

PSH

Permanent
Supportive
Housing
Program

Landlord Information Packet

LANDLORD INFORMATION PACKET

This packet contains the following:

- Overview of the Permanent Supportive Housing (PSH) Program
- Request for Tenancy Approval
- Lead Warning Statement
- HOM Request for Taxpayer Identification and Payment Remittance Form
- Direct Deposit Authorization Form
- Sample Housing Assistance Payments (HAP) Contract

Please read the overview carefully and follow the instructions on each form to complete them properly. If you have any questions or need assistance, please contact our office or visit our website at www.hominc.com

The Permanent Supportive Housing Program is operated and administered in accordance with the Partner's program rules and applicable federal, state and local regulations and requirements.

— The HOM Team



OVERVIEW OF THE HOM, INC. PERMANENT SUPPORTIVE HOUSING PROGRAMS

INTRODUCTION

HOM, Inc., operates Permanent Supportive Housing programs on behalf of Non-Profit Partners (Partners). The rental assistance provided by these programs is for low-income households who are homeless and have a disabling condition. The Programs are similar to the HUD Section 8 Housing Choice Voucher Program in several ways, however they are **not Section 8** and **there are differences**.

This Overview is intended to serve as a brief summary and explanation of the major components of the Permanent Supportive Housing programs as administered/managed by HOM. The information provided in this Overview is subject to applicable federal regulations for these programs and the Partners' program rules. These materials are available for your review at the HOM office Monday through Friday during normal business hours.

TENANT BASED RENTAL ASSISTANCE

The Permanent Supportive Housing program is similar to the HUD Section 8 Housing Choice Voucher Program in several ways. Participants in the HOM Permanent Supportive Housing program are assisted in locating a dwelling unit of their choice in the community that meets program eligibility requirements. In order for the dwelling unit to be eligible for the program, the unit must pass a Housing Quality Standards (HQS) Inspection, and the rent for the unit must be determined to be reasonable in comparison to other unassisted units similar in location, size, unit type, age, unit amenities and property facilities and does not exceed the established payment standards for the program.

Participants in the program are required to pay 30% of their adjusted monthly income towards the cost of rent and utilities. HOM calculates the participant's portion of rent in accordance with program guidelines. The remaining portion of the Contract Rent for the dwelling unit is subsidized by the program and is paid directly to the Landlord.

The program is a "Tenant Based" program, meaning that the HOM participant is the leaseholder and the sole Tenant for the dwelling unit. HOM enters into Housing Assistance Payments (HAP) Contracts with Landlords for the purpose of providing rental assistance to HOM clients and their authorized family members.

TENANT SELECTION

Landlords are encouraged to use their normal tenant selection criteria in considering HOM applicants for tenancy. We do ask that the landlords take into consideration each applicant's background issues and how their homelessness and/or disabling condition may have played a role in these matters. HOM only determines that the applicant is eligible to receive rental assistance in the Program according to program eligibility criteria. HOM does not screen program participants for suitability for tenancy. Such screening is the Landlord's responsibility.

NOTE: In accordance with Federal Fair Housing Laws, it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. A blanket policy of not accepting

applicants with felony convictions is a violation of Federal Fair Housing Laws. Required Program Paperwork for Initial Lease-Up

Once the Landlord has approved the HOM applicant for tenancy, the Landlord and applicant must complete preliminary paperwork required to initiate a lease and HAP Contract. This paperwork includes:

- **Request for Tenancy Approval**
- **Lead Warning Statement**
- **Request for Taxpayer Identification Number and Certification**
- **Direct Deposit Authorization**

This paperwork must be completed and submitted to HOM prior to the scheduling of HQS Inspections, payment of fees and deposits, and/or the execution of leases and HAP contracts. You may return these forms to HOM with the applicant, or you may email or fax them to our office.

PAYMENT OF DEPOSITS AND FEES

HOM will pay application fees, refundable and non-refundable deposits required for move-in for *new participants* in the Permanent Supportive Housing program. These fees will be paid with the first month's housing assistance payment following the proper execution and receipt of all required program paperwork, including the HAP Contract and lease. Participants transferring from their first unit in the program to another unit may be required to pay the required fees and deposits themselves. All deposits and fees assessed must be the same as those assessed for unassisted tenants. HOM does **not** pay pet deposits.

All refundable deposits paid by HOM on behalf of the program participant are to be **refundable to HOM** at the termination of the lease in accordance with the Housing Assistance Payments (HAP) Contract and the Arizona Residential Landlord and Tenant Act (ARLTA).

HQS INSPECTION REQUIREMENTS

The unit must **PASS** a Housing Quality Standards (HQS) inspection **BEFORE** we can execute a Housing Assistance Payments (HAP) Contract on behalf of the HOM participant. ***The landlord is responsible for ensuring that all utilities are on at the dwelling unit at the time of the initial HQS inspection.*** Once the unit passes the initial HQS inspection, please execute your standard lease with the tenant and send the lease to HOM. Following our receipt of the executed lease, we will email you:

- the **HOM Housing Assistance Payments (HAP) Contract**, with the **Tenancy Addendum**

We will not process the payment for the required fees, deposits and/or housing assistance payment for the new Tenant until we have received executed copies of **all** required paperwork.

LEAD-BASED PAINT HAZARDS AND LANDLORD DISCLOSURE REQUIREMENTS

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Landlords are required to disclose the presence of any known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. HOM provides the EPA's *Protect Your Family from Lead in Your Home* pamphlet to all program participants.

The **Lead Warning Statement** must be completed and signed by the Landlord, Tenant, and HOM prior to the leasing and execution of a HAP Contract for the dwelling unit. If you have any questions regarding Landlords' responsibilities and obligations with regard to lead-based paint, please contact the HOM office. We have materials and information from HUD and the EPA that we will provide to you.

LEASE AND HOUSING ASSISTANCE PAYMENTS CONTRACT REQUIREMENTS

Landlords must execute their standard property Lease with the HOM participant. The term of the initial Lease must be for a full **year**. The HOM Tenancy Addendum (Part C of the HAP Contract) must be attached to and made a part of the Landlord's Lease.

The Housing Assistance Payments (HAP) Contract is the agreement between the Landlord and HOM. The purpose of the HAP Contract is to assist the HOM participant to lease a decent, safe and sanitary dwelling unit from the Landlord. The HAP Contract contains the entire agreement between HOM and the Landlord. This Overview will summarize the major components of the HAP Contract; however, ***Landlords are encouraged to read the HAP Contract thoroughly.***

ISSUES OF NON-COMPLIANCE DURING TENANCY

Each HOM participant is assigned a Housing Specialist at HOM who provides his/her client with assistance with housing issues during their participation in the program. In addition, each HOM participant receives case management and/or supportive services from the Partners. Case Managers and Supportive Service Providers, provide the Tenant with wrap-around supportive services so that they are able to successfully live independently in the community.

In the event that there are issues of non-compliance at the property with a HOM participant, the HOM Housing Specialists should be the Landlord's first point of contact. As the HOM participant is the leaseholder for the unit, all notices of non-compliance must be served directly to the HOM participant. However, all notices of non-compliance must also be provided to HOM at the time that they are served to the Tenant and may be done via fax or email. At that time, the appropriate Housing Specialist will contact the Landlord to get more information about the incident(s).

The HOM Housing Specialist will then contact the Case Manager and/or Supportive Services provider for the client who has received a non-compliance notice and, if appropriate, request that an informal meeting, or staffing, be scheduled to address the issue(s) of non-compliance. At that time, the clinical team and HOM will meet with the client and assess the situation and provide clarification, education, and recommendations for correction of the breach of the lease agreement. These staffings typically defray problems before they lead to further notices of non-compliance or an actual eviction of the Tenant.

When necessary, however, eviction proceedings against HOM participants must be initiated according to the Arizona Residential Landlord and Tenant Act (ARLTA). HOM takes great care to ensure that HOM clients are afforded their rights under the ARLTA, and that eviction proceedings are instituted properly and lawfully.

INTERIM AND ANNUAL ADJUSTMENTS TO THE TENANT'S PORTION OF RENT

On an interim and annual basis HOM participants are required to recertify their continued eligibility in the HOM Rental Assistance Programs. Upon interim or annual re-examinations, HOM will recalculate the Tenant's portion of rent. Changes in the Tenant's portion of rent will be provided to the Tenant and Landlord in a one-page amendment to the existing HAP Contract. The amendment will provide the new Tenant Rent and Housing Assistance Payment to the Landlord and the effective date of the change.

The Tenant's portion of rent is determined by HOM, and HOM only, and it is **illegal** to charge any additional amounts for rent or any other items not specified in the Lease that have not been specifically approved by HOM.

ANNUAL HQS INSPECTIONS

HOM is required to conduct a Housing Quality Standards (HQS) inspection for all dwelling units on an annual basis. The annual HQS inspection is conducted to determine whether the dwelling unit continues to meet Housing Quality Standards. HOM will notify both the Landlord and Tenant of the HQS Inspection date in writing at least 48 hours prior to the inspection date. ***It is the Landlord's responsibility to provide access to the dwelling unit for the inspection.*** If the HQS Inspector cannot gain access to the unit, the inspection automatically fails, and the thirty-day period for correction of deficiencies begins immediately.

Upon completion of the HQS inspection, the HQS Inspector will leave a copy of the HQS Inspection Report with the Landlord. There are three possible ratings for dwelling units:

1. PASS

- If the unit passes the HQS Inspection, no additional work is required by the Landlord.

2. PASS WITH COMMENT(S)

- If the unit passes with comments, typically the HQS Inspector will submit written work orders to the management on behalf of the Tenant for normal day-to-day maintenance items that need attention. These items do not fail the unit, however, are noted on the HQS Inspection Report.

3. FAIL

- If the unit fails the HQS Inspection, the Landlord is required to correct all deficiencies in the unit within a specified time period. Deficiencies that cause the unit to fail for material health and safety require immediate correction and re-inspection within 48 hours. All other deficiencies require correction within thirty days. The HQS Inspector will specify the re-inspection date on the HQS Inspection Report. ***Landlords are responsible to provide Tenants with proper written 48-hour notices of intent to enter in order to complete any necessary work in order to correct deficiencies.***
- The HQS Inspector will re-inspect the unit on the date specified on the HQS Inspection Report to determine whether the deficiencies have been corrected. If the deficiencies are not corrected at the re-inspection, the HQS Inspector will fail the unit again, and will begin the Abatement procedure.

ABATEMENT

If a dwelling unit fails the Annual HQS Inspection and re-inspection after the specified correction period, the Housing Assistance Payment for that unit will be abated. HOM will send to the Landlord, both certified and first-class mail the **Notice of Abatement for Noncompliance with Housing Quality Standards**. The abatement period begins the 1st day of the month following the month that the unit fails the re-inspection and continues until the Landlord corrects all deficiencies and makes arrangements with HOM to re-inspect the unit. Once the unit passes the re-inspection, the abatement period ends. The Housing Assistance Payment for the unit for the following rental period will be reduced on a pro-rated basis according to the number of days that the unit did not meet HQS. ***Abatements of Housing Assistance Payments are non-recoupable.***

ANNUAL LEASE RENEWALS

The term of initial Lease must be for a full **TWELVE-MONTH** period. Landlords are required to provide both the Tenant and HOM a notice of intent to renew or not renew the Lease at least sixty (60) days prior to the expiration of the lease. At that time, Landlords are allowed to request an increase in the Contract Rent amount for the dwelling unit. Requests for rent increases will be processed using several factors in determining approval. These

factors include HUD Fair Market Rents, current trends in the rental market, and a Rent Reasonableness test to ensure that the proposed Contract Rent does not exceed rents charged for unassisted units similar in location, size, unit type, age, unit amenities, and property facilities.

Rent adjustments are made on an anniversary basis only, and therefore, it is recommended that Landlords offer **TWELVE-MONTH** leases upon renewal of the lease term. If the lease term is less than twelve months, the landlord is not eligible to request an increase in the Contract Rent until the anniversary date of the prior rent increase, despite the expiration date of the Lease.

Once any rental increases are approved, HOM will provide a one-page amendment to the existing HAP Contract and Lease to establish the new Contract Rent. Landlord must provide HOM a copy of the executed Lease renewal with the Tenant. ***We will not process the Housing Assistance Payment for the renewal month of the Lease until an executed copy of Landlord's lease is returned to HOM.***

MOVE-OUTS AND DAMAGE CLAIMS

Once the Tenant vacates the dwelling unit, the Landlord must notify the HOM Housing Specialist immediately of the vacancy. At that time, an HQS Inspector will arrange to conduct a move-out inspection of the unit within 48 hours of the Landlord's notification of move-out. The HQS Inspector will video the unit and complete a move-out inspection form for the Landlord to sign. The Damage Claim form and Vacancy Loss Worksheet are available on the HOM website at www.hominc.com/hom-inc-landlord-information.html for the Landlord to complete and submit to HOM for reimbursement for damages and vacancy loss.

The Program provides up to two (2) month's Contract Rent, minus any refundable security deposit collected by the Landlord to be used for damages to the unit that are Tenant-caused and above and beyond normal wear and tear. The HQS inspection forms have a depreciation schedule that will be utilized for damages above normal wear and tear. The Program also provides up to 80% of one (1) month's Contract Rent to be paid for vacancy loss for the unit if the unit remains vacant beyond the last day of the month that the Tenant vacated. ***Damage Claims will not be processed without a move-out inspection conducted by the HOM HQS Inspector or photographic evidence of the damages.***

TERMS AND CONDITIONS OF THE PROGRAM

This Overview is intended merely as a brief summary of the major components of the Program. The HOM Housing Assistance Payments Contract and Tenancy Addendum contain the entire agreement between the Landlord, Tenant, and HOM. The program is implemented in accordance with applicable federal regulations pertaining to these programs and in accordance with the Partners' program rules. These documents are available at the HOM office for the Landlord's review Monday through Friday during normal business hours.

Please feel free to contact the office at (602) 265-4640 if you have any questions regarding the program. We will be happy to answer any of your questions. Thank you for your cooperation!

Request for Tenancy Approval

Tenant-Based Rental Assistance

Prospective Tenant Name:

The *Request for Tenancy Approval* must be completed and executed by the owner or his/her agent and the prospective tenant in order to initiate rental assistance on behalf of the participant. HOM, Inc. uses the information collected in these pages to determine program eligibility for the owner, unit and lease. **All three pages must be delivered to HOM, Inc. by email at RFTA@hominc.com, regular mail, in person or via fax at (602) 265-4680.** Your assistance and cooperation is greatly appreciated.

| | | | | | | | | |
|---|---------------------|--|--|---|---------------|----------------------------------|--|--|
| 1. Housing Provider HOM, Inc. 5326 E Washington St., Suite 5 Phoenix AZ 85034-2130 | | | 2. Address of Unit (Street Address, Apt #, City, State & Zip Code) | | | | | |
| 3. Date Avail for Inspection | 4. Lease Start Date | 5. Lease End Date | 6. Bedrooms (Number) | 7. Bathrooms (Number) | 8. Year Built | 9. Square Footage | | |
| Lease must be 12 months | | | | | | | | |
| 10. Proposed Rent (Including Tax) \$ | | 11. Application / Processing Fee \$ | | 12. Refundable Security Deposit \$ | | 13. Non-Refundable Fee \$ | | |
| 14. Rent Concession or Move-In Special (Please provide explanation or separate worksheet detailing any financial concession offered) | | | | | | | | |

15. Type of House / Apartment:

☐ Single Family Detached
 ☐ Semi-Detached / Row House
 ☐ Manufactured Home
 ☐ Apartment
 ☐ Elevator/High-Rise

16. If this unit is subsidized, indicate the type of subsidy:

☐ Section 202
 ☐ Section 221 (d)(3)(BMIR)
 ☐ Section 236 (Insured or noninsured)
 ☐ Section 515 Rural Development

☐ HOME
 ☐ Tax Credit (LIHTC)
 ☐ Other (Specify):

17. Utilities and Appliances:
The owner shall provide or pay for the utilities and appliances indicated below by checks in the "Owner" boxes. The tenant shall provide or pay for the utilities and appliances indicated below by checks in the "Tenant" boxes. Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

| Item | Electric | Natural Gas | Owner | Tenant | Utility Providers |
|---|-----------------------------|--------------------------|--------------------------|--------------------------|--|
| Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electric Provider: |
| Cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Water Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Natural Gas Provider: |
| Other Electric | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Cooling (Check): <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Evaporative Cooling | | | <input type="checkbox"/> | <input type="checkbox"/> | Water Provider: |
| Water | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sewer | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Trash Collection | | | <input type="checkbox"/> | <input type="checkbox"/> | Sewer Provider: |
| Appliance: Range | Provided By ----> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Appliance: Refrigerator | Provided By ----> | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other (Specify): | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Other: |

18. Amenities and Facilities: Please check the applicable unit amenities and property facilities for the dwelling unit

| Unit Amenities | | Property Facilities | |
|--|--|---|---|
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Double Sinks (Bathroom) | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Gated Community |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Patio | <input type="checkbox"/> Racquetball Court | <input type="checkbox"/> Lighted Walkways |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Balcony | <input type="checkbox"/> Tennis Court | <input type="checkbox"/> Covered Parking |
| <input type="checkbox"/> Ceiling Fan(s) | <input type="checkbox"/> Vertical Blinds | <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Community Grills |
| <input type="checkbox"/> Walk-In Closet(s) | <input type="checkbox"/> Double-Paned Windows | <input type="checkbox"/> Jacuzzi | <input type="checkbox"/> Security / Courtesy Patrol |
| <input type="checkbox"/> Vaulted Ceilings | <input type="checkbox"/> Cable Ready | <input type="checkbox"/> Laundry Facilities | <input type="checkbox"/> Elevators |
| <input type="checkbox"/> Track Lighting | <input type="checkbox"/> New Appliances | <input type="checkbox"/> Weight Room | <input type="checkbox"/> Close to Bus Line |
| <input type="checkbox"/> French Doors | <input type="checkbox"/> Washer / Dryer | <input type="checkbox"/> Club House | <input type="checkbox"/> Close to Shopping |

Request for Tenancy Approval

Tenant-Based Rental Assistance

Prospective Tenant Name:

19. Owner's Certifications:

By executing this request, the owner certifies that:

a. The person completing and executing this request for tenancy approval is the legal owner or the legally designated agent for the above referenced unit and the applicant / prospective tenant has no ownership interest in the dwelling unit whatsoever. The owner or agent understands that HOM, Inc. will verify ownership of the unit through the county assessor's office, however, may request additional information to verify ownership if necessary.

Please provide a copy of the management agreement if the unit is being managed by an agent.

b. The family members listed on the proposed lease agreement as approved by HOM, Inc. are the only individuals permitted to reside in the unit. Neither the owner nor the agent is permitted to live in the unit while receiving housing assistance payments for the unit.

c. The most recent rent charged for the above dwelling unit was \$_____ per month. This rent included the following utilities:

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Heating | <input type="checkbox"/> Cooking | <input type="checkbox"/> Water Heating |
| <input type="checkbox"/> Cooling | <input type="checkbox"/> Other Electric | |
| <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Trash |

The reason for any *difference* between the prior rent and the proposed rent for this lease is:

d. The owner understands his obligations in compliance with the Housing Assistance Payments (HAP) Contract to perform necessary maintenance so the unit initially meets and continues to comply with housing quality standards.

e. The amount of the security deposit requested is in compliance with state and local law. The tenant's portion of the monthly rent to owner is determined by HOM, Inc. and it is illegal to charge any additional amounts for rent or any other item not specified in the lease which have not been specifically approved by HOM, Inc.

f. The owner (including principal or other interested party) is not the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless HOM, Inc. has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

g. A completed Lead Warning Statement is attached containing disclosure of any known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

h. The owner has received a copy of the Overview of the HOM, Inc. Rental Assistance Programs.

i. HOM, Inc. has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

j. The owner's lease must include word-for-word all provisions of the Tenancy Addendum.

k. The total number of dwelling units located at the property are:

l. HOM, Inc. will arrange for an inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

| | |
|---|-------------------------------------|
| Business Name of Property or Name of Owner / Owner Representative | Name of Applicant / Family |
| Signature _____ Date _____ | Signature(s) _____ Date _____ |
| Business Address _____ | Present Address of Family _____ |
| Fed Taxpayer ID # or Soc. Sec #: _____ | Telephone Number _____ |
| Telephone Number _____ () | Telephone Number _____ () |
| Fax Number _____ () | Other Telephone Number _____ () |
| E-Mail Address _____ | E-Mail Address _____ |

Request for Tenancy Approval

Tenant-Based Rental Assistance

Prospective Tenant Name:

20. Rent Reasonableness:

Owners of projects with *more than four (4) units* must complete the following section for most recently leased comparable unassisted units within the premises.

Comparable Unit #1

| | | | | | FOR HOM USE ONLY | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| Address and Unit Number | | | Unit Size | Square Footage | Date Rented / Lease Renewed | Monthly Rent (Incl. Tax) | Utility Allowance | Gross Rent |
| | | | | | | \$ | \$ | \$ |
| Item | Electric | Gas | Owner Pays | Tenant Pays | Item | | Owner Pays | Tenant Pays |
| Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cooling / Air Conditioning | | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | | <input type="checkbox"/> | <input type="checkbox"/> |
| Water Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer | | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Electric (Lights) | | | <input type="checkbox"/> | <input type="checkbox"/> | Trash Collection | | <input type="checkbox"/> | <input type="checkbox"/> |

Comparable Unit #2

| | | | | | FOR HOM USE ONLY | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| Address and Unit Number | | | Unit Size | Square Footage | Date Rented / Lease Renewed | Monthly Rent (Incl. Tax) | Utility Allowance | Gross Rent |
| | | | | | | \$ | \$ | \$ |
| Item | Electric | Gas | Owner Pays | Tenant Pays | Item | | Owner Pays | Tenant Pays |
| Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cooling / Air Conditioning | | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | | <input type="checkbox"/> | <input type="checkbox"/> |
| Water Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer | | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Electric (Lights) | | | <input type="checkbox"/> | <input type="checkbox"/> | Trash Collection | | <input type="checkbox"/> | <input type="checkbox"/> |

Comparable Unit #3

| | | | | | FOR HOM USE ONLY | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|--------------------------|--------------------------|
| Address and Unit Number | | | Unit Size | Square Footage | Date Rented / Lease Renewed | Monthly Rent (Incl. Tax) | Utility Allowance | Gross Rent |
| | | | | | | \$ | \$ | \$ |
| Item | Electric | Gas | Owner Pays | Tenant Pays | Item | | Owner Pays | Tenant Pays |
| Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cooling / Air Conditioning | | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | | <input type="checkbox"/> | <input type="checkbox"/> |
| Water Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer | | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Electric (Lights) | | | <input type="checkbox"/> | <input type="checkbox"/> | Trash Collection | | <input type="checkbox"/> | <input type="checkbox"/> |

RENT REASONABLENESS DETERMINATION – FOR HOM USE ONLY

| Subject Unit: Address and Unit Number | Unit Size | Square Footage | Requested Contract Rent | Utility Allowance | Gross Rent |
|---------------------------------------|-----------|----------------|-------------------------|-------------------|------------|
| | | | \$ | \$ | \$ |

In accordance with 24 CFR Part 982.507, I certify that, based upon the information provided by the owner in Section 20 above, the requested Contract Rent is reasonable. (Reference Notice PIH 2003-12)

HOM Representative Signature

Title

Date



Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

LANDLORD DISCLOSURE

CHECK ONE OF THE FOLLOWING BOXES AND INITIAL HERE:

1. Presence of lead-based paint or lead-based paint hazards _____ (initial)
- ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- ☐ Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

CHECK ONE OF THE FOLLOWING BOXES AND INITIAL HERE:

2. Records and reports available to the Landlord (check one below): _____ (initial)
- ☐ Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- ☐ Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

TENANT ACKNOWLEDGMENT

3. Tenant has received copies of all information listed above. _____ (initial)
4. Tenant has received the pamphlet *Protect Your Family From Lead in Your Home*. _____ (initial)

HOM, INC. ACKNOWLEDGMENT

5. HOM, Inc. has informed the Landlord of the Landlord's obligations under 42 U.S.C. 4852d and is aware of its responsibility to ensure compliance. _____ (initial)

CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Landlord

Date

Tenant

Date

HOM, Inc.

Date

The purpose of this form is to request the Taxpayer Identification Number (TIN) and Payment Remittance Information for the owner of the property receiving payments under the HOM, Inc. Rental Assistance Programs. This form is substantially similar to and may be used as a substitute for the IRS Form W-9 (See *IRS Instructions for the Requester of Form W-9*). If you have any questions about the completion of this form, please contact HOM, Inc. at (602) 265-4640 or 1-877-HOM-INC1. Thank you for your cooperation.

Taxpayer Identification Information

Name (As shown on your Income Tax Return)

Business name (This should be the DBA name of the business or property, if applicable)

Check appropriate box for federal tax classification: Check only one of the following seven boxes:

☐ Individual/Sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited Liability Company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other ➤

Exemptions (codes apply only to certain entities, not individuals):
Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

Address (This should be the address that the 1099 is sent to at the end of the tax year)

City, state, ZIP Code

Payment Remittance Information

Name for Payment Remittance (HOM, Inc. payments will be made payable to this name)

Address for Payment Remittance (HOM, Inc. payments will be mailed to this address)

City, state, ZIP Code

Please provide telephone and fax numbers for the owner and/or management company for the property (Include area codes)

Office / Primary Contact Phone

Fax

E-Mail Address

()

()

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN.)

For other entities, it is your employer identification number (EIN.)

Note: If you have questions about the proper completion of this section, please refer to the IRS Form W-9.

Social Security Number

| LOCAL SECURITY PLAN | | | | | | | | | |
|---------------------|--|--|---|--|--|---|--|--|--|
| | | | ● | | | ● | | | |

or

Employer Identification Number

| | | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|
| | | ● | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|

Note: Payments you receive may be subject to backup withholding if you fail to provide and certify your correct TIN.

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of U.S. person ➤

Date ➤



HOUSING ASSISTANCE PAYMENTS DIRECT DEPOSIT AUTHORIZATION FORM

Please complete, sign and return this form along with a voided check to HOM, Inc. We will process your request and notify you in writing once we have completed the direct deposit transaction. Thank you.

OWNER / PROPERTY IDENTIFICATION

| | |
|--|--|
| Community / Marketing Name | Street Address of Property - Physical Location of Unit(s) |
| Owner/Taxpayer Name (Not the management comp, if applicable) | Owner Tax ID (Social Security or Employer Identification Number) |

PLEASE CHECK THE APPROPRIATE TRANSACTION TYPE

| | | |
|--|--|---|
| <input type="checkbox"/> New Agreement | <input type="checkbox"/> Change of Account | <input type="checkbox"/> Cancel Agreement |
|--|--|---|

CONTACT INFORMATION FOR PAYMENTS

| | | | |
|-----------------|------------|--|----------|
| Contact Name | Title | | |
| Phone Number | Fax Number | E-Mail: REQUIRED (Itemization of payments will be sent to this address) | |
| Mailing Address | City | State | Zip Code |

FINANCIAL / PAYMENT INFORMATION Please do not use the routing number from a deposit slip as it is not the correct routing number. **** Attach a Scanned VOID CHECK ****

| | | | |
|--|--|-------|----------|
| Financial Institution Name | Payee Name (As it appears on bank account) | | |
| Address and/or Branch | City | State | Zip Code |
| Routing/Transit Number (Do not use the number on the deposit slip!) | Account Number | | |
| Type of Account (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Depository | Space Below for HOM Use Only | | |

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I hereby authorize HOM, Inc. to deposit Housing Assistance Payments (HAP) by electronic funds transfer (EFT) into the account with the Financial Institution indicated above. I understand that, if I fail to provide accurate and complete information on this authorization form, the processing of my payments may be delayed.

This authority is to remain in full force and effect until HOM, Inc. has received written notice to terminate this authorization. The undersigned must allow a reasonable amount of time for initiating or terminating Direct Deposit and is responsible for notification of any change in financial institution information.

| | |
|----------------------|------|
| Authorized Signature | Date |
|----------------------|------|



Housing Quality Standards (HQS) Inspections Landlord Tip Sheet

Following is a list of items that frequently cause HQS Inspections to fail. We recommend that you conduct your own inspection of the unit prior to the HQS Inspection to ensure that your unit is ready.

Make sure that all utilities, including electricity, gas, and water are on in the unit prior to the inspection!

Electrical

- ◆ Improper types of wiring, connections or insulation
- ◆ Wires lying in or located near standing water or other unsafe places
- ◆ Missing light fixtures such as globes or other covers
- ◆ Missing or cracked cover plates on switches or outlets
- ◆ Exposed fuse box connections
- ◆ Smoke detectors must be installed and operational

Plumbing

- ◆ Missing or incorrectly installed discharge lines on water heaters – discharge line must be directed toward the ground (with the flow of gravity) and must extend to within 6 inches from the ground
- ◆ Jammed or inoperable garbage disposals
- ◆ Missing valve handles
- ◆ Leaky water fixtures and/or showerheads
- ◆ Plugged drains for sinks, tubs, commodes

Windows and Doors

- ◆ Windows that are designed to be opened that do not lock - Thumb locks are acceptable
- ◆ Broken or cracked windows and/or window panes
- ◆ Bathroom doors that do not lock
- ◆ Window coverings that do not operate as designed – i.e., mini blinds, vertical blinds, etc.
- ◆ Doors / door knobs that are unaligned, do not latch, and/or are missing the striker plate
- ◆ Cracked or broken door jambs

Flooring

- ◆ Carpet / vinyl that is lifted or damaged creating a tripping hazard

Kitchen / Appliances

- ◆ Inoperable burners on stove
- ◆ Knobs or handles missing on stoves and refrigerators

Exterior

- ◆ Chipped and/or peeling paint
- ◆ Dilapidated fences and/or gates
- ◆ Debris and overgrowth of grass and shrubbery

All design elements must be present and operate as designed!

If you have questions about the HQS Inspection process, please contact our office at 602-265-4640 or 1-877-HOMINC1 or visit our web site at www.hominc.com. Re-inspections for failed units cost time and money for you, the tenant and HOM, Inc. Help all of us by making sure your unit will pass the HQS Inspection the first time!



LEASE VIOLATION NOTIFICATION FORM

| | |
|---|--|
| Email To: _____ www.hominc.com for Team email addresses | From: _____ Landlord / Property Name |
| _____ | _____ |
| Today's Date | Landlord Representative Name |
| Re: _____ Tenant Name | _____ |
| | Landlord Contact Telephone Number |

I / WE HAVE ISSUED THE FOLLOWING NOTICE TO THE RESIDENT REFERENCED ABOVE:

- | | |
|--|---|
| <input type="checkbox"/> 5-Day for Non-Payment of Rent | <input type="checkbox"/> Immediate Eviction for Material and Irreparable Breach |
| <input type="checkbox"/> 10-Day Notice of Non-Compliance | <input type="checkbox"/> 5-Day Notice for Health and Safety |
| <input type="checkbox"/> 2 nd 10-Day Notice of Non-Compliance | <input type="checkbox"/> 30-Day Notice to Terminate |

PLEASE ATTACH A COPY OF THE NOTICE

Brief Description of the Violation: _____

PLEASE ATTACH OTHER DOCUMENTATION IF AVAILABLE

I / WE INTEND TO TAKE THE FOLLOWING ACTION:

- ☐ No Further Action
- ☐ Eviction
- ☐ Other: _____
- _____
- _____
- _____

I / We understand that should the lease violation result in eviction, that is my/our responsibility to notify of HOM of the date that the writ of restitution is executed or the vacate date, whichever occurs first.

I / We understand that it is my/our responsibility to contact HOM to schedule a move-out inspection of the unit once the unit is vacated.

ATTENTION LANDLORD/OWNER: PLEASE MAKE COPIES OF THIS FORM FOR YOUR USE

Housing Assistance Payments Contract (HAP Contract) HUD Continuum of Care Program Tenant-Based Rental Assistance Program

HOM, Inc.
5326 E Washington St., Suite 5
Phoenix, AZ 85034-2130
(602)265-4640

Part A of the HAP Contract: Contract Information

1. Contents of Contract

This HAP contract has three parts:
Part A: Contract Information
Part B: Body of Contract
Part C: Tenancy Addendum

2. Tenant

TENANT NAME

3. Contract Unit

STREET ADDRESS
UNIT NUMBER
CITY STATE ZIP

4. Household

The following persons may reside in the unit. Other persons may not be added to the household without prior written approval of the owner and the Housing Provider.

HOUSEHOLD MEMBERS

5. Initial Lease Term

The initial lease term begins on: 04/01/2017
The initial lease term ends on: 03/31/2018

6. Initial Rent to Owner

The initial rent to owner is: \$ 717.00 (Including tax).
During the initial lease term, the owner may not raise the rent to the tenant.

7. Initial Housing Assistance Payment

The HAP contract term commences on the first day of the initial lease term. At the beginning of the HAP contract term, the housing assistance payment by the Housing Provider to the owner is \$ 490.00 per month. The amount of the monthly housing assistance payment by the Housing Provider to the owner is subject to change during the HAP contract term in accordance with HUD requirements.

8. Initial Family Payment to Owner

The Family is responsible for paying the owner any portion of the rent to owner that is not covered by the Housing Provider housing assistance payment. The amount of the family payment to the owner is subject to

change during the HAP contract term in accordance with HUD requirements. Initially and until such change, the Family payment to the owner is \$ 227.00 per month.

Following is a breakdown of the total rent to the owner between the housing assistance payment and the family payment for the first three months of the contract:

| Provider | Tenant | Total |
|----------|----------|----------|
| \$490.00 | \$227.00 | \$717.00 |
| \$490.00 | \$227.00 | \$717.00 |
| \$490.00 | \$227.00 | \$717.00 |

9. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

| Item | Paid By |
|------------------|---------|
| Heating | O |
| Cooking | O |
| Other Electric | O |
| Air Conditioning | O |
| Water Heating | O |
| Water | O |
| Sewer | O |
| Trash Collection | O |
| Refrigerator | O |
| Range | O |

Signatures:

Housing Provider: HOM, Inc.

SAMPLE

Signature

10/16/2017

Date

SAMPLE, TITLE

Print Name and Title of Signatory

Owner / Agent: Landlord Legal Name

SAMPLE

Signature

Date

SAMPLE

Print Name and Title of Signatory

Housing Assistance Payments Contract (HAP Contract) HUD Continuum of Care Program Tenant-Based Rental Assistance Program

HOM, Inc.
Housing Operations and Management

Part B of HAP Contract: **Body of Contract**

1. Purpose

- a. This is a HAP contract between HOM, Inc. and the owner. The HAP contract is entered to provide assistance for the family under the Tenant-Based Rental Assistance program.
- b. The HAP contract only applies to the household and contract unit specified in Part A of the HAP contract.
- c. During the HAP contract term, HOM, Inc. will pay housing assistance payments to the owner in accordance with the HAP contract.
- d. The family will reside in the contract unit with assistance under the Tenant-Based Rental Assistance program. The housing assistance payments by HOM, Inc. assist the tenant to lease the contract unit from the owner for occupancy by the family.

2. Lease of Contract Unit

- a. The owner has leased the contract unit to the tenant for occupancy by the family with assistance under the Tenant-Based Rental Assistance program.
- b. HOM, Inc. has approved leasing of the unit in accordance with requirements of the Tenant-Based Rental Assistance program.
- c. The lease for the contract unit must include word-for-word all provisions of the tenancy addendum required by Funder (Part C of the HAP contract).
- d. The owner certifies that:
 - (1) The owner and the tenant have entered into a lease of the contract unit that includes all provisions of the tenancy addendum.
 - (2) The lease is in a standard form that is used in the locality by the owner and that is generally used for other unassisted tenants in the premises.
 - (3) The lease is consistent with State and local law.
- e. The owner is responsible for screening the family's behavior or suitability for tenancy. HOM, Inc. is not responsible for such screening. HOM, Inc. has no liability or responsibility to the owner or other persons for the family's behavior or the family's conduct in tenancy.

3. Maintenance, Utilities, and Other Services

- a. The owner must maintain the contract unit and premises in accordance with the housing quality standards (HQS).
- b. The owner must provide all utilities needed to comply with the HQS.
- c. If the owner does not maintain the contract unit in accordance with the HQS, or fails to provide all utilities needed to comply with the HQS, HOM, Inc. may exercise any available remedies. Housing Provider remedies for such breach include recovery of overpayments, suspension of housing assistance payments, abatement or other reduction

of housing assistance payments, termination of housing assistance payments, and termination of the HAP

contract. HOM, Inc. may not exercise such remedies against the owner because of an HQS breach for which the family is responsible, and that is not caused by the owner.

- d. HOM, Inc. shall not make any housing assistance payments if the contract unit does not meet the HQS, unless the owner corrects the defect within the period specified by HOM, Inc. and HOM, Inc. verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects, the owner must correct the defect within the period specified by HOM, Inc.
- e. HOM, Inc. may inspect the contract unit and premises at such times as HOM, Inc. determines necessary, to ensure that the unit is in accordance with the HQS.
- f. HOM, Inc. must notify the owner of any HQS defects shown by the inspection.
- g. The owner must provide all housing services as agreed to in the lease.

4. Term of HAP Contract

- a. **Relation to lease term.** The term of the HAP contract begins on the first day of the initial term of the lease, and terminates on the last day of the term of the lease (including the initial lease term and any extensions).
- b. **When HAP contract terminates.**
 - (1) The HAP contract terminates automatically if the lease is terminated by the owner or the tenant.
 - (2) HOM, Inc. may terminate program assistance for the family for any grounds authorized in accordance with Funders requirements. If HOM, Inc. terminates program assistance for the family, the HAP contract terminates automatically.
 - (3) If the family moves from the contract unit, the HAP contract terminates automatically.
 - (4) The HAP contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.
 - (5) HOM, Inc. may terminate the HAP contract if HOM, Inc. determines, in accordance with HUD requirements, that available program funding is not sufficient to support continued assistance for families in the program.
 - (6) The HAP contract terminates automatically upon the death of a single member household, including single member households with a live-in aide.
 - (7) HOM, Inc. may terminate the HAP contract if HOM, Inc. determines that the contract unit does not provide appropriate space in accordance with the HQS and/or program requirements because of a change in family size or composition.
 - (8) If the family breaks up, HOM, Inc. may terminate the HAP contract, or may continue housing assistance

payments on behalf of family members who remain in the contract unit and remain eligible for the program.

- (9) HOM, Inc. may terminate the HAP contract if HOM, Inc. determines that the unit does not meet all requirements of the HQS, or determines that the owner has otherwise breached the HAP contract.

5. Provision and Payment for Utilities and Appliances

- a. The lease must specify what utilities are to be provided or paid by the owner or the tenant.
- b. The lease must specify what appliances are to be provided or paid by the owner or the tenant.
- c. Part A of the HAP contract specifies what utilities and appliances are to be provided or paid by the owner or the tenant. The lease shall be consistent with the HAP contract.

6. Rent to Owner: Reasonable Rent

- a. During the HAP contract term, the rent to owner may at no time exceed the reasonable rent for the contract unit as most recently determined or redetermined by HOM, Inc. in accordance with Funders requirements. The owner is required to provide information sufficient to meet this requirement.
- b. HOM, Inc. must determine whether the rent to owner is reasonable in comparison to rent for other comparable unassisted units. To make this determination, HOM, Inc. must consider:
 - (1) The location, quality, size, unit type, and age of the contract unit; and
 - (2) Any amenities, housing services, maintenance and utilities provided and paid by the owner.
- c. HOM, Inc. must redetermine the reasonable rent when required in accordance with Funders requirements. HOM, Inc. may redetermine the reasonable rent at any time.
- d. During the HAP contract term, the rent to owner may not exceed rent charged by the owner for comparable unassisted units in the premises. The owner must give HOM, Inc. any information requested by HOM, Inc. on rents charged by the owner for other units in the premises or elsewhere.

7. Housing Provider Payment to Owner

- a. **When paid**
 - (1) During the term of the HAP contract, HOM, Inc. must make monthly housing assistance payments to the owner on behalf of the family at the beginning of each month.
 - (2) HOM, Inc. must pay housing assistance payments promptly when due to the owner.
 - (3) If housing assistance payments are not paid promptly when due after the first two calendar months of the HAP contract term, HOM, Inc. shall pay the owner penalties in accordance with generally accepted practices and law, as applicable in the local housing market, governing penalties for late payment by a tenant. However, HOM, Inc. shall not be obligated to pay any late payment penalty if Funders determines that late payment by HOM, Inc. is due to factors beyond HOM, Inc.'s control. Moreover, HOM, Inc. shall not be obligated to pay any late payment penalty if housing assistance payments by HOM, Inc. are delayed or denied as a remedy for owner breach of the HAP contract (including any of the following HOM, Inc.

remedies: recovery of overpayments, suspension of housing assistance payments, abatement or reduction of housing assistance payments, termination of housing assistance payments and termination of the contract).

- (4) Housing assistance payments shall only be paid to the owner while the family is residing in the contract unit during the term of the HAP contract. HOM, Inc. shall not pay a housing assistance payment to the owner for any month after the month when the family moves out.
- b. **Owner compliance with HAP contract.** Unless the owner has complied with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments under the HAP contract.
- c. **Amount of Housing Provider payment to owner**
 - (1) The amount of the monthly Housing Provider housing assistance payment to the owner shall be determined by HOM, Inc. in accordance with Funders requirements for a tenancy under the Tenant-Based Rental Assistance program.
 - (2) The amount of Housing Provider housing assistance payment is subject to change during the HAP contract term in accordance with Funders requirements. HOM, Inc. must notify the family and the owner of any changes in the amount of the housing assistance payment.
 - (3) The housing assistance payment for the first month of the HAP contract term shall be pro-rated for a partial month.
- d. **Application of payment.** The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- e. **Limit of Housing Provider responsibility.**
 - (1) HOM, Inc. is only responsible for making housing assistance payments to the owner in accordance with the HAP contract and Funders requirements for a tenancy under the Tenant-Based Rental Assistance program.
 - (2) HOM, Inc. shall not pay any portion of the rent to owner in excess of the housing assistance payment.
- f. **Overpayment to owner.** If HOM, Inc. determines that the owner is not entitled to the housing assistance payment or any part of it, HOM, Inc., in addition to other remedies, may deduct the amount of the overpayment from any amounts due the owner (including amounts due under any other Tenant-Based Rental Assistance HAP contract).

8. Security Deposits and Reimbursement for Unpaid Rent and Damages

- a. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.
- b. The owner must give the tenant and Housing Provider a full list of items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the party who paid the security deposit.

- c. If the security deposit is insufficient for the reimbursement, or if the owner did not collect a security deposit, the owner may claim reimbursement from HOM, Inc. for an amount not to exceed the lessor of:
 - (1) The amount owed the owner; or
 - (2) One month's rent to the owner
- d. Minus, in either case, the greater of the security deposit actually collected or the maximum amount permitted under the program. Any reimbursement under this section shall be applied first toward unpaid family rent and then to other amounts owed by the family. No reimbursement shall be claimed from HOM, Inc. for unpaid rent for the period after the family moves from the contract unit.
- e. To make a claim under this section, the owner shall immediately notify HOM, Inc. when the family has moved from the contract unit. HOM, Inc. must inspect the unit to determine the extent of any damage. The owner shall submit to HOM, Inc., as soon as possible, not to exceed 30 days, written documentation supporting the claim for reimbursement, including evidence of actual costs of required repairs and evidence of billing to and nonpayment by the family.

9. Payment for Vacated Unit

- a. Housing assistance payments shall be made by HOM, Inc. to the owner under this contract only for the period during which the contract unit is leased and occupied by the family during the term of the contract except as follows:
 - (1) If the family moves from the contract unit in violation of the lease, the owner shall receive the housing assistance payment due under the contract for so much of the month in which the family moves from the unit, as the unit remains vacant. If the unit continues to remain vacant, the owner shall receive from HOM, Inc. a housing assistance payment in the amount of 80 percent of the total monthly rent to the owner for a vacancy period not exceeding one additional month, or the expiration of the lease, whichever comes first.
 - (2) If the owner collects any of the family's portion of rent for the additional month, HOM, Inc. payment shall be reduced to an amount which, when added to the family's payment does not exceed 80 percent of the total monthly rent to the owner. The owner shall reimburse HOM, Inc. for any excess.
 - (3) If the owner evicts the family, the owner shall not be entitled to any payment under this section unless HOM, Inc. determines that the owner complied with all the requirements of the contract and all applicable State and local laws.
 - (4) The owner shall not be entitled to any payment for the vacated unit to the extent that the owner is entitled to payment from other sources.
 - (5) To make a claim under this section, the owner shall submit to HOM, Inc., as soon as possible, not to exceed 30 days, written documentation supporting the claim for reimbursement.

10. Owner Certification

During the term of this contract, the owner certifies that:

- a. The owner is maintaining the contract unit and premises in accordance with the HQS.
- b. The contract unit is leased to the tenant. The lease includes the tenancy addendum (Part C of the HAP contract), and is

in accordance with the HAP contract and program requirements. The owner has provided the lease to HOM, Inc., including any revisions of the lease.

- c. The rent to owner does not exceed rents charged by the owner for rental of comparable unassisted units in the premises.
- d. Except for the rent to owner, the owner has not received and will not receive any payments or other consideration (from the family, HOM, Inc., Funders, or any other public or private source) for rental of the contract unit during the HAP contract term.
- e. The family does not own or have any interest in the contract unit.
- f. To the best of the owner's knowledge, the members of the family reside in the contract unit, and the unit is the family's only residence.
- g. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless HOM, Inc. has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

11. Prohibition of Discrimination

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations:

- a. The owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability in connection with the HAP contract.
- b. The owner must cooperate with HOM, Inc. and HUD in conducting equal opportunity compliance reviews and complaint investigations in connection with the HAP contract.

12. Owner's Breach of HAP Contract

- a. Any of the following actions by the owner (including a principal or other interested party) is a breach of the HAP contract by the owner:
 - (1) If the owner has violated any obligation under the HAP contract, including the owner's obligation to maintain the unit in accordance with the HQS.
 - (2) If the owner has violated any obligation under any other HAP contract under the Tenant-Based Rental Assistance program.
 - (3) If the owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing assistance program.
 - (4) If the owner has engaged in any drug-related criminal activity or any violent criminal activity.
- b. If HOM, Inc. determines that a breach has occurred, HOM, Inc. may exercise any of its rights and remedies under the HAP contract, or any other available rights and remedies for such breach. HOM, Inc. shall notify the owner of such determination, including a brief statement of the reasons for the determination. The notice by HOM, Inc. to the owner may require the owner to take corrective action, as verified or determined by HOM, Inc., by a deadline prescribed in the notice.
- c. HOM, Inc.'s rights and remedies for owner breach of the HAP contract include recovery of overpayments, suspension

of housing assistance payments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract.

- d. HOM, Inc. may seek and obtain additional relief by judicial order or action, including specific performance, other injunctive relief or order for damages.
- e. Even if the family continues to live in the contract unit, HOM, Inc. may exercise any rights and remedies for owner breach of the HAP contract.
- f. HOM, Inc.'s exercise or non-exercise of any right or remedy for owner breach of the HAP contract is not a waiver of the right to exercise that or any other right or remedy at any time.

13. Housing Provider and Funders Access to Premises and Owner's Records

- a. The owner must provide any information pertinent to the HAP contract that HOM, Inc. or Funders may reasonably require.
- b. HOM, Inc. and Funders shall have full and free access to the contract unit and the premises, and to all accounts and other records of the owner that are relevant to the HAP contract, including the right to examine or audit the records and to make copies.
- c. The owner must grant such access to computerized or other electronic records, and to any computers, equipment or facilities containing such records, and must provide any information or assistance needed to access the records.

14. Exclusion of Third Party Rights

- a. The family is not a party to or third party beneficiary of Part B of the HAP contract. The family may not enforce any provision of Part B, and may not exercise any right or remedy against the owner or HOM, Inc. under Part B.
- b. The tenant or HOM, Inc. may enforce the tenancy addendum (Part C of the HAP contract) against the owner, and may exercise any right or remedy against the owner under the tenancy addendum.
- c. HOM, Inc. does not assume any responsibility for injury to, or any liability to, any person injured as a result of the owner's action or failure to act in connection with management of the contract unit or the premises or with implementation of the HAP contract, or as a result of any other action or failure to act by the owner.
- d. The owner is not the agent of HOM, Inc., and the HAP contract does not create or affect any relationship between HOM, Inc. and any lender to the owner or any suppliers, employees, contractors or subcontractors used by the owner in connection with management of the contract unit or the premises or with implementation of the HAP contract.

15. Conflict of Interest

- a. "Covered individual" means a person or entity who is a member of any of the following classes:
 - (1) Any present or former member or officer of Funders or HOM, Inc.;
 - (2) Any employee of Funders or HOM, Inc., or any contractor, sub-contractor or agent of Funders or HOM, Inc., who formulates policy or who influences decisions with respect to the program;

- (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the program; or
- (4) Any member of the Congress of the United States.

- b. A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.
- c. "Immediate family member" means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.
- d. The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.
- e. If a prohibited interest occurs, the owner shall promptly and fully disclose such interest to HOM, Inc. and Funders.
- f. The conflict of interest prohibition under this section may be waived by Funders for good cause.
- g. No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of the HAP contract or to any benefits which may arise from it.

16. Assignment of the HAP Contract

- a. The owner may not assign the HAP contract to a new owner without the prior written notification to HOM, Inc.
- b. If the owner requests HOM, Inc. consent to assign the HAP contract to a new owner, the owner shall supply any information as required by HOM, Inc. pertinent to the proposed assignment.
- c. The HAP contract may not be assigned to a new owner that is debarred, suspended or subject to a limited denial of participation under HUD regulations (see 24 Code of Federal Regulations Part 24).
- d. The HAP contract may not be assigned to a new owner if HUD has prohibited such assignment because:
 - (1) The Federal government has instituted an administrative or judicial action against the owner or proposed new owner for violation of the Fair Housing Act or other Federal equal opportunity requirements, and such action is pending; or
 - (2) A court or administrative agency has determined that the owner or proposed new owner violated the Fair Housing Act or other Federal equal opportunity requirements.
- e. The HAP contract may not be assigned to a new owner if the new owner (including a principal or other interested party) is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless HOM, Inc. has determined (and has notified the family of such determination) that approving the assignment, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
- f. HOM, Inc. may deny approval to assign the HAP contract if the owner or proposed new owner (including a principal or other interested party):

- (1) Has violated obligations under a housing assistance payments contract under the Tenant-Based Rental Assistance program;
 - (2) Has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program;
 - (3) Has engaged in any drug-related criminal activity or any violent criminal activity;
 - (4) Has a history or practice of non-compliance with the HQS for units leased under the Tenant-Based Rental Assistance programs;
 - (5) Has a history or practice of failing to terminate tenancy of tenants assisted under any Federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - (a) Threatens the right to peaceful enjoyment of the premises by other residents;
 - (b) Threatens the health or safety of other residents, of employees of HOM, Inc., or of owner employees or other persons engaged in management of the housing;
 - (c) Threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises; or
 - (d) Is drug-related criminal activity or violent criminal activity;
 - (6) Has a history or practice of renting units that fail to meet State or local housing codes; or
 - (7) Has not paid State or local real estate taxes, fines or assessments.
- g. The new owner must agree to be bound by and comply with the HAP contract. The agreement must be in writing and in a form acceptable to HOM, Inc. The new owner must give HOM, Inc. a copy of the executed agreement.

17. Transfer of the HAP Contract

This contract is subject to the terms and conditions of the contract between HOM, Inc. and Funders, ADOC, and/or HUD and Funders. Pursuant to those contracts, Funders may, at its sole discretion, request HOM, Inc. to assign its rights, duties and responsibilities under this contract to another contractor of Funders' choice, which shall act in the place and stead of HOM, Inc. as to the program and as to this contract. HOM, Inc. and owner agree to such an assignment. Written notice of any such assignment will be provided to the owner and the family.

18. Foreclosure

In the case of any foreclosure, the immediate successor in interest in the property pursuant to the foreclosure shall assume such interest subject to the lease between the prior owner and the tenant and to the HAP contract between the prior owner and the PHA for the occupied unit. This provision does not affect any State or local law that provides longer time periods or other additional protections for tenants. **This provision will sunset on December 31, 2012 unless extended by law.**

19. Written Notices.

Any notice by HOM, Inc. or the owner in connection with this contract must be in writing.

20. Entire Agreement: Interpretation

- a. The HAP contract contains the entire agreement between the owner and HOM, Inc.
- b. The HAP contract shall be interpreted and implemented in accordance with Funders requirements, including the Funders Operations Manual.
- c. To the extent any matter is not addressed in the Funders Operations Manual, the appropriate provisions of the U.S. Department of Housing and Urban Development shall control.
- d. The family and the owner may review copies of the Funders Operations Manual at the main offices of Funders during normal business hours.

21. Warranty of Legal Capacity and Condition of Unit

- a. The owner warrants that the owner has the legal right to lease the contract unit during the HAP contract term.
- b. The party, if any, executing the HAP contract on behalf of the owner hereby warrants that authorization has been given by the owner to execute it on behalf of the owner.

Housing Assistance Payments Contract (HAP Contract) McKinney-Vento Homeless Housing Programs Tenant-Based Rental Assistance Program

HOM, Inc.
Housing Operations and Management

Part C of HAP Contract: Tenancy Addendum

1. Tenant Based Rental Assistance Program

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Tenant-Based Rental Assistance program.
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with HOM, Inc. under the Tenant-Based Rental Assistance program. Under the HAP contract, HOM, Inc. will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

2. Lease

- a. The owner has given HOM, Inc. a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

3. Use of Contract Unit

- a. During the lease term, the family will reside in the contract unit with assistance under the Tenant-Based Rental Assistance program.
- b. The composition of the household must be approved by HOM, Inc. The family must promptly inform HOM, Inc. of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and HOM, Inc.
- c. The contract unit may only be used for residence by HOM, Inc.-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

4. Rent to Owner

- a. The initial rent to owner may not exceed the amount approved by HOM, Inc. in accordance with Funders requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

- (1) The reasonable rent for the unit as most recently determined or re-determined by HOM, Inc. in accordance with Funders requirements, or
- (2) Rent charged by the owner for comparable unassisted units in the premises.

5. Family Payment to Owner

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by HOM, Inc. housing assistance payment.
- b. Each month, HOM, Inc. will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by HOM, Inc. in accordance with Funders requirements for a tenancy under the Tenant Based Rental Assistance program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by HOM, Inc. housing assistance payment under the HAP contract between the owner and HOM, Inc. A Housing Provider failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of HOM, Inc. housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

6. Other Fees and Charges

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

7. Maintenance, Utilities, and Other Services

a. Maintenance

- (1) The owner must maintain the unit and premises in accordance with the HQS.
- (2) Maintenance and replacement (including redecoration) must be in accordance with the standard practice for the building concerned as established by the owner.

b. Utilities and appliances

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
 - (a) Pay for any utilities that are to be paid by the tenant.
 - (b) Provide and maintain any appliances that are to be provided by the tenant.
- c. **Family damage.** The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.
- d. **Housing services.** The owner must provide all housing services as agreed to in the lease.

8. Termination of Tenancy by Owner

- a. **Requirements.** The owner may only terminate the tenancy in accordance with the lease and Funders requirements.
- b. **Grounds.** During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:
 - (1) Serious or repeated violation of the lease;
 - (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
 - (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
 - (4) Other good cause (as provided in paragraph d).
- c. **Criminal activity or alcohol abuse.**
 - (1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:
 - (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
 - (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
 - (c) Any violent criminal activity on or near the premises; or
 - (d) Any drug-related criminal activity on or near the premises.
 - (2) The owner may terminate the tenancy during the term of the lease if any member of the household is:
 - (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or
 - (b) Violating a condition of probation or parole under Federal or State law.
 - (3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.
 - (4) The owner may terminate the tenancy during the term of the lease if any member of the household has

engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d. Other good cause for termination of tenancy

- (1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.
- (2) During the initial lease term or during any extension term, other good cause includes:
 - (a) Disturbance of neighbors,
 - (b) Destruction of property, or
 - (c) Living or housekeeping habits that cause damage to the unit or premises.
- (3) After the initial lease term, such good cause includes:
 - (a) The tenant's failure to accept the owner's offer of a new lease or revision;
 - (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
 - (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).
- (4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.
- (5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to the sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:
 - (a) Will occupy the unit as a primary residence; and
 - (b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice.

This provision shall not affect any State or local law that provides for longer time periods of additional protections for tenants. **This provision will sunset on December 31, 2012 unless extended by law.**

e. Protection for Victims of Abuse.

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence, or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, HOM, Inc., owner or manager may "bifurcate" a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence

against family members or others. This action may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.

- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.
- (7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

f. **Eviction by court action.** The owner may only evict the tenant by a court action.

g. **Owner notice of grounds**

- (1) At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- (2) The owner must give HOM, Inc. a copy of any owner eviction notice at the same time the owner notifies the tenant.
- (3) Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

9. Lease: Relation to HAP Contract

If the HAP contract terminates for any reason other than the tenant rent portion equals the contract rent, the lease terminates automatically.

10. Housing Provider Termination of Assistance

HOM, Inc. may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If HOM, Inc. terminates program assistance for the family, the

lease terminates automatically unless the assistance was terminated due to the tenant rent portion equals the contract rent.

11. Family Move Out

The tenant must notify HOM, Inc. and the owner before the family moves out of the unit.

12. Security Deposit

- a. The owner may collect a security deposit for the dwelling unit. Either the tenant or HOM, Inc. will pay the security deposit for the dwelling unit.
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.
- c. The owner must give the tenant and HOM, Inc. a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the party who paid the security deposit.

13. Prohibition of Discrimination

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status or disability in connection with the lease.

14. Conflict with Other Provisions of Lease

- a. The terms of the tenancy addendum are prescribed by Funders as a condition for assistance to the tenant and tenant's family under the Tenant Based Rental Assistance program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by Funders, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the Funders-required tenancy addendum shall control.

15. Changes in Lease or Rent

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any changes in the lease, such changes must be in writing, and the owner must immediately give HOM, Inc. a copy of such changes. The lease, including any such changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless HOM, Inc. has approved a new tenancy in accordance with program requirements and has executed a new HAP Contract with the owner:
 - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
 - (2) If there are any changes in lease provisions governing the term of the lease;
 - (3) If the family moves to a new unit, even if the unit is in the same building or complex.

- c. Housing Provider approval of the tenancy, and execution of a new HAP Contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify HOM, Inc. of any changes in the amount of the rent to owner at least 60 days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or re-determined by HOM, Inc. in accordance with Funders requirements.

16. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

17. Definitions

Funders. Arizona Behavioral Health Corporation

Funders requirements. Funders requirements for the TBRA program. Funders requirements are provided in the Funders Operations Manual.

Contract unit. The housing unit rented by the tenant with assistance under the program.

ADOC. Arizona Department of Commerce.

Family. The persons who may reside in the unit with assistance under the program.

HAP contract. The housing assistance payments contract between HOM, Inc. and the owner. HOM, Inc. pays housing assistance payments to the owner in accordance with the HAP contract.

Household. The persons who may reside in the contract unit. The household consists of the family and any Housing Provider-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

Housing Quality Standards (HQS). The Funders minimum quality standards for housing assisted under the TBRA programs.

HUD. The U.S. Department of Housing and Urban Development.

Lease. The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by Funders.

Housing Provider. HOM, Inc.

Premises. The building or complex in which the contract unit is located, including common areas and grounds.

Program. The Tenant-Based Rental Assistance program.

Rent to owner. The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus HOM, Inc. housing assistance payment to the owner.

Tenant. The family member (or members) who leases the unit from the owner.