



## CommunityDevelopmentAuthority

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### Minimum Rent Hardship Exemption Request

Head of Household: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

1. I declare that my family is unable to contribute the minimum rent of \$50 required and request an exemption because of the following hardship(s) (select any that apply):

\_\_\_\_ My family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program\*

\_\_\_\_ My family income has decreased because of changed family circumstances, including loss of employment.

\_\_\_\_ The death of a family member in my subsidized household has occurred

\_\_\_\_ My family has experienced other circumstances determined by CDA

2. I am including with this request the following documentation as verification of the above selected hardship(s)\*\*: *(DOCUMENTATION IS REQUIRED)*

\_\_\_\_\_

\*\*Examples of acceptable documentation as verification of hardship:

- Letter from federal, state, or local assistance program detailing eligibility has been lost or is processing (examples: Social Security; Unemployment; Child Support; W2 (not due to sanction))
- Letter from employer showing loss or decrease to employment income (layoff, termination, reduction of hours
- Obituary, death certificate
- Other documentation will be reviewed on a case-by-case basis

3. I am requesting the following type of exemption (select 1):

\_\_\_\_ Temporary (hardship is expected to last less than 90 days)

\_\_\_\_ Long-term (hardship is expected to last for more than 90 days)

Certification:

- After reviewing my file and information submitted for this request, should CDA determine that the hardship is temporary, I will be required to pay back any and all minimum rents waived as a result of this request.
- I understand that the determination of this hardship is based on the hardship that I have selected above and submitted proper verification documentation
- I understand that I am required to report all updates to awaiting on eligibility determination for a federal, state, or local assistance program
- I will continue to report ALL changes in household income and/or family composition within 10 days of them occurring
- I understand that while I may receive an exemption for the minimum rent of \$50, this does not mean that my rent portion due to the landlord will go to \$0\*\*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*For a family waiting for a determination of eligibility for a federal, state or local assistance program, the hardship period will end as of the first of the month following 1) implementation of assistance, if approved, or 2) the decision to deny assistance.

\*\*\*Your housing specialist can explain the actual rent calculation

***The CDA will make the determination of hardship within 30 calendar days of submission of the request.***

For Office Use Only:

- Approved
- Denied