



Town of Barnstable
Planning & Development Department
www.town.barnstable.ma.us/planninganddevelopment

Elizabeth Jenkins
Director

AAAP MONITORING FORM 2023

Property Owner: _____

Mailing Address: _____

Apartment Address (if different from above): _____

Phone: _____ Email: _____

Number of Bedrooms in apartment: Studio ____ 1 Bedroom ____ 2 Bedroom ____

Are Utilities included in Rent: Yes ____ No ____

2023 Maximum Allowable Rents (including utilities)

Unit Size	Studio	1 Bedroom	2 Bedroom
Maximum Rent	\$1,611	\$1,726	\$1,956

TOTAL MONTHLY RENT CHARGED: _____

Does your tenant receive rental assistance from a federal, state or local program (i.e. Section 8 voucher)? If yes, please cite assistance amount and agency: _____

TENANT INFORMATION

Maximum Tenant Income Limits (80% of AMI) 2023 Limits

# of Persons	1	2	3	4
Maximum Income	\$64,450	\$73,650	\$82,850	\$92,050

Name of Tenant(s): _____

(Tenant Information continued)

Number of Persons In Tenant Household: _____

Tenant Household Gross Income from all sources: _____

Owner Signature: _____

Date: _____

Documents to be kept on file with Homeowner:

1. **Signed 12 month lease**
2. **Documentation of Tenant Income:** homeowner should collect all documentation necessary to determine gross annual income of all tenants over 18 in household:
 - A. Copy of 2022 Tax returns for **all wage earning tenants**
 - B. Documentation of Income Source for **all wage earning tenants:**
 - Pay Stubs (4 consecutive, most recent) for all jobs held by each wage earning household member
 - Business Income
 - Alimony and Child Support
 - Documentation of any benefits/public assistance (i.e. Social Security, veteran benefits, pensions, annuities, insurance) Provide copy of statement
 - Unemployment Statements, worker's compensation, severance, or disability if applicable
 - Other Source of Income
3. **Documentation of Assets:**
 - Checking Accounts – most recent 4 months of statements (account balance sheet only)
 - Savings Account - most current statement (account balance only)
 - Stocks, bonds, mutual funds, CDs, money market accounts – most current statement
 - Retirement and Pension funds –most current statement
 - Assets disposed of in last 12 months
 - Lump sum payments (inheritance, lottery winnings, insurance settlements)