

SAMPLE VERBIAGE FOR HOUSE RULES HARDSHIP EXEMPTION

1. You may apply for a waiver of the minimum rent if one of the following situations occur
 - a. The family has lost eligibility for or is awaiting federal, state or local assistance, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence.
 - b. Income has decreased because of a change in circumstances, including loss of employment
 - c. A family member has died
 - d. When the family would be evicted as a result of the imposition of the minimum rent requirement
2. When you request a hardship waiver, the minimum rent will be suspended beginning the month following your request.
3. You will not be evicted for nonpayment of rent during the 90-day period beginning on the date of your request for waiver.
4. Once your request has been granted, the Owner/Agent will verify your circumstances to determine if you are eligible for the waiver and if so, whether the hardship will be temporary or long-term.
 - a. If you are NOT eligible
 - the minimum rent will be reinstated plus any back minimum rent owed for the period the rent was suspended.
 - b. Hardship is TEMPORARY (verified to last less than 90 days)
 - the minimum rent will be reinstated from the beginning of the suspension period.
 - The Owner/Agent will negotiate a repayment agreement with the family if necessary for any rent owed and not paid during this period.
 - c. Hardship is LONG TERM (90 days or more)

- you will be exempt from minimum rent for as long as the hardship continues.
- you will be required to report to the Owner/Agent on your circumstances every ninety (90) days.