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## Section 3. Renting Community Housing

All Applicants interested in renting Community Housing must submit a General Application for Community Housing to BCHA (See Section 2, “Qualifying to Rent or Purchase Community Housing”). BCHA is the “qualifying agent” charged with providing landlords and owners of Community Housing with a list of qualified potential renters and with facilitating the rental of a Community Home. An administrative fee, as set by the Board, may be charged to the landlord/owner for these services.

### A. Procedures for the Rental of an Income-Category Deed Restricted Community Home

1. Each Community Home is designated for occupancy by residents within a certain Income Category. Thus, only those Applicants with incomes at or below the Income Category of the available rental will be eligible.
2. Once BCHA has received a Notice of Intent to Rent from the owner of rental Community Housing, BCHA will identify the top three (3) qualified applicants and present them to the owner for his or her selection for tenancy. (NOTE: In matching an Applicant to a specific Community Home, BCHA will present a “candidate” pool to the landlord or landlord’s agent, based upon Income Category, affordability in relation to income and household size, length of time in the BCHA database, and location preference as given by the applicant.)
3. The final determination and offer of tenancy is the decision of the owner, not BCHA. Candidates who are not selected will not lose their position within the BCHA Database.
4. An Applicant who is selected to rent a Community Home, but who is unable to take the Home, will not lose their position within the BCHA

Database for future available Community Housing unless an Applicant has been previously selected to rent a Community Home and has rejected an offer to rent two (2) times. After the third refusal to rent, the Applicant's initial application date will be adjusted to be effective as of the date of the third refusal to rent.

## B. Ongoing Obligations/Requirements for Renting Community Housing

Once an Applicant secures a rental Community Home through BCHA, the landlord must file a copy of the executed lease with BCHA. The Tenant must use the Home as their Primary Residence and both Tenant and landlord must adhere to the following to be included in the Lease or Lease Addendum:

1. If the Tenant accepts permanent employment outside of Blaine County or resides in the Home fewer than nine (9) out of any twelve (12) months, the Tenant shall be deemed to have ceased to use the Home as a Primary Residence and shall be required to relinquish the Community Home; and
2. A disclosure that Tenants must be re-certified for each year of the lease term.
3. Every Tenant must execute an Acknowledgement and Acceptance of BCHA terms and conditions governing the rental of Community Housing.

## C. Annual Re-Certification to Rent Community Housing

1. The eligibility of Tenants to lease and occupy Community Housing shall be reviewed and verified annually (i.e., re-certified) to ensure that they meet minimum residency and income category requirements under BCHA Guidelines that are in force at the time of the review. BCHA may charge the landlord an annual renewal fee as set by the Board.
2. To assist in this re-certification process, BCHA will send a Rental Renewal Approval Notice and instructions for re-certification.
3. The Tenant shall, within 10 days:
  - (a) Complete the form
  - (b) Update application information if any changes
  - (c) Send a copy of current pay stub
  - (d) Send a copy of most recent tax return
4. The Rental Renewal Notice shall be sent concurrently to the landlord to verify rent, utilities, and lease dates within 10 days of receipt.

#### D. Exceeding Income Limits at Re-Certification

1. If, upon review and re-certification, BCHA determines that the Tenant no longer meets the minimum Income Category requirements (up to a maximum of 10% over category limits), the Tenant may continue to rent and occupy the Community Home at the rental rate, and upon the terms established by the landlord's lease, for up to six (6) additional months in order to provide adequate time to secure new housing.
2. At the conclusion of six (6) months, if the Tenant desires to remain in the Home, the landlord may, in consultation with BCHA, increase the rent at that time. No rental increase may cause the gross housing costs (Rent + Tenant-paid utilities) to exceed thirty percent (30%) of the Tenant's gross monthly income.

An additional 6-month extension may be provided upon successful appeal to the landlord and BCHA based on circumstances of serious illness or other hardship beyond the control of the Tenant.