

GUIDELINES

2023 Below Market Rate Program Reporting

Pursuant to provisions set forth in Affordability Plans for Below-Market Rate (BMR) Units annual BMR compliance reports are due to the City of Stamford by January 31, 2024.

Please note the following:

- **Use the provided excel template** to submit your report via email to egordon@stamfordct.gov.
- **Late reports and other non-compliances with the Below Market Rate Program are considered to be zoning compliance issues** and may be addressed as such.
- **Please notify egordon@stamfordct.gov when program contacts change** (including at least 30 days in advance of sale of a building), including property managers and BMR compliance contacts.
- **Please ensure each building's main webpage lists or links to key BMR program information** (not limited to the number of BMR units in the building by number of bedrooms, whether the waiting list is currently open or closed, who to contact for information, a link to the building's Affordability Plan, and a link to the [City BMR website](#)).

The first section of the report must contain the following information as of December 31, 2023 (see template):

Building Address and contact information for the main building, the current property manager, current contact for BMR applicants and current BMR compliance contact (may be third-party).

- A. The average net-effective monthly rent (inclusive of required fees and any concessions) for market rate units by unit type, including studios, one bedrooms, two bedrooms, three bedrooms, etc.;
- B. Maximum parking spaces available to each unit;
- C. The total number of units in the development;
- D. The total number of occupied units;
- E. The total number of BMR units in the development;
- F. The total number of occupied BMR units; and
- G. The total number of households on the BMR waiting list by unit type, including studios, one bedrooms, two bedrooms, three bedrooms, etc. Confirmation of whether the building's waitlist is currently OPEN or CLOSED (CLOSED only as allowable in the Affordability Plan).

The second section of the report requires you to provide the following information in table form for each BMR unit (see template):

- H. The identification of each BMR unit in the development (including vacant units);
- I. The unit type, i.e. the number of bedrooms in each BMR unit;
- J. The total income of all occupants in the household (annual income as calculated during most recent certification);
- K. The number of occupants in each BMR household;
- L. The number of occupants in each BMR household under 18 years old;
- M. The occupation(s) of each BMR occupant (occupation or Unemployed, Retired or Student should be listed for all adults);
- N. Year the occupant move into the unit (based on original lease);

- O. Most recent tenant certification or recertification date (date of most recent certification when documentation was collected and income eligibility was calculated);
- P. If all utilities are not included in monthly rent, indicate the monthly utilities allowance. If utilities are included in the monthly rent, enter 0;
- Q. Amount of any ongoing monthly rent voucher (for Housing Choice/Section 8, RAP or other monthly subsidy);
- R. The monthly net rent paid by the tenant (excludes additional amenities charges like pets, storage, etc.) (excludes vouchers in Column P);
- S. The monthly gross rent, which is the sum of the utilities allowance, any rent vouchers and the net rent for each unit;
- T. If amenities (additional parking, pets, etc.) are not included in monthly rent, the specific amenity relevant to the tenant and the monthly charge; and
- U. The number of vehicles each unit has registered with property management.

Additional program information may be found at:

<https://www.stamfordct.gov/government/operations/land-use-bureau-planning-zoning-zoning-enforcement/community-development/below-market-rate-dwelling-units/below-market-rate-bmr-program-management-tools>

Please contact Emily Gordon at egordon@stamfordct.gov if you require any further information in order to complete your report.