

**Annual Lease Renewal & Income Verification Form**

Please complete (type or print) all Sections of this form. If a substitute to this form is used (i.e. rent roll), it must contain information from Sections 1-12. **Lease Agreements must be renewed, signed, copied and mailed for ALL Affordable Rental Units on an annual basis.** If you have any questions, please contact Andrea Laing, Assistant Director for Affordable Housing Compliance, at 617.918.4373.

1) Development Name: \_\_\_\_\_

2) Management Company Name: \_\_\_\_\_

3) Property Manager Name & Telephone: \_\_\_\_\_

4) List All Utilities Included in Rent: \_\_\_\_\_

5) Tenant(s) Name	6) Unit Number	7) Affordable Income Level	8) Household Size	9) Current Monthly Rent (\$)	10) Current Annual Household Income (\$)	11) Date Household Income Calculated

12) Signature of Property Manager Completing Form: \_\_\_\_\_ Date Completed: \_\_\_\_\_

