



VOSE FARM

RESIDENCES

A DEVELOPMENT BY CATHOLIC CHARITIES NH

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LOW INCOME HOUSING TAX CREDIT (LIHTC) PROGRAM Addendum to Lease

1. Explanation of Tax Credit Program

Vose Farm Residences is to be operated in accordance with the requirements of the Low Income Housing Tax Credit Program governed by Section 42 of the Internal Revenue Code. Tenant's rights are subject to the eligibility requirements under this Program. Tenant must cooperate with management in certifying their eligibility for the Program. Continued occupancy is subject to this eligibility.

1. Occupants

Tenants are required to list occupants and their relationship to the head of the household. Only these household members will be permitted to occupy the unit. Management must be immediately notified if changes to the household should occur. Occupancy by these additional household members is subject to eligibility to the Tax Credit Program. Eligibility MUST be certified PRIOR to the additional household member taking occupancy. Additional occupants will not be permitted to be added to the household during the first year of the Lease Agreement.

2. Income Eligibility and Certification

The Tenant has been certified as being income and Program eligible for the Tax Credit Program and has signed an Income Certification Form attesting to his/her income eligibility.

Management must be immediately notified if changes to the current household status occur. This includes, but is not limited to changes in:

- a. household members,
- b. income or assets,
- c. full-time student status,
- d. need for a live-in care attendant, and
- e. Federal subsidized rental assistance.



The Tenant must be initially certified for eligibility for the Tax Credit Program and annually thereafter. Upon request, Tenant must complete the certification process. This includes: an interview with management to determine continued Program eligibility, verification of all income, asset and other eligibility information and signing a new Income Certification Form. It is the Tenant's responsibility to provide all necessary information so that management may perform this task. Occupancy is subject to continuing eligibility under the Tax Credit Program requirements. It will be the responsibility of the Tenant to fully cooperate and provide all necessary information to expedite this process. Failure to do either will result in non-renewal of the Tenant's lease.

4. Excess Rents

If management determines that the unit has become ineligible for the Tax Credit Program due to the Tenant paying more than the maximum amount of rent including utilities as governed by this Program, management shall pay the Tenant the amount of excess. It will be management's responsibility to use its best efforts to locate the Tenant for this purpose.

5. Income Increases

Tenant's income is allowed to increase up to 140% of the current applicable income limit and still remain income eligible. If Tenant's income increases above 140% of the maximum allowable income as governed by the Tax Credit Program, management may:

- a. Swap current unit status with next comparable available non-Program qualified unit,
- b. Increase the Tenant's rent with a 30 day notice to the applicable Tax Credit Rent causing the unit to be non-Program qualified, or
- c. Transfer Tenant to the next available non-Program qualified unit.

6. Notice of Vacancy

Tenant must notify management in writing of his/her intention to vacate the premises, with a 30 day written notice. Should the Tenant break the lease during the first year of occupancy all reasonable costs to restore the unit for re-rental and advertising costs will be charged to the Tenant as well as the monthly rental rate as long as unit is vacant during the remainder of the lease period. Landlord agrees to find a Tenant to occupy the unit within a reasonable period of time.

7. Full-Time Student Status

Program requirements state that full-time students must meet certain eligibility requirements to be Program qualified. Therefore, if any member of the household becomes a full-time student during the lease period or their current full-time student.

status changes, the Tenant must immediately notify management. At such time, the Tenant's continuing compliance to Program requirements must be reviewed. If it is determined that the Tenant no longer qualifies for a Program-qualified unit, management will:

- a. non-renew Tenant's lease with a 30 day notice,
- b. increase Tenant's rent with a 30 day notice to the applicable market rate causing the unit to be non-Program qualified, or;
- c. Transfer Tenant to the next available non-Program qualified unit.

8. Unit Transfers

If a Tenant requests a unit transfer, the Tenant must complete the initial certification process. All income, asset and other eligibility requirements will need to be reviewed for Program eligibility. All paperwork must be completed and appropriate paperwork signed prior to the transfer taking place. If Tenant does not meet the initial eligibility requirements of the Program, the unit transfer will be denied. In addition, transfers will be granted only for a medical reason, or if the household composition unit has changed.

I understand that this is an addendum to my lease and failure to comply with this policy is a direct violation of my signed Lease Agreement and may result in termination.

Lessee

Date

Lessee

Date

Lessee

Date

Lessor

Date

