

Rent Concession Agreement

The On-site Manager has completed a move-in inspection, utility authorization, utility verification, lease, house rules, all appropriate addenda, security deposit agreement and any other paperwork necessary for a move-in.

Staff moving onto a Tax Credit property and eligible to receive Rental Assistance or a Rural Development property and eligible to receive Rental Assistance or a HUD property and eligible to receive subsidy are to complete an Initial Tenant Certification with supporting verifying documentation. This paperwork is to be submitted to the Central Office. Recertification paperwork is to be completed annually on these types of households.

Employee's Printed Name:

Employee's Printed Name

This employee will be moving into:

Property Name

Move-In Date: ____ / ____ / ____

Apartment Number

Rent Concession

Beginning Date: ____ / ____ / ____

Street Address

City, State & Zip Code

This Employee's Monthly Rent Amount will be:

\$ _____

This Employee's Security Deposit will be:

\$ _____

I, the above noted employee, do agree and understand that I am required to comply with all terms of the lease and house rules. I agree and understand that I am subject to the same legal action for violations as any other resident. I agree and understand that I am to pay my rent on time. I agree and understand that I am subject to the same late rent procedures as any other resident. I agree and understand that this rent concession is only valid while I am an employee of the above referenced property and that this agreement is revocable or may be modified at anytime by the Regional Property Manager. I agree and understand that the day I terminate or I am terminated from employment, my rent concession ends on that day and I am responsible for certifying immediately and I am responsible for any pro-rated rent that may be due. I also agree and understand that if this agreement is revoked or modified and I am required to certify, I am responsible for certifying immediately and I am responsible for any pro-rated rent that may be due. I also agree and understand that upon certification, if it is determined that I am income or occupancy ineligible, I will vacate the unit and property immediately. I also agree and understand that if I am residing in a HUD "designated" unit and upon termination of employment or revocation of this agreement, I will vacate the unit and property immediately.

I also agree and understand that this agreement is not valid unless signed by Employee and Regional Property Manager

I agree with the contents of this agreement and attest that I have found compliant this employee's resident file.

Employee's Signature

Date

RPM's Signature

Date

cc: Employee / Resident File / Central Office