

MODEL FORM

Have Households Submit Written Requests for Minimum Rent Exemption

Have households that request minimum rent exemptions complete a form like the Model Form below. We prepared this form with the help of Pam Roberts of the Gene B. Glick Company in Indianapolis. The form asks for basic household information and explains the exemption requirements. It then spells out the circumstances that qualify households for hardship exemptions

and asks the household to check the applicable circumstances. It also asks the household to specify whether the need for the exemption is short-term or long-term. Finally, it says that the household agrees to repay any amounts suspended temporarily, in accordance with a repayment agreement to be negotiated later. Show this form to your attorney before you start using it.

MINIMUM RENT EXEMPTION REQUEST

HOUSEHOLD HEAD _____ UNIT # _____

I. CONDITIONS FOR HARDSHIP EXEMPTION

Department of Housing and Urban Development (HUD) regulations normally require that all households pay at least \$25 minimum rent. But HUD permits certain households that pay minimum rent to apply for exemptions from paying it. We have listed below the circumstances that can qualify for these exemptions. If you believe your household qualifies for an exemption, please check the qualifying circumstances that apply to you.

Also please indicate whether you believe your need for an exemption will be short-term or long-term. Generally, circumstances that are expected to continue for 90 days or less are considered short-term, and those that are expected to continue for more than 90 days are considered long-term.

Only households that can verify that they need long-term exemptions will be allowed to have their minimum rent waived. If your need for an exemption is short-term, we will temporarily suspend your minimum rent obligation for up to 90 days. However, you must repay the total amount of suspended rent at the end of the short-term exemption period. We will work out a reasonable repayment schedule with you.

We will suspend your minimum rent obligation while we process your request and verify your need for an exemption. We expect this will take about one to two weeks. If we determine that you are not eligible for an exemption, you must pay any rent payments you missed. Here again, we can work with you on a reasonable repayment schedule.

II. CIRCUMSTANCES THAT QUALIFY HOUSEHOLDS FOR EXEMPTION

I am requesting an exemption from paying the minimum rent because (*check all that apply*):

- My household would be evicted if the minimum rent requirement was imposed.
- My household lost eligibility for a federal, state, or local assistance program in the past 60 days.
- My household is awaiting an eligibility determination for a federal, state, or local assistance program.
- My household's income decreased in the past 60 days because of changed circumstances, including the loss of employment.
- An income contributor to the household died in the past 60 days.
- Other circumstances (*please specify*) _____

My household's need for an exemption is: short-term (1 to 3 months) long-term (longer than 3 months)

III. AGREEMENT TO REPAY

I agree that, if I do not qualify for a long-term exemption, I will repay all the suspended rent. I understand that I must work with you if necessary to come up with a reasonable written repayment agreement and schedule based on the amount due and my household's circumstances at that time. I agree to repay the suspended rent based on that schedule.

Household head's signature _____ Date _____

IV. TO BE COMPLETED BY MANAGER

Household: qualifies for a short-term exemption qualifies for a long-term exemption
 does not qualify for an exemption.

Manager's signature _____ Date _____