## NEW YORK CITY HOUSING DEVELOPMENT CORPORATION

# <u>INSTRUCTIONS</u>

## RENT ROLL DATA SPREADSHEET

Please follow the instructions below for completing the RENT ROLL DATA SPREADSHEET. HDC requires that the RENT ROLL DATA SPREADSHEET be uploaded in an **<u>EXCEL FORMAT ONLY</u>** to the project's folder in SharePoint Online **(Managing Agent > Project Name and # > Rent Roll)**. If project names on the folder structure are not recognizable, please reach out to HDC to help identify the respective project.

To access the SharePoint portal, the HDC team will send out an invitation to each Managing Agent contact that needs access. Upon receiving the e-mail invitation, the user will be prompted to accept the invitation link. HDC will provide separate instructions for data upload to each agent. If you have not received an e-mail invitation or if the list of projects you manage is incomplete, please reach out to analytics@nychdc.com.

**<u>One spreadsheet should be completed for each project for the quarterly submission period. If the project has multiple buildings, the information should all be listed on one spreadsheet</u>**. Therefore, please fill out columns as completely and accurately as possible for each unit entry. If there are cells that you are unable to complete, please notify HDC and move onto the next column.

Please do not manipulate the template by changing the preset data types, renaming column headers, or deleting, adding, or reordering columns.

Data **MUST** be entered for all units in each building of the project, including dwelling units without income restrictions, rent/price restrictions, or rental assistance subsidy (i.e., include data for both affordable and market rate units), as well as non-residential units.

In order for you to remain in compliance, please extract rent rolls and submit them on a quarterly basis according to the following schedule. All data submitted should reflect conditions as of the final date of the quarterly monitoring period (i.e., the "date of extract").

| Monitoring Period | Date of Extract | Due Date |
|---|---|---|
| October 1 – December 31 | December 31 | January 31 |
| January 1 – March 31 | March 31 | April 30 |
| April 1 – June 30 | June 30 | July 31 |
| July 1 – September 30 | September 30 | October 31 |

If you have any questions, need assistance, or need to notify HDC of any issues, please email analytics@nychdc.com.

# RENT ROLL DATA DEFINITIONS

1. **DATE RENT ROLL PULLED:** At the top of the Tenant Data sheet, please enter the date upon which the rent roll data was extracted. For example, data submitted for the monitoring period October 1–December 31, 2023 should be extracted as of December 31, 2023. However, if data is extracted earlier or later than required, please enter the <u>actual date</u> of extraction—not the date that the data was required to be extracted.
2. **HOUSE NUMBER AND STREET NAME:** Enter the number and street name representing the building's address.
3. **BOROUGH:** From the drop-down list, select the name of the borough in which the project is located. Choose from: Bronx, Brooklyn, Manhattan, Queens, Staten Island.
4. **ZIP CODE:** Enter the five-digit zip code where the building is located.
5. **UNIT NUMBER**: Enter the unit number for each unit in the building.
6. **HEAD OF HOUSEHOLD NAME:** Enter the full name of the head of the household.
7. **VACANT UNIT (Y/Blank)**: If this unit was vacant on the date that HDC requested the rent roll data to be pulled, select **"Y"** for Yes. If this unit was occupied on the effective date of the rent roll, then leave this cell blank.
8. **SUPER'S UNIT (Y/Blank)**: If this is a superintendent unit, enter "**Y**" for Yes. If this is not a superintendent unit, then leave this cell blank.
9. **NUMBER OF BEDROOMS (#)**: Enter the number of bedrooms in the unit.
10. **HOUSEHOLD SIZE (#)**: Enter the number of people who occupy the unit.
11. **MOVE IN DATE (mm/dd/yyyy)**: Enter the date when current residents moved into the unit.
12. **LEASE START DATE (mm/dd/yyyy)**: Enter the date that the current lease for this unit commenced.
13. **LEASE END DATE (mm/dd/yyyy)**: Enter the date that the current lease for this unit will end.

14. **INCOME LIMIT - % AMI:** Enter percentage as a whole number. For instance, if AMI is 60%, enter amount as “60”. If there is no income limit for the unit (e.g., the unit is not covered under the project’s regulatory agreement), please leave the cell blank.
15. **COLLECTABLE RENT ($)**: The dollar amount a landlord expects to receive for the unit from both tenant (including Tenant Share of Rent and Other Monthly Non-Optional Charges, if applicable) and any rental assistance subsidy amounts.
16. **TENANT SHARE OF RENT ($):** Enter the monthly rent that the resident was required to pay the landlord on the effective date of the rent roll. This amount is the rent that the household is directly responsible for paying. For cooperatives and condominiums, this should include maintenance or common charges.
17. **MONTHLY UTILITY ALLOWANCE ($):** Enter the monthly utility allowance for the unit. If not applicable, leave the cell blank.
18. **OTHER MONTHLY NON-OPTIONAL CHARGES ($)**: Insert the amount of non-optional charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc. Do not include rent, maintenance/common charges (for cooperatives or condominiums), or rental assistance payments.
19. **FEDERAL RENT ASSISTANCE ($):** The total dollar amount the resident/unit should receive from federal rent assistance programs.
20. **SOURCE OF FEDERAL RENT ASSISTANCE:** Select the source of Federal Rent Assistance by selecting from the drop-down options. If tenant is not receiving rent assistance, leave this cell blank.
    1. HUD Multi-Family PBRA
    2. HUD Section 8 Mod Rehab
    3. Public Housing Operating Subsidy
    4. HOME Rental Assistance
    5. HUD HCV, Tenant-Based

6. HUD Project-Based Voucher
7. USDA Section 521 Rental Assistance Program
8. Other Federal Rental Assistance
9. VASH HPD
10. VASH NYCHA

21. **NON-FEDERAL RENT ASSISTANCE ($):** The total dollar amount the resident/unit should receive from non-federal rental assistance programs. If the resident should receive support from multiple programs, provide the total amount of payments from ALL rent assistance programs.

22. **SOURCE OF NON-FEDERAL RENT ASSISTANCE:** Select the source of Non-Federal Rent Assistance by selecting from the drop-down options. If tenant is not receiving rent assistance, leave this cell blank. If a resident is receiving assistance from multiple programs, choose the program that appears first in the list.
    1. CityFHEPS
    2. MRT
    3. Public Assistance Shelter Allowance
    4. DRIE/SCRIE
    5. Other Non-Federal Rental Assistance

23. **RENT LIMIT - % AMI**: Enter percentage as a whole number. For instance, if AMI is 60%, enter amount as “60”. If the unit does not have a rent limit (e.g., the unit is not covered under the project’s regulatory agreement or the unit has a rent assistance subsidy program that does not have a rent limit in terms of AMI), please leave the cell blank.

24. **RESIDENT DEPOSIT ($):** Enter the total amount currently held for any deposit given by a residential tenant, including security deposits. If no deposit funds are held for the unit, please enter 0.

25. **RESIDENT BALANCE ($)**: Enter the amount of the resident's total balance as of the effective date of the rent roll. If there is no balance, please enter 0. The balance may be a positive or negative dollar amount; positive indicating tenant did not pay some portion of rent or other required charges in a previous month, and negative indicating a non-subsidy credit allocated to the unit, for instance if tenant overpaid in a previous month.