 60 days of the new limits effective date. See the current Federal Programs Manual section, "Requested Approvals for HOME or HTF Rents".
2. These instructions are being included as part HOME & HTF Rent Update Approval Process starting June 3, 2026, retroactive to June 1, 2025, after an IHCD internal audit found that some properties were found to be non-compliant with the 2013 revision to the HOME Final Rule requiring annual approval of the property's rents for the HOME & HTF awards.

As per the 2025 HOME Final Rule 24 CFR 92.251 (F), "oversight during annual rent increase requests to verify it is reasonable for HOME-funded projects...". And due to recent large rent increases being seen in recent IHCD reviews, **IHCD has made the determination that rent increases of \$100 or less to annually are considered reasonable rent increases**.

- If a property wants to make multiple rent changes in the timeframe between Rent Limits being published, the total of all rent changes cannot exceed \$100.00 per year, or the timeframe between one annual limit being published and the next.
 - The maximum rent increase is not a "per calendar year" approval but a "per limits published" increase.
 - IHCD will cross-check all approvals to verify the combined increases between Rent Limits being published do not exceed \$100.00.
 - Exceptions allowing for rent increases that exceed \$100.00:
 - a. Fixed or Floating rent regulations are invoked due to household income increases. See Part 3.1 Income Limits – B. Over-income Households and Temporarily Noncompliant Units (**HOME Only).
 - b. When the unit designation changes from HOME to non-HOME and the change is not required per HOME.
 - c. The rent change is due to the household receiving Tenant Based Rental Assistance or Property Based Rental Assistance and the change is required per the rental assistance program regulations.
 - d. At IHCD discretion / suggestion – **This option may only apply to a higher rent amount being approved for new move ins but NOT for annual lease renewals for current tenants not receiving rental assistance.**
3. The current Utility Allowances (UAs) documentation in effect at the time of approval request must be submitted with the Rent Update form. The form will not be approved without the UA documentation.
 4. IHCD Rent Update forms will be reviewed in a similar fashion to AOCs. As such, IHCD has 120 days from the effective date of the Rent Limits to review all CF #46 Forms.
 - a. Should there be issues with a form, the correction period could make the approval process go beyond the 120-day mark.

If that is the case, the new rent **cannot** be implemented until IHCD issues the signed approval. And remember, IHCD has several hundred property forms to review each year, turn-around time on the approvals may take between 60 – 120-days. Please do not expect approval on the same day the form is submitted.

5. Per the 2025 HOME Final Rule, tenants must be notified of rent increase **at least 60 days before the implementation of the approved rents.** However, IHCDCA has determined that a most strict guideline needs to be implemented depending on the amount of the rent increase.
 - a. Rent increase is \$50.00 or less, then 60-day notice is required.
 - b. Rent increase is \$51.00 to \$100.00, then 90-day notice is required.
 - c. A copy of the staff member signed and dated Rent Increase Notice to the tenant must be in each tenant's file. We will not accept copies of the letters as proof of notices that are not signed and dated by the staff member that gave the notice.
6. If the property's Rent Limits have decreased to an amount that would require the rents to be dropped to compliant, the Gross Rent Floor may be invoked to only decrease the rents the Rent Limit in effect when the Rental Project Commitment Developer Agreement was signed/dated by the Owner Representative and the IHCDCA Director.
 - a. What is the Gross Rent Floor for HOME & HTF? The Gross Rent Floor is the lowest amount of rent must be reduced to if the Rent Limits decrease to an amount that is less than a tenant's current rent amount.
 - b. Does this mean the Gross Rent Floor may allow the Gross Rent to exceed the current Rent Limit? Yes, if the Gross Rent Floor is more than the current Rent Limit, the Gross Rent may exceed the new Rent Limits.

****This may be for any property that had a Rent Limit decrease in the current year from the prior year since there is NOT a Hold Harmless provision for HOME/HTF.****
 - c. Where do I find the Gross Rent Floor for HOME/HTF? The Gross Rent Floor for HOME/HTF units is set when the Closeout Letter is sent with the Award Agreement after the Closeout Monitoring is completed, signed, and dated by the owner and IHCDCA staff representative.

IMPORTANT: Even if the Rent Limits decrease and the Gross Rent Floor needs to be invoked, the new Income Limits are still applicable. Again, there is no Hold Harmless, so the Income Limits must be lowered on or before the effective date as applicable.

7. What happens if 46-HOME & HTF Rent Update Form is not received:
 - a. Any forms not received on or before August 1, 2026, will be subject to the same Late/Suspension/Debarment Process IHCDCA follows for late AOCs and Audits.
 - b. Any forms not received in a year when the property is subject to a desktop or onsite audit; the request will be required to be submitted prior to the audit being closed.
 - c. Any forms not received by AOC review will be required to be submitted prior to the AOC being closed.
8. What happens if the tenant is charged rent amount that exceeds the approved rent, even if the rent amount is below the Rent Limit?
 - a. Rents must be decreased to the amount approved by IHCDCA retroactive to the date of the rent increase.
 - b. The tenant must be reimbursed the difference between what was approved and what was charged.
 - c. Continuous or aggregates non-compliance by the owner/management agent could affect future award requests and said owner/management agent could be suspended from the program.

How to complete the HOME & HTF Rent Update Form

1. Compliance Form (CF) #46-HOME & HTF Rent Update Form can be found at [IHCD: Real Estate Department Compliance](#) in the Compliance Forms folder.
2. Complete Property Name
3. Complete Award # - if you do not know the Award #, please refer to the Award Agreement, Closeout Letter, and/or IHCD's DMS Authority Online System.
4. Check or X the space if the property intends to change the charged rent amounts. If the rents will remain the same as the prior year, no line will be checked or Xed.
5. Complete the County of the Property.
6. If the Property is layered with additional funding, mark the space - This property has one of the following funding in addition to HOME. And check the applicable funding source or sources:
 - a. RHTC
 - b. Rural Development
 - c. Project Based Vouchers (PBV)
 - d. Section 8 Project Based Rental Assistance (PBRA)
 - e. Other – the additional funding source must be listed
7. If the Gross Rent Floor needs invoked, complete the "year" in the space provided. This will be the year of the limits listed in the Award Agreement/Closeout Letter.
8. Attach the current UA backup documentation in effect based on UA Method chosen.

UA Method – click the dropdown arrow to choose and provide the documentation listed based on the chosen type.

 - a. Energy Consumption Estimate (ECE) – IHCD Approval Letter required, do not the ECE documentation
 - b. Engineer Estimate (ENG) – IHCD Approval Letter required, not the ENG documentation
 - c. HUD Approved – HUD Contract UA documentation
 - d. HUSM (HUD Schedule Model) – IHCD Approval Letter required, not the HUSM documentation
 - e. Owner-Paid Utilities – no back up documentation required
 - f. PHA (Public Housing Authority) – PHA UA Schedule
 - g. RD Approved – Rural Development Letter, Approved Budget, or Project Worksheet from the first month the UAs were effective
 - h. Utility Company Estimate – Utility Company Letter or Email stating the UAs for each bedroom size

Note: a property cannot change from Owner Paid Utilities to Tenant Paid Utilities without Modification Approval from IHCD. The Modification Approval must be submitted with the UA documentation.
9. Complete the Current Rent for each Set-Aside % by bedroom size.
10. Complete the Proposed Rent for each Set-Aside % by bedroom size.
11. Complete the current UA amount by bedroom size.
 - If the property's UAs will change within the next 60-days, the UA documentation that will be in effect when the new rents will go into effect must be submitted, instead of the current UA documentation.
12. Print/Type Name
13. Print/Type Title
14. Print/Type Date
15. Print/Type email address
16. Sign the form
17. Submit the fully completed, dated, and signed form to: homerentupdate@ihcd.in.gov