Rental Renewal Approval Form
RENTAL RENEWAL APPROVAL

Return to BCHA within 10 days.
(For additional information on the rental process for Community Housing refer to Section 3 of the Community Housing Guidelines)

TENANTS:
All Tenants desiring to renew their lease for Community Housing are required to update the information required by Section 3.3 of the Guidelines prior to their lease expiration date in order to confirm their continued eligibility to lease and occupy their rental Home. Tenants shall complete this section of the form and attach the following:

- Updated CH application form if any changes
- copy of most current pay stub
- copy of most recent tax return

Tenant’s Name(s): ____________________________________________
Community Housing Address and Unit No.: _________________________
Expected Annual Income for the next year: _________________________
Current Monthly Rent: ________________________________
Current Average Utilities Paid by Tenant: _________________________
Tenant Signature: _____________________________  Date: __________________

LANDLORDS:
Once all required information and the annual renewal fee of $200.00 (from landlord) has been received and verified by the BCHA, the BCHA will notify the landlord that the lease may be renewed.

Landlord’s Name: _______________________________________________
Monthly Rent: ________________________________
Average monthly utilities paid by Landlord: _________________________
Other monthly payments (if any): _________________________________
Lease Commencement Date: ________________________________
Lease Expiration Date: ________________________________
Landlord Signature: _____________________________  Date: __________________

RENEWAL APPROVAL
Approved: Blaine County Housing Authority

___________________________   _____________________________
Executive Director   Date: __________________