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)**