



Owner Grant Obligations for Renting Program Units to Qualified Households

1. Conduct your normal screening routine and determine which households you would consider acceptable to lease the unit to.
2. Once a household passes your original screening, verify you know the household size and the household income level.
3. **Refer to the Compliance Letter in your program closeout packet.** It will have # of units enrolled and what the income levels on file are. It has the breakdown of your responsibilities to serve households at different income levels. (It will also indicate if one of the units can be over income, and if we already accepted that unit or not).
 - a. **At least half of your program units should be rented to families in the 50% AMI category.** Not more than half of your units may be rented to households earning up to the current 80% AMI for their household size. (Before you offer to rent any unit to an over income household, please consult the Lead Program Manager)
 - b. Household income is a gross income \$, looking forward for the next 12 months. **It is NOT last year's tax return \$.**
4. If a family size or income changes after completing the screening process, that is not a violation of the program rules. We hope families will improve their financial circumstances. We only require the owner to control screening at the time of renting the unit and document it, so they do not have to screen the family at a later date.
5. For documenting the owner is compliant, have the program screening form filled out and signed at the time of signing the lease. *The program doesn't require the owner to obtain pay stubs or income documents if the form is completed properly.*
 - a. **Housing Assistance tenants are not required.** If you do rent to a family with housing assistance from the Housing Authority, Common ties, or similar program they are assumed to qualify. The housing assistance letter or agreement they provide you can be used as proof of income screening in place of the LEAD form.
6. To keep the city record current, **share your screening information with the city program as soon as you rent a unit** and it will go on file at the city which makes grant discharge easier.
7. **At the end of your grant term, the program will contact you and tell you who it has on file as tenants.** If they are the same households, you just sign-off and return the form.
 - a. For units with new tenants (not on file) screening documents are required.
 - b. For units between tenants, a vacant unit form will be accepted.
8. **Units that fail to uphold the program screening requirements will subject to grant funding payback** for those units in order to release the security mortgage.