DHCA RENTAL SURVEY INSTRUCTIONS

Below are the instructions for completing the annual rental survey. If you need further assistance, please call DHCA Licensing at MC311 or 240-777-0311.

1. Log into AccessMCG Extranet Portal select DHCA Licensing and Registration Online account.
2. Select "View License" for License #: «LicenseNumber» to open the license record and take the Rental Survey.

3. Select the **Facility** tab to answer all rental survey facility questions.
   3A. Review the Information on File on the left of the screen and, if needed, Notify Licensing & Registration of any corrections. Call MC 311 or 240-777-0311.
   3B. In the Survey Information box, enter the survey preparer's name and contact information.
   3C. Complete the Facility section on pets, leases, security deposits, renovations, administrative costs, etc.
      3C-a.   Click "Continue to Survey" to get to Section 3D.
   3D. Answer all questions on the available facility services and utilities and click "save" after each update.
      Add services by clicking the blue + and select from the drop-down menu.
      Add utilities by clicking the blue + Check if the service is paid by the landlord or the tenant.
      If known, enter the amount paid for utilities by the tenant and payment frequency.
      Add special needs by clicking the blue + and select from the drop-down menu.
   3E. Click Update after each field entry to the Facility's Service/Utilities Tab to save.
   3F. check box to acknowledge the
   information is complete and accurate,
   3G. Select Save

3 ─→

General Information   Contacts   Bills   Payments   Documents   Survey, Facility   Survey, Units   Survey, Affordability Programs   Marketplace Search Registrations   Click here for Instructions

3A

3G ─→ Save

Please review your rental property's "Information on File" with DHCA on the left.

Basic Information

Community Name	Test Property
On-Site Rental Address	100 MARYLAND AVE / 4
	ROCKVILLE / 20850
Year Built	
Structure Type	Mixed Structure Types
Total Licensed Units	20
Rental Office Phone Number	(240)777-0310
Community Website Url	https://www.yahoo.com

3B

Preparer Information

Preparer's Name	xxxxxx xxxxx
Preparer's Title	Owner
Preparer's Business Phone	xxx-xxx-xxx
Preparer's Email	vvv@hotmail.com
Preparer's Cell/Alternate Phone	xxx-xxx-xxx

Please complete all information below on rental property including renovations, services and utilities.

3C ─────   **3C** ───── Survey Information

What type of lease(s) are available at Initial Occupancy?	Select a Lease Type here ▾
Indicate the standard security deposit required	Select Security Deposit Type here ▾
How often are street rents (rents offered to perspective tenants off the street) changed?	Select the Rent Rates Change Frequency here ▾
Specify renovations completed at the property in the past twelve months. (Check all that apply.)	Select the Renovations Completed here ▾
Average Total Administration expenses increase/decrease over the past twelve months (xx.xx%)	Enter Administration Expenses Increase here
Average Utilities expenses increase/decrease over the past twelve months (xx.xx%)	Enter Utilities Expenses Increase here
Average Taxes/Insurance expenses increase/decrease over the past twelve months (xx.xx%)	Enter Taxes Insurance Expenses Increase here
Average Repair/Maintenance expenses increase/decrease over the past twelve months (xx.xx%)	Enter Maintenance Expenses Increase here
Pets Allowed?	☐ "Check if Yes"

3C

3C.a ─→ Continue to Survey

Select + sign to add each (services/utilities/special needs) that is available to tenants

	Service Type	Paid by Landlord	Paid by Tenant (If known)	Tenant Paid Amount (If known)	Tenant Payment Frequency (If known)	If Other (Explain)

Service Type:*   — Paid by Landlord: ☐
Paid by Tenant (If known): ☐   **3D**   Tenant Paid Amount (If known): ____
Tenant Payment Frequency (If known):   — If Other (Explain):

3D

3E → 🟢 Update 🟢 Cancel

Which of the following services are available to tenants?

Which of the following Utility services are available to tenants?

	Utility Type	Paid by Landlord	Paid by Tenant (If known)	Tenant Paid Amount (If known)	Tenant Payment Frequency (If known)	If Other (Explain)

Utility Type:*   — Paid by Landlord: ☐
Paid by Tenant (If known): ☐ Tenant Paid Amount (If known):
Tenant Payment Frequency (If known):   — If Other (Explain):

🟢 Update 🟢 Cancel

🟢 Update 🟢 Cancel

3F ——→ ☐ I acknowledge the information entered is complete and accurate

4. Select the **Units** tab.
   4A. The 2023 Rental Units will display at the bottom of the screen, if available.
   4B. Export the 2023 Rental Units by selecting the **Export to XLSX** button (If you do not have 2023 Rental Units data, your exported spreadsheet will be blank, and you must input in the requested data.)
       Open the Rental Survey Units for License #: **«LicenseNumber»** Excel file.
       Review, edit, add, or delete unit information on the spreadsheet for all units in the facility as of April **1, 2024**.   4D. Verify all units' information on the spreadsheet. **Follow the instructions and data format requirements**
   as shown under the **Units** tab. Save the spreadsheet on your computer as *2024 Rental Survey Lic #«LicenseNumber»*   4F. Go back to the **Survey, Units tab**, select *Browse* on the right, then select the saved *2024 Rental Survey*
       Lic #«LicenseNumber» file from your desktop.
   4G. Click the *Upload Survey Units Information* button next to *Browse*.

- A confirmation message is displayed at the top of the page when the file is accepted, and the uploaded file will save under the *Documents* tab (4H) left of the Facility tab.
- If the file has incorrect formats or missing information, a message detailing the row and column of the error will display.

DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Correct any errors by checking online instructions and data format by repeating step 4A to 4F.

- **4H**   **4**

4D

Using the Survey Units Spreadsheet exported below, enter or update all the rental units' information in your facility as of April 1st of current year.

1. Unit Number = unique number assigned to the unit
   - Numbers, letters or combination only
   - Do not enter #, Symbols or Decimal Points
2. Bedrooms = Number of bedrooms in unit
   - Loft or Den is considered .5 bedroom
   - 0 is for Efficiency Unit
   - Enter 0,0.5, 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, 5 only
3. Occupy Date = Effective Date of lease, move-in date for current tenant, owner or employee
   - Enter MM/DD/YYYY
   - M = Month; D = Day of Month; Y = Year
4. Current or Street Rent (rent offered to a prospective tenant) = Rent on April 1st.
   - Required information for all units
   - Enter whole numbers only
   - Do not enter $, Symbols or Decimal Points
   - TOTAL Rent Received for Unit = Tenant Payment + Subsidy Payment
   - If owner or employee doesn't pay rent, enter 0 in Current or Street Rent
5. Vacant = Yes or No
   - Was unit vacant or not under a contract on April 1st
6. Number of Vacant Days (If vacant)
   - If Vacant on April 1st or
   - If Occupied Date/Effective Date is after April 1st last year to March 31st current year, how many days vacant?
   - Enter whole numbers only
7. Owner Employee Occupied = Yes or No
   - Unit is occupied by owner or employee
   - If owner or employee doesn't pay rent, enter 0 in Current or Street Rent

4G

4F   Upload (Excel spredsheets only)

browse   Upload Survey Units Information

4B   Export to XLSX

4A

Enter text to search...

Survey Year		Unit Number	Number of Bedrooms	Occupy Date	Rent	Vacant	Number of Vacant Days	Employee Occupied
2020		101	1	1/1/2020	$1,599.00	No		No
2020		102	2	1/1/2020	$2,499.00	No		No

Page 1 of 1 (2 items)   Page size: 10

5. Select the **Affordability Programs** tab.
   5B. Check the top box if property is a senior-only facility.
   5C. As applicable, enter the number of units available for each category listed, i.e., Average Median Income (AMI), Moderately Priced Dwelling Units (MPDU), etc. If not applicable, enter zero (0).
   5D. If applicable, click "Yes" for each affordability program at the facility leave blank otherwise
   5E. Click *Save*.

General Information   Contacts   Bills   Payments   Documents   Survey, Facility   Survey, Units   **Survey, Affordability Programs**   Marketplace Search Registrations   Click here for instructions

5E   Save

Please review the Affordability Programs effective at your facility and update the information as needed.

Affordable Restrictions

5B

Is this a Senior-Only facility   ☐ "Check if Yes"

If there are Affordability Programs, please identify the income-restriction(s) below:

Number of 30% AMI Units	12
Number of 40% AMI Units	0
Number of 50% AMI Units	0
Number of 60% AMI Units	0
Number of 65% AMI Units	0
Number of 80% AMI Units	10
Number of MPDU Units	0
Other - Please specify	0
When do the affordability restrictions expire?	MM/dd/yyyy

5C

Please identify the source of the Affordability Programs:

5D

County - Housing Initiative Fund	☐ "Check if Yes"
County - Payment in Lieu of Taxes	☑ "Check if Yes"
County – Rental Agreement to Preserve Affordability	☐ "Check if Yes"
County - Moderately Priced Dwelling Units	☐ "Check if Yes"
Federal - HOME Program	☐ "Check if Yes"
Federal - Low Income Housing Tax Credits	☑ "Check if Yes"
HOC - Managed/Owned Project	☐ "Check if Yes"
HOC - Public Housing	☐ "Check if Yes"
HOC - Project-Based Section 8	☑ "Check if Yes"
Other - Please specify	Enter Other Source information