Special Adjustments Checklist

(Document to be submitted as a package to the SHCC Finance Dept.)

(Reference 4350.1 REV-1, Ch.34)

**Utilities Increase:**

**[ ] Copies of Bills Reflecting Increase**

**[ ] Certification that property has analyzed rates and requested rates most advantageous to the property**

**[ ] Certification that owner is taking all reasonable actions to ensure that the energy consumption levels and rates are**

 **as low as possible**

**Insurance Increase:**

**[ ] Copies of Bills Reflecting Increase**

**[ ] Bids on Comparable Policy rates (If Applicable)**

**[ ] Certification that the increased rate is the best rate obtainable by the project**

**Tax Increase:**

**[ ] Tax Statements**

**[ ] Certification of Tax Review**

**[ ] Tax Appeal Results (if applicable)**

**[ ] Signed copy of Appendix 4-Tax Review and Appeal (if applicable)**

**General (Due for All Special Adjustments)**

 [ ] HUD – 9833B (Part G –Special Adjustments for Taxes, Insurance, or Utility Cost Increases)

**[ ] Disclosure of any identity-of-interest situation involving the property**

**[ ] Format for Reporting Unit Turnover**

**[ ] Current balance in Residual Receipts Account (If applicable)**

**[ ] Rent Comparability Study (RCS) (If applicable)**