



Rental Recertification Questionnaire 2025

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 Policies, which govern all Community Housing under BCHA's stewardship. **Failure to respond in a timely manner means not complying with the requirements of BCHA's Community Housing Policies and BCHA may take enforcement action.**

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 Policies, Section 3(C), as follows:

"C. Annual Re-Certification to Rent Community Housing

- 1. The eligibility of Tenants to lease and occupy Community Housing must be reviewed and verified annually (i.e., re-certified) to ensure that they meet minimum residency and income category requirements under BCHA Policies 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 may send a Rental Renewal Approval Notice to Tenants with instructions for re-certification.*
- 3. The Tenant must, within 10 business days of receipt, submit to the BCHA:
(a) The completed Form with updated information
(b) A copy of the Tenant's previous 2 months paystubs
(c) A copy of the Tenant's most recent tax return*
- 4. Concurrently with the Notice to the Tenants, the BCHA may send a Rental Renewal Notice to the landlord to verify rent, utilities, and lease dates. The landlord must submit the requested information and a copy of the new lease, to the BCHA within 10 business days of receipt of the Rental Renewal Notice. The renewed lease must be for an additional 12 months. Month to month leases are not allowed.*
- 5. Should the landlord pursue a just cause non-renewal, documentation must be provided to BCHA."*

Please see below, print and complete, 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:

Street City, State ZIP Code

Insert: [Section 3 of Policies](#)

(https://www.bcoha.org/uploads/2/3/1/4/23149336/050824bchapolicies_sect3_renting.pdf)

Insert: Net Worth Calculator

Insert: Current Estimated Housing Income: \$ _____

Insert: Upload Income information here

I Understand that I will need to provide proof of my income. The Employer Verification Form must be submitted by my employer directly to BCHA and I must provide copies of my most recent tax returns and/or W-2's, 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 10 days of this notice shall be construed as a violation of my lease, the Community Housing Deed Covenant, and the Community Housing Policies and may result in a loss of my Community Housing Rental.

Initial here

If, upon review and re-certification, BCHA determines that the Tenant no longer meets the minimum Income Category requirements (up to a maximum of 2 income categories over deed restriction category), the Tenant may continue to rent and occupy the Community Home. With an income increase at 1 category higher than their original income, the tenant will pay the same rent rate. When the tenant achieves an income increase that is 2 categories above their income at intake, the tenant may remain in place for up to twelve (12) additional months at the rent rate increased to their new income category. The original rent amount will be paid to the landlord and the difference between the categories will be paid to the BCHA Housing Fund. During these twelve (12) months' times, the BCHA team may work with the tenant to identify alternate housing. *Community Housing Policies, Section 3., D.*

Initial here

Employer: _____

Employer Phone #: _____

Employer Email: _____

I understand that BCHA may directly contact my employer to verify my employment.

Initial here

Number of Hours per year I work for this Blaine County Employer: _____

I am now over 65 years old and was a Full-Time Employee in Blaine County immediately prior to my retirement.

Yes No

If you answered yes, please provide below your employment/retirement status:

Employer Verification Form submitted by Employer directly to BCHA: Yes No

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)

Electricity \$ _____

Gas \$ _____

Water/Sewer/Trash \$ _____

Renter's Insurance \$ _____

Internet \$ _____

Additional Costs charged by your landlord, not listed \$ _____

Rent

My current rent payment is: \$ _____

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

Landlord's phone number: _____ Email: _____

I understand that BCHA requires my Landlord to provide BCHA a copy of my lease.

Initial here

Occupancy and Use

Do own or have interest in other developed residential property in addition to your Community Home?

Yes No

If **yes**, please provide address(es) and describe the property:

How many months of the last 12 months did you reside in your Community Home? _____

I engage in business or commercial activity in my Community Home. Yes No

I currently sublease or rent out all, or a portion of, my Community Home long-term. Yes No

If you answered YES to currently renting my Community Home, please list the following:

Tenant's Name: _____

Monthly Rent: \$ _____

Phone Number: _____

Do you short-term rent all or a portion of your Community Home? Yes No

I occupy and use my Community Home as permitted by BCHA most recent policies, as provided with this compliance form, provisions of the applicable Deed Covenant, laws, regulations, rules, and ordinances.

Yes No

I own or have other interests in any commercial real estate. This must be disclosed in your net worth calculations also.

Yes No

