

Appendix 4-F

Applying the Model Leases for Section 202/8 or Section 202 Pac Programs to Individual Tenants

APPLYING THE MODEL LEASES FOR SECTION 202/8 OR SECTION 202 PAC PROGRAMS TO INDIVIDUAL TENANTS

Chapter 6, Section 1 of this handbook offers general guidance on how and when the model lease is to be used and highlights key provisions. Provided below are detailed instructions on: (1) how to complete the blank spaces in the model lease; and, (2) how to edit the lease to comply with slightly differences in the multifamily programs. The following paragraphs are designed to help front-line staff apply a lease to an individual tenant. Note that capital letters entered on the model lease correspond to the blanks for which completion instructions are provided below.

Paragraph (1):

A - Enter the date lease agreement is entered into.

B and C – Enter the name of the Landlord and the head of household, spouse, co-head (if applicable) and all adult members of the family.

Paragraph 1: For Section 202/8, and Section 202 PAC, HUD requires initial terms of at least one year and automatically renews for successive one-month terms. Chapter 6, Section 1 of this handbook provides information on lease terms.

D – Enter the dwelling unit number and the name of the project.

E and F – Fill in the beginning and ending dates of the lease.

The definition of the initial term of the lease is for twelve calendar months beginning January 1 and ending December 31; or 12 calendar months beginning at any point, e.g., beginning May 15, 2008 and ending May 14, 2009. For localities where the practice is to end the date at the end of the month the initial lease term would be beginning May 15, 2008 and ending May 31, 2009.

Paragraph 2:

G – Enter the Contract Rent from the Contract Rent field on the HUD-50059.

Paragraph 3:

H - Enter the utilities that are included in the tenant's rent from the approved Rental Schedule, form HUD-92458.

I – Enter the approved Utility Allowance as shown on the HUD-50059 and the Rental Schedule, form HUD-92458.

J – Enter the utilities covered by the Utility Allowance.

Paragraph 4:

K - Complete this paragraph only for Section 202/8 projects for which HUD has approved a mandatory meal program. If HUD has not approved a mandatory

meal program enter N/A (non applicable). See Chapter 6, Section 3 of this handbook for information pertaining to Meal Programs.

Paragraph 5 -

L – Enter the amount of assistance HUD is going to pay on behalf of the tenant as shown in the Assistance Payment field on the HUD-50059.

M – Enter the tenant’s share of the rent as shown in the Tenant Rent field on the HUD-50059. If this entry is zero, enter \$0.

Paragraph 6:

N – Enter the place where the rent is to be delivered.

Paragraph 7:

O - Amount of security deposit must be within HUD limitations specified in Chapter 6, Section 1 of this handbook.

Paragraph 29: Attachments. Attach: 1) the HUD-50059 certification; 2) the Unit Inspection Report; 3) any house rules, and 4) pet rules. Attachments 1 and 2 must be signed and dated by both the Landlord and tenant.

Paragraph 29: Signatures.

P - The lease must be signed and dated by the head-of-household, spouse, co-head (if applicable) and any adult family members, **as listed in C of the lease.**