**Instructions – Rent Supplement Report**

**Purpose and Procedures**

This form is used to compute the Rent Supplement Report and determine the amount that the displacee (tenant occupant) qualifies to receive. The form must be completed even if line 6 or 12 is zero.

Step 1 - Complete lines 1 through 12 of the form. Upon completion, the Relocation Specialist will sign and date the report. The report plus the housing comparison worksheet (HCW), photos of subject property and comparable(s), along with any other necessary documentation is sent to the HQ Relocation Reviewer for review and approval. Line 2 is only utilized if the displacee is considered low income. To confirm this, the displacee must complete a Documentation of Living Expense form (RES-515) and Monthly Income Verification Form (RES-539) and provide verification of income. Once these forms are submitted, the Relocation Specialist confirms whether or not the displacee meet the definition of low income by viewing the Low Income Limits tables and guidance available at:

https://www.huduser.gov/portal/datasets/il.html It is the displacee’s responsibility to provide the appropriate income verification information, if they do not do so, it is appropriate to calculate the rent supplement based on rent to rent rather than income to rent. If they provide the income verification later the Relocation Specialist can recalculate their entitlement using the same comparable.

Step 2 - When the displacee is ready to claim the rent supplement payment, the Relocation Specialist completes lines 13 through 19 on a copy of the original. The completed report and supporting documentation (DSS Inspection report, photographs of replacement, copy of Rental Agreement/Lease) are forwarded to the HQ Relocation Reviewer for review and approval.

**Down Payment Assistance**

Should the displacee decides to purchase a replacement using Down Payment Assistance the Relocation Specialist completes lines 20 and 21 on a copy of the original. The completed report and supporting documentation (DSS Inspection report, photographs of replacement, copy of Purchase and Sale Agreement, preliminary closing statement (HUD) showing the down payment assistance being applied appropriately and including any incidental expenses) are forwarded through the HQ Relocation Reviewer for review and approval.

The amount of the down payment assistance cannot exceed the rent supplement and must be applied at closing. If the displacee wants to use a portion of the down payment towards incidentals they can, but the amount cannot exceed the approved maximum rent supplement. For tenant occupants, incidentals are not above and beyond the maximum approved amount, they must be part of that amount.

*Refer to WSDOT R/W Manual Chapter 12-6.3 for additional information.*