

OWNER'S CERTIFICATION AS TO COMPLIANCE WITH TENANT COMMENT  
PROCEDURES IN 24 CFR 245 (FORMERLY IN 24 CFR 401)

(FOR USE WITH RENT INCREASE AND/OR  
UTILITY ALLOWANCE DECREASE NOTIFICATION)

FHA or Non-Insured Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Acting on behalf of \_\_\_\_\_, the Project Owner, I  
certify that project management has taken ALL of the actions listed below.

1. Distributed a Notice to Tenants, in the forms and manner required by 24 CFR 245.310 and 245.410. (24 CFR 245.410 applies only if a reduction in utility allowances is proposed.)
2. Took reasonable steps to assure that any posted Notices remained intact and in legible form for the full comment period required by 24 CFR 245.
3. Made all materials submitted to justify the increase available during normal business hours in a place reasonably convenient to project residents.
4. Honored any resident's request to inspect those materials.
5. Reviewed and evaluated all comments received from project residents or their authorized representatives.
6. Examined all materials submitted to HUD/ the State Agency in support of the **rent increase and/or Utility Allowance decrease** request.

I also certify, that all information submitted with my **rent increase and/or Utility Allowance decrease** request is true, correct and complete.

*WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any, false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than 5 years, or both.*

Signed by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date