

# KEY RENTAL ASSISTANCE: BASE – TIER 1 RENT AND SUBSIDY CALCULATION WORKSHEET

For use with Current State-Mandated  
Set-Asides Income & Rent Limits

*Note: Standard form unless county is  
specifically listed on another form*

Date: \_\_\_\_\_

Development Name: \_\_\_\_\_

APN: \_\_\_\_\_

Applicant/Resident Name (Last, First (MI)): \_\_\_\_\_

Last 4 digits of SS# for referred individual: \_\_\_\_\_

Unit No: \_\_\_\_\_

Certification Type:  Initial  Recertification (Effective Date: \_\_\_\_\_)  Interim (Effective Date: \_\_\_\_\_)

## PART 1 – UNIT INFORMATION

1. Number of Bedrooms: \_\_\_\_\_ Monthly Payment Standard (from list below): \$ \_\_\_\_\_

### Monthly Payment Standard (total approved rent for unit): Base – Tier 1

BEDROOM SIZE	RENT AMT	BEDROOM SIZE	RENT AMT
SRO	\$345	Two (2) Bedroom	\$645
Efficiency	\$515	Three (3) Bedroom	\$735
One (1) Bedroom	\$545	Four (4) Bedroom	\$815

2. Household's Gross Annual Income (from Part 4 Line L of Tenant Income Certification): \$ \_\_\_\_\_

3. 50% Area Median Income Limit based on household size (found in RCRS): \$ \_\_\_\_\_

4. **At initial move-in only**, if income on line 2 is greater than line 3, **STOP HERE**.

Household may not be eligible for Key Rental Assistance. Contact Kay Johnson (NC DHHS) at [kay.r.johnson@dhhs.nc.gov](mailto:kay.r.johnson@dhhs.nc.gov).

**Properties with HUD SHP Capital or Operating Assistance or properties where all units are HOME should skip lines 5 & 6 and enter the tenant payment from the HUD calculation worksheet directly on line 7. All others should proceed to line 5.**

5. Household's Gross Monthly Income (line 2 divided by 12): \$ \_\_\_\_\_

Number of Household Members: \_\_\_\_\_ Does the # of HH members above include a Live-In Aide?  Yes  No

UNIT SIZE	HOUSEHOLD SIZE	PERCENT OF INCOME	
		RESIDENT PAYS ANY UTILITIES	OWNER PAYS ALL UTILITIES
SRO, Efficiency, One (1) Bedroom	1 person minimum	25%	30%
Two (2) Bedroom	2 people minimum*	20%	30%
Three (3) Bedroom	4 people minimum	15%	30%
Four (4) Bedroom	6 people minimum	10%	30%

*\*Single person households may rent two-bedroom units only at properties built without one-bedroom units. In these cases, the tenant rent share is 25% of income when the tenant pays utilities.*

If the household size is less than the minimum listed in the table above for the unit size on line 1, **STOP HERE**.

Household may not be eligible for Key Rental Assistance. Contact Kay Johnson (NC DHHS) at [kay.r.johnson@dhhs.nc.gov](mailto:kay.r.johnson@dhhs.nc.gov).

6. Insert Appropriate Percentage (from table above): \_\_\_\_\_ %

7. **Tenant's Monthly Portion of Payment Standard** (line 5 x line 6): \$ \_\_\_\_\_

This amount is the tenant rent inserted on the Key lease addendum. Round to nearest dollar.

8. **Monthly Unit Subsidy** (line 1– line 7): \$ \_\_\_\_\_

List this amount on the monthly Payment Requisition.

KEY ASSISTANCE EFFECTIVE DATE: \_\_\_\_\_

