Request for Approval to Provide Temporary Housing

**Federal or State Declared Emergency/Disaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Date of Request |       |
| Project Name |       |
| Name of Contractor  |       |
| HTF Contract number  |       |

Due to the devastation to housing caused by the Federal or State Declared Emergency/Disaster identified above, the Washington State Department of Commerce/Housing Trust Fund (HTF) is exercising its authority to temporarily suspend certain requirements for HTF projects serving households or individuals dislocated from their homes.

I request the HTF’s approval for relief of certain requirements for the above named property, and state the following:

1. I intend to rent vacant units temporarily to individuals or households displaced because of damage to or devastation of their home resulting from the above-referenced emergency/disaster, and who resided in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County (ies).
2. A certification attesting to their displacement shall be executed by all adult members of each assisted household.
3. The date the household began temporary occupancy and the date the project identified above will discontinue providing temporary housing shall be certified in the household file by execution of a Displaced Household Certification form.
4. Resident files for each displaced household/individual shall be retained by the Contractor as part of tenant documentation for at least 7 years.
5. Rent for the low-income units leased to displaced households shall not exceed the published HUD limits for 80% of the County’s Area Median Income.
6. The status of a vacant unit that becomes temporarily occupied by a displaced household remains the same as the unit’s status before the displaced household moved in.
7. Existing tenants in occupied low-income units shall not be evicted or have their tenancy terminated as a result of efforts to provide temporary housing for displaced households; and units offered to displaced households must be vacant at the time of application.
8. I understand that if there are any waiting lists or pending applications for units, these units will not be offered to displaced households.
9. I will ensure that displaced household’s leases are structured to terminate on or before 90 days from initial occupancy. I understand that a lease may be extended for a period ending no later than 365 days from initial occupancy, at which time this certification expires. Prior to extension of a lease beyond 90 days from initial occupancy, a third party income certification must be completed and must verify that the household is below 80% of AMI for the applicable county.
10. Displaced households that wish to permanently reside in a HTF property beyond 365 days from initial occupancy must be income certified as a new move-in, in compliance with the HTF Contract’s income and rent limits, which may be less than 80% of AMI and restricted to set-aside populations, and a new lease must be executed.

Requested by:

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| --- | --- | --- | --- | --- |
| **Contractor Signature** |  | **Printed Name of Person Authorized to Sign for Contractor** |  | **Date** |
|  |  |       |  |  |

Approved by:

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Jason Davidson, Portfolio Manager Date

Housing Finance Unit Washington State Department of Commerce