

Rental Renewal Approval Form

SAMPLE

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

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