



HOUSING INCENTIVE FUND LEASE RIDER
PLANNING AND HOUSING DEVELOPMENT DIVISION
SFN 61502 (07/18)

Property Name	Unit
Applicant/Resident Name	

Dear Applicant or Existing Resident:

Summary

This housing complex is a North Dakota Housing Finance Agency (NDHFA) Housing Incentive Fund Project (HIF). This means that the owner of this apartment complex has agreed to designate certain apartment units as Essential Worker units, and comply with the requirements of HIF program. An essential service worker (ESW) is an individual employed by a city, county, school district, medical or long-term care facility, the State of North Dakota, or others as determined by the North Dakota Housing Finance Agency who fulfills an essential public service. In addition to meeting HIF household income requirements, HIF-funded projects which pledge to set aside units for ESWs must verify employment eligibility of households residing in ESW units at initial occupancy and recertify annually.

Income and Rent Limits

NDHFA gives the owners(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, 50, 80, or 140% 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 management representative for specific information.

To determine if you qualify to rent a HIF unit, you, and each person who will live in the apartment (over 18 years of age), will be required to disclose and certify in writing, the amount of annual income you earn. You will also be required to provide sufficient documentation to verify the amount you earn by, for example, providing a copy of your federal income tax return, verification of income from employer, or other third party form of verification.

Additionally, each year you are a tenant in a HIF unit, you will be required to again disclose, and certify in writing, the amount of annual income you and each other tenant in your unit earns. The purpose of this is to ensure that the HIF units continue to be rented only to those individuals with qualifying income levels.

A household residing in a HIF-restricted ESW unit, and which was determined eligible at the time of initial occupancy, is not subject to eviction from that unit solely because of a change in employment or increase in income.

The property manager does not have the authority to waive these requirements. Your forms must be prepared carefully, with every question answered. You will be signing a document under the 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.

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. Households or individuals applying for on of these special needs units will be required to verify their eligibility. Ask your property representative for specific information.

Full-Time 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 non-discrimination 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/Non-renewals

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 indicate that 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.

Property Representative Signature	Print Property Representative Name	Date
Applicant/Resident Signature	Print Applicant/Resident Name	Date
Applicant/Resident Signature	Printer Applicant/Resident Name	Date
Applicant/Resident Signature	Print Applicant/Resident Name	Date

Further questions should be addressed to:

Property Manager Name	Telephone Number
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