



Rental Recertification Questionnaire

The form below is the Rental Recertification Questionnaire Form and serves as BCHA's Annual Rental Recertification Form, as listed in the BCHA Community Housing Guidelines, which govern all Community Housing under BCHA's stewardship. The information you provide is CONFIDENTIAL and will not be shared or otherwise disseminated to any person or party that is outside of your current lease or rental agreement without your consent.

The purpose of this form is to ensure that your contact, income, and housing information is up to date and that you continue to be eligible for BCHA's Community Housing Rental Program. This form is required of all Community Housing Renters, as stipulated in the BCHA Deed Covenant attached to your property and governed by the Community Housing Guidelines, Section 3(C), as follows:

"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."*

Please see complete, below, and scan and email to info@bcoha.org or Mail to:

Blaine County Housing Authority
PO Box 4045
Ketchum, ID 83340

if you have any questions, feel free to contact us at info@bcoha.org or by phone at 208.788.6102.

Household Profile

Name: _____

Other Household Members:

Name	Age	Relationship

Phone: _____ **Email:** _____

I prefer to be contacted by Phone Email.

Physical Home Address:

Street City, State ZIP Code

Mailing Address (if Different):

Street or PO Box City, State ZIP Code

Current Estimated Housing Income: \$ _____ **Employer:** _____

I Understand that I will need to provide proof of my income. I agree to provide copies of my most recent tax returns, my SSI/D Award Letter (if applicable), and four (4) of my most recent, consecutive check stubs (if applicable) to the BCHA office before my recertification is deemed complete. I understand that failure to provide this information within a reasonable time period shall be construed as a violation of my lease, the Community Housing Deed Covenant, and the Community Housing Guidelines and may result in a loss of my Community Housing Rental.

Initial here

I Understand that if my household's gross income exceeds the income limit by more than 10% at recertification, that my Landlord (in consultation with BCHA) may raise my rent to an amount that will be not more than 30% of my Gross Income (less utilities).

Initial here

Housing Costs

Costs NOT included in the Rent.

In ADDITION to my Rent, I pay the following Utilities (please enter the AVERAGE cost in the lines to the right, if applicable):

Electricity \$ _____

Gas \$ _____

Water/Sewer/Trash \$ _____

Renter's Insurance \$ _____

Additional Costs,
Not Listed Above \$ _____

Rent

My current rent payment is: \$ _____

I make my monthly rent payments to (Landlord's Name): _____

Landlord's phone number: _____

Occupancy, Use, and Ownership

I Understand that I **may not** list my Community Home as a short-term rental and that listing my Community Home on any site or offering any portion of my Community Home as a short-term is a violation of my Deed Covenant and the Community Housing Guidelines which may result in an enforced sale of my Community Home.

Initial here

I understand that I must continue to meet the occupancy and income requirements for this Community Home on an Annual Basis.

Initial here

I occupy my Community Home as my sole residence.

Yes

No

I am currently in a long-term lease, which expires on _____.

- Yes No

I occupy and use my Community Home as permitted by applicable laws, rules, regulations, and ordinances.

- Yes No

I engage in business or commercial activity in my Community Home.

- Yes No

I own or have other interest in another developed residential property or dwelling unit(s) located in Blaine County.

- Yes No

Signatures

By the signature(s) below I/We attest that the information listed is true and to the best of my/our knowledge fully compliant with the current BCHA Community Housing Guidelines.

Name (Signed) _____
Date

Name (Signed) _____
Date

Additional Comments or Suggestions

We welcome any additional Comments or Suggestions from our Current Community Homeowners, feel free to add them below:

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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

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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
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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.