

## Tax Credit Lease Rider

**Purpose:** The purpose of the rider is to inform prospective residents of tax credit program requirements and to notify residents that annual recertification is required.

**Note:** This lease rider supersedes all previous forms of lease rider provided in owner regulatory agreements. All household members 18 years or older must sign this new lease rider upon initial occupancy, upon the execution of any renewal, or at their annual recertification date, whichever comes first.

### **Specific Instructions:**

1. Enter property name and unit number.
2. Enter applicant's/resident's full name.
3. Property representative prints names, signs, dates and put phone number here.
4. Applicant's/Resident's sign and print names here.

A copy of the lease and lease rider must be given to the resident.

**Note:** *A new lease rider should be completed each time a new lease is signed.*

# TAX CREDIT LEASE RIDER

(to be attached to resident lease)

Property Name: (1) Unit: (1)

Applicant/Resident Name: (2)

Dear Applicant or Existing Resident:

## Summary

The owner(s) of this property rents residential units under the federal Low-Income Housing Tax Credit Program (the "program") as administered by the Washington State Housing Finance Commission (the "Commission"). Under the program, the owner(s) can qualify for federal IRS tax credits by renting some or all of the units in the property to low-income households and restricting the rents for those units. In addition the owner **may** have agreed to reserve some of the units in the property for households or persons with special needs. (See the special-needs section below.) This rider was prepared to help residents understand the program.

## Income and Rent Limits

The Commission gives the owner(s) new income and rent limit tables each year. This property has agreed to reserve some or all of the units for households at or below the 30, 35, 40, 45, 50 or 60% income limits found on these tables. The rent tables show the maximum rent a property can charge for a unit based on a household's income, number of bedrooms in the unit or the number of people in the household. Some properties have more than one income limit. Ask the property representative for specific information.

## Annual Recertification

To be eligible for a rent- and income-restricted unit, all income and assets of any household members 18 years and older must be documented and verified. The owner(s) or manager of this property will give you the required forms to declare and verify income and assets from all sources. They **may** also ask you for supporting documentation. The program requires each existing household to **recertify** or complete a new set of the required forms at least once every 12 months.

Since this program involves IRS tax credits, the Commission and everyone involved with this program is under growing pressure to prevent fraud. Your forms must be prepared carefully, with every question answered. Annually, you will be signing a document under penalty of perjury, saying that the information and verifications submitted are correct. Households who do not properly complete their paperwork **may not** qualify for residency or **may** be required to vacate their income- and rent-restricted unit.

A property that has more than one income/rent limit **can** switch a household to a higher or lower income/rent limit, based on the household's income at recertification. Ask the property representative for specific information.

### Special Needs

The owner(s) of this property **may** have chosen to reserve some of the program units for households that have special needs. Units **could** be reserved for households that meet the program definition for large household, disabled, elderly, homeless housing or farmworker. Households or individuals applying for one of these special needs units will be required to verify their eligibility. Ask your property representative for specific information.

### Fulltime Student Households

A household where each member is a full-time student **may not** qualify for an income- and rent-restricted unit. A household where everyone becomes a full-time student after move-in **may no longer** qualify for an income- and rent-restricted unit. Ask your property representative for specific information.

### Property Standards

The property must comply with federal housing policy governing nondiscrimination and accessibility. In making an apartment available, the owner(s) **cannot** discriminate against you because of your race, creed, color, sex, national origin, marital status, age, disability or familial status. Furthermore, the owner(s) **cannot** discriminate against you based on the sources of your income (including Section 8 subsidy), provided the sources of income do not violate any federal, state or local law. Additional state, local laws or ordinances may also apply. When selecting residents, the owner(s) **cannot** apply standards to a potential resident that are more burdensome than standards applied to any other potential or existing resident.

### Good Cause Evictions/Nonrenewals

The owner is prohibited from evicting you, and is prohibited from refusing to renew your lease or rental agreement, other than for "good cause." Generally, good cause shall mean the serious or repeated violation of material terms of the lease or a condition that makes your unit uninhabitable. Any termination or non-renewal notice must state the specific factual violations. Under federal law, you have the right to enforce this requirement in state court as a defense to any eviction action brought against you.

By signing below, I indicated I have read and discussed information included in this lease rider. I have been given a copy of this lease rider along with my lease.

|                                    |                                   |              |
|------------------------------------|-----------------------------------|--------------|
| (3)<br>_____                       | (3)<br>_____                      | (3)<br>_____ |
| Print Property Representative Name | Property Representative Signature | Date         |

If you have questions about this form contact the property representative at: \_\_\_\_\_ (3)  
Phone Number

|                               |                              |              |
|-------------------------------|------------------------------|--------------|
| (4)<br>_____                  | (4)<br>_____                 | (4)<br>_____ |
| Print Applicant/Resident Name | Applicant/Resident Signature | Date         |

|                               |                              |              |
|-------------------------------|------------------------------|--------------|
| (4)<br>_____                  | (4)<br>_____                 | (4)<br>_____ |
| Print Applicant/Resident Name | Applicant/Resident Signature | Date         |

|                               |                              |              |
|-------------------------------|------------------------------|--------------|
| (4)<br>_____                  | (4)<br>_____                 | (4)<br>_____ |
| Print Applicant/Resident Name | Applicant/Resident Signature | Date         |