



# **Certified Professional of Occupancy Course**

## **Annual Recertification Case Study**

**Homework Assignment - Day 1**

**Perform Annual Recertification**

*August 2017*

# ANNUAL RECERTIFICATION CASE STUDY

To complete this assignment, use the following data to complete the 59 Data Requirements form to perform the annual recertification.

For the purposes of this assignment, round DOWN at \$.49 and UP at \$.50.

## Example 1

Project Type: Section 8 Elderly Property  
Gross Annual Income: \$21,850  
Adjusted Annual Income: \$15,275  
Contract Rent: \$750  
Utility Allowance: \$60

### RENT COMPUTATION

Gross Rent:	\$ _____
Total Tenant Payment (TTP):	\$ _____
Gross Annual Income / 12 x 30%	\$ _____
Adjusted Annual Income / 12 x 30%	\$ _____
Minimum TTP (Section 8 only)	\$ _____
Tenant Rent:	\$ _____
HAP:	\$ _____

## Example 2

Project Type: Section 8 Elderly Property  
Gross Annual Income: \$15,430  
Adjusted Annual Income: \$11,250  
Contract Rent: \$595  
Utility Allowance: \$105

### RENT COMPUTATION

Gross Rent:	\$ _____
Total Tenant Payment (TTP):	\$ _____
Gross Annual Income / 12 x 30%	\$ _____
Adjusted Annual Income / 12 x 30%	\$ _____
Minimum TTP (Section 8 only)	\$ _____

<b>Tenant Rent:</b>	<b>\$</b> _____
<b>HAP:</b>	<b>\$</b> _____

### Example 3

**Project Type:** 236  
**Gross Annual Income:** \$18,975  
**Adjusted Annual Income:** \$16,340  
**Market Rent Rent:** \$745  
**Basic Rent:** \$525  
**Utility Allowance:** \$0

### RENT COMPUTATION

<b>Tenant Rent</b>	<b>\$</b> _____
<b>Adjust Annual Income / 12 x 30%</b>	<b>\$</b> _____
<b>Basic Rent</b>	<b>\$</b> _____
<b>Market Rent</b>	<b>\$</b> _____

Example 4

Project Type: 236  
Gross Annual Income: \$26,775  
Adjusted Annual Income: \$23,940  
Market Rent Rent: \$650  
Basic Rent: \$450  
Utility Allowance: \$85

**RENT COMPUTATION**

<b>Tenant Rent</b>	<b>\$ _____</b>
Adjusted Annual Income / 12 x 30% - UA	\$ _____
Adjusted Annual Income / 12 x 25%	\$ _____
Basic Rent	\$ _____
Market Rent	\$ _____