

To submit this form, please mail it to the NDHFA Opening Doors Program Administrator at PO Box 1535 Bismarck ND 58502 or email to [hfainfo@nd.gov](mailto:hfainfo@nd.gov). Attn: NDHFA Opening Doors Program Administrator.

### CONTACT INFORMATION

Business Name		Primary Contact	
Street Address		City	State ZIP Code
Primary Telephone Number	Secondary Telephone Number	Email Address	

### OVERVIEW

The business name listed above is interested in participating in the Opening Doors Program to extend housing opportunities for homeless individuals and families covered under the program.

Participating in the program provides landlords the following benefits:

- Tenants who have indicated a readiness to succeed in rental housing.
- Tenants who receive support services including monthly provider visits.
- Quarterly contacts from PCCA providers to proactively identify any concerns.
- Damage or lost rent claim coverage for up to \$2,000 for qualifying damages or unpaid rent losses.

In exchange, landlords agree to apply alternative screening criteria, which still comply with fair housing laws, to the applicants who are receiving supportive services.

### TENANT BARRIERS (check all that apply)

With recommendation and involvement from an approved Participating Care Coordination Agency (PCCA) and coverage support from the Opening Doors Program, the business name listed above is willing to rent a unit to individual or families with members who:

<input type="checkbox"/> Have a housing voucher	<input type="checkbox"/> Have poor credit history	<input type="checkbox"/> Lack credit history
<input type="checkbox"/> Have negative landlord references	<input type="checkbox"/> Are fleeing domestic violence	<input type="checkbox"/> Are paying off past utility arrears
<input type="checkbox"/> Have made housing payments through representative payees	<input type="checkbox"/> Have a past conviction of misdemeanor	
<input type="checkbox"/> Have past court ordered evictions	If older than (years)	
<input type="checkbox"/> Have past conviction of violent crime	If older than (years)	
<input type="checkbox"/> Have past felony conviction(s)	If older than (years)	
<input type="checkbox"/> Have a past conviction of arson	If older than (years)	
<input type="checkbox"/> Are paying off past rent arrears	Restrictions	
<input type="checkbox"/> Have a past conviction of a drug crime	Restrictions	
<input type="checkbox"/> Have pet(s)	Restrictions	
<input type="checkbox"/> Are required to register as a sex offender	Restrictions	

## LANDLORD EXPECTATIONS

1. The landlord will provide the referring PCCA a copy of the unsigned lease/rental agreement and house rules before or during the application process so that the PCCA can review the rental rules and responsibilities with the applicant. The landlord also will provide the PCCA with a copy of the signed lease/rental agreement, any house rules and the completed Move-In Condition Report, signed by the landlord, PCCA, and tenant. Additionally, the landlord will send the PCCA and NDHFA a copy of any changes to the lease/rental agreement and any house rules at the same time that the tenants are notified of the changes.
2. The landlord will provide housing that is affordable and well maintained over the length of the tenancy.
3. The landlord will communicate orally and/or in writing with the referring PCCA and NDHFA when problems arise with the covered household. Problems may include issues raised during the application process (i.e. incomplete information or failure to meet screening criteria) or during tenancy. Specifically, the landlord commits to notifying the PCCA and/or NDHFA in the event of: 1) issues that may lead to a written notice to the tenant, 2) any type of written notice to the tenant, 3) late payment of rent, 4) any other issues or action that may affect the continuation of tenant's tenancy, and 5) awareness of any potential or actual damage to the rental unit. The goal is to communicate with the PCCA and NDHFA and work together to resolve issues **before** moving towards an eviction and/or any action that may jeopardize the tenant's housing.
4. The landlord will quickly notify the PCCA and/or NDHFA when issues arise and work closely with them to prevent damages. If damages occur despite early interventions, the landlord will follow Opening Doors Policy and Guidelines in filing a claim. The landlord will submit an Opening Doors Claim Form within 60 days of discovering damage or loss or, if the tenant has vacated the unit, within 60 days of the tenant's move out date.

## PARTICIPATION ACCEPTANCE

Signature
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The landlord or Property Management Company named above has read the Opening Doors Participation Application and Opening Doors Landlord Risk Mitigation Fund Policy and Procedure Guidelines. By signing this application, the landlord or understands the expectations of participation in the Opening Doors Program and agrees to make full faith efforts to comply. The landlord understands that participation in Opening Doors Program does not guarantee payment.

Signature	Date
Printed Name	Title

## ACKNOWLEDGEMENT TO BE COMPLETED BY NDHFA

Date Application Received	Date Participation Accepted
Signature	Date
Printed Name	Title

## TERMINATION OF PARTICIPATION

Participation may be terminated or suspended by either the landlord or NDHFA upon the intentional or negligent noncompliance by the other party with any of the listed expectations. Termination shall be effective by written notice from one party to the other, and shall be effective immediately upon notice, or at a later date specified in the notice. This Agreement also may be terminated at the discretion of either party upon 30 days written notice to the other party.