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## Owner's Checklist for RCS Submission

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### Owner's Materials

- Signed Cover Letter
- Signed Owner's Checklist
- Scope of Repair

### RCS Materials

- RCS Appraiser's Transmittal Letter
- Scope of Work
- Description of Subject Project (including color photographs)
- Identification of the Subject's Market Area
- Description of Neighborhood
- Narrative Describing Selection of Comparables
- Locator Map for Subject and Comparables
- Rent Comparability Grid for Each Primary Unit type
- Narrative Explaining Adjustments and Market Rent Conclusions (one set of explanations for each Rent Grid)
- Comparable Project Profiles (each including a color photo)
- RCS Appraiser's Certification
- Copy of RCS Appraiser's License (only if relying upon a temporary license)

### Mandatory Market Rent Threshold Materials

- Distribution of RCS Rents and Subject Project's median rent
- Comparison of Project's median rent to the Median Gross Rent

### Owner's Signature & Date