

# Owner's Certification of Continuing Program Compliance Affordable Housing



City of Kingston  
Office of Housing Initiatives  
420 Broadway | Kingston, NY 12401

Certification Dates	
From:	____ / ____ / ____
	(mm/dd/yyyy)
To:	____ / ____ / ____

## Address and Unit Information

Project Name:	_____
Project Address:	_____
Ownership Entity Address:	_____
Ownership Entity Phone:	_____
Ownership Entity Email:	_____

Per the project's site plan approval and in meeting with the form-based code requirements, the project includes

\_\_\_\_\_ **Affordable** Housing Units (80% Area Median Income)  
\_\_\_\_\_ **Workforce** Housing Units (120% Area Median Income)

## Compliance Certification

The undersigned \_\_\_\_\_ on behalf of \_\_\_\_\_ (the "Owner"), hereby certifies that:

- The project meets the minimum requirements of the affordable housing standards of the City of Kingston:  YES  NO
- The owner has received either an "Annual" Tenant Income Certification or "Initial" Tenant Income Certification from each low-income resident and documentation to support that certification or initial occupancy, respectively:  YES  NO
- Each designated affordable and/or workforce unit in the project has been rent-restricted at the 80% or 120% AMI level, respectively:  YES  NO
- All low-income units in the project are and have been available for use by the general public and used on a non-transient base:  YES  NO
- No finding of discrimination under the Fair Housing Act, 42 U.S.C 3601-3619, has occurred for this project. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development (HUD), 24 CFR 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C 3616a(a)(1), or an adverse judgment from a federal court:  NO FINDING  FINDING

6. Each unit in the building(s) has/have been suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards), and the state or local government unit responsible for making building code inspections did not issue a report of violation for any building or low-income unit in the project:

YES  NO

*If "NO", state nature of violation on page and attach a copy of the violation report and any documentation of correction:*

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7. There has been **no change** in the project since last certification submission:

NO CHANGE  CHANGE

*If "CHANGE", state the nature of the change (e.g... a common area has become commercial space, a fee is now charged for a tenant facility formerly provided without charge, or the project owner has received federal subsidies with respect to the project which had not been disclosed to the allocating authority in writing) here:*

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8. If an affordable or workforce unit in the project has been vacant during the year, reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having qualifying income before any units were or will be rented to tenants not having a qualifying income:

YES  NO

9. If the income of tenants of a low-income unit in any building increased above the limit, the next available unit of comparable or smaller size in that building was or will be rented to residents having a qualifying income:

YES  NO

10. There has been no change in the ownership or management of the project:

NO CHANGE  CHANGE

*If "CHANGE", please attach transfer of ownership, change in owner contact, and/or change in management proof.*

When submitting this form, attach all completed Tenant Income Certifications completed during the certification dates.

### Signature of Ownership Entity

The project is otherwise in compliance with the code, rules, and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

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Ownership Entity, Print

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Ownership Entity Signature

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Date

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Title