DATE

OWNER’S NAME

OWNER’S ADDRESS

RCS Submittal Cover Letter for PROJECT NAME

1. I have reviewed the content of the RCS and concluded that the RCS includes all material required by Chapter Nine and the Owner’s Checklist in Appendix 9-2-2.
2. The RCS appraiser’s, [INSERT APPRAISER’S NAME], narratives and Rent Comparability Grid accurately describe the subject property and properly treat non-shelter services and their funding sources as required by Section 9-12 and Appendix 9-1-1.
3. There is no family relationship or identity-of-interest between the principals of the subject’s Ownership or management agent entity and the principals that manage/own the projects used as comparables.
4. I certify that: a) neither the selection of the RCS appraiser nor the RCS appraiser’s compensation was/is contingent upon the RCS appraiser reporting a predetermined rent nor direction in rent; and b) to the best of the Owner’s knowledge, the RCS appraiser meets Section 9-8.A’s conditions regarding the absence of financial, employment, and family relationships.
5. I certify that the fee paid for the RCS is the only compensation the appraiser will receive for the RCS work and there is no side agreement or other consideration.
6. The following person is our point of contact for HUD/CA’s decision letter, or to address any questions that the HUD/CA staff may have on the RCS:
7. [Provide a name, email and phone number for a point of contact at the agent/Owner’s office]
8. HUD/CA may talk with the appraiser directly and copy the RCS appraiser on written materials. The RCS appraiser’s contact information is provided below:

[Insert RCS appraiser’s name, address, email and phone number]

1. I certify that if I discontinue any service to tenants at this property which forms the basis of the rent adjustment in this RCS, I will inform HUD in writing within 30 days of the termination of that service.
2. I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

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OWNER NAME Date

Encl: Owner’s Checklist