



F5 Housing Incentive Fund TENANT AGREEMENT AND APPLICATION

The F5 Housing Incentive Fund Program (HIF) is a formal partnership among housing providers, property owners and managers, the F5 Project and F5 Housing Program Participants. The intent is to create access to housing through a 'Housing First' approach that emphasizes rapid placement and support in housing. The Fund should help persons who have housing barriers, meet screening criteria, and maintain compliance with fair housing laws.

The program aims to:

- Mitigate the traditional risks associated with less stringent screening criteria
- Meet the needs of persons who otherwise could not access housing
- Protect the interests of owners and landlords

The Housing Incentive Fund will reimburse up to \$2,000 for physical and operational losses for up to 6 months after move-in. The fund could cover the following expenses:

- Damages caused by tenant in excess of normal wear and tear to the unit which exceeds the security deposit.
- Up to two months of non-payment of rent if tenant does not vacate the apartment in good standing.
- Court costs and attorney fees where necessary, up to \$500, to terminate a tenancy and remove a participant for nonpayment of rent or for other serious and repeated violations of the lease in accordance with state law.

(Landlords seeking reimbursement must provide evidence that they took reasonable steps to avoid eviction and that a legal proceeding was necessary to avoid greater financial hardship).

This program is **NOT** a cosigner, referral program, rental assistance program, emergency assistance program, of direct financial benefit to participants, guaranteed money for the property owner/manager or meant to upgrade the property.

Eligibility:

- Must be participant of the F5 Housing Program
- Demonstrate need for program in order to obtain housing

PROGRAM REQUIREMENTS

F5 Project housing participants must complete and sign the Housing Incentive Fund (HIF) Tenant Application. HIF Tenant Applicants are required to abide by all responsibilities stated in the F5 Housing Incentive Fund Policies and Procedures for the full duration of their active time in the program. If a Tenant Applicant neglects their program responsibilities, they may lose their access to the F5 Project HIF housing and support.

Tenant Applicants must:

- Be current member of the F5 Project
- Agree and Adhere to the F5 Housing Incentive Fund Policies and Procedures
- Have housing barriers due to screening criteria.

The F5 Project must:

- Assist tenant in finding and maintain housing
- Provide support & referrals to tenant education, financial literacy and basic home maintenance.

- Provide education regarding the tenants' lease.
- Use risk management and harm reduction models to decrease destructive behaviors.
- Provide monthly home visits for first 12 months of enrollment.
- Stay in contact with landlord no less than quarterly, or immediately if situation warrants.
- Assist tenant and landlord during lease signing, check-in and check-out procedures.
- Assist tenant with ensuring documentation of rent paid and maintenance requests.
- Coordinate reimbursement of any claims with landlord if needed.

POLICY REVIEW

- I have read the F5 Housing Incentive Fund Program Roles and Responsibilities
- I understand this is a two-year program and I am responsible for my actions the entire time I am active in the program
- I understand if I neglect my responsibilities, it may put me and the F5 Project at risk should there be a claim against me.

By signing, I agree and accept the provisions listed above and in the F5 Housing Incentive Fund Policies and Procedures, certify that I am a current member of the F5 Housing Program and will work diligently to fulfill the aforementioned responsibilities.

Signature of F5 Housing Incentive Fund Applicant

Date

Signature of F5 Project Representative

Date

F5 HOUSING INCENTIVE FUND APPLICATION & MOVE-IN PROCESS

- 1) Complete Tenant Application, submit to adam@f5project.org.**
- 2) Application is reviewed by F5 Project HIF Advisory Committee.**
- 3) Upon approval, F5 Project will write a letter of Recommendation.**
- 4) F5 Project will assist Tenant Applicant in finding a participating housing provider.**
- 5) The F5 Project will provide the Landlord/Property Manager with a copy of the Letter of Recommendation & Landlord Information Sheet.**
- 6) Upon Tenant approval for housing, within 14 days send the following documents to the F5 Project:**
 - a) A copy of the Lease and Move-In Inspection.**

b) For the benefit of the Participant, photos of the unit attached to the Move-In documents are encouraged.

c) Signed Program Agreement & Release of Information

7) Monthly home visits for the first 12 months, then quarterly for the remainder of the program.

8) In the event of a claim, contact F5 Project staff to obtain a Claim Packet for the Landlord.

F5 Housing Incentive Fund APPLICATION

PARTICIPANT/TENANT: _____

VI-SPDAT Score: _____ Full SPDAT Score (if available): _____

Please check the appropriate assessment: _____ Individual _____ Family _____ Youth

***DO NOT PROVIDE THE VI-SPDAT/SPDAT SHEETS; ONLY THE SCORE**

I agree, as a tenant applicant of the HIF, to maintain my duties and responsibilities as a tenant while enrolled in the F5 Housing Incentive program including, but not limited to, the following provisions:

- Adhere to all components of the lease I sign upon move-in.
- Make all rent payments on time and in-full.
- Refrain from self-destructive behaviors, avoid criminal behavior and drug use at all costs.
- Participate willingly in monthly home visits for the first 12 months of enrollment and quarterly for the remainder of the program
- Be in frequent communication with my landlord, the F5 Project or other contractors as needed. My communication will be timely and respectful.
- Assist tenant and landlord in doing a thorough check-in and check-out procedures, including pictures and documentation of rental unit condition.
- Assist tenant with ensuring documentation of rent paid and maintenance requests.
- Provide a copy of the lease and inspection form to the F5 Project upon completion.
- Obtain signed releases of information for the future landlord/property management company and the F5 Project.

I HAVE READ AND ACCEPT THE RESPONSIBILITIES OF THE TENANT APPLICANT

By signing I accept the provisions listed above and agree to adhere to a program policies, procedures and requirements.

Signature of the Head of Household Tenant Applicant

Date

F5 Housing Incentive Fund APPLICATION

HEAD OF HOUSEHOLD: _____

Please answer the following questions to the best of your ability. You may refuse to answer any question. This information is for service connection and the HIF Advisory Committee and will not be shared with any landlord or property management company. This information may be used to match applicants with potential rental units.

THIS APPLICATION SHOULD BE FILLED OUT BY THE SUPPORTIVE SERVICES PROVIDER WITH THE TENANT

1a. Is this household currently homeless?	Y N
1b. Where are you currently residing? Circle county and include address/agency)	Cass Clay
<i>Notes:</i>	
2. Are you a Veteran?	Y N
3. How many adults (anyone 18+) are in the household?	1 2 3 4 5
List name of other adults (anyone 18+):	
4. How many children are in the household?	0 1 2 3 4 5
5. Is this a youth-headed household?	Y N
6. Is anyone in the household currently pregnant?	Y N
7. What size unit does the family require for (bedrooms)?	1 2 3 4 5

Check the most correct answer:	Yes	No
9. Has this household been denied for housing in the last year? If yes, what was the reasoning? _____		
10. Do you have a cosigner or are you able to find one?		
11. If housed, would you be able to pay rent?		
13. Do you have any past court evictions? If yes, how many? _____		
14. Do you have poor credit?		
15. Do you lack a credit history?		
16. Do you have any positive landlord references?		
17. Do you have any negative landlord references?		
18. Do you owe any landlord money? If yes, how much? _____ If yes, is it a public housing agency? Please explain on backside.		
19. Do you owe any utility company money? If yes, how much? _____		
20. Do you have any misdemeanors? If yes, how many? _____ If yes, how long ago was the most recent? _____		
21. Do you have any felonies? If yes, how many? _____ If yes, how long ago was the most recent? _____		

22. Have you ever been convicted of any violent, sexual, drug, or arson crime? If yes, please explain on backside.		
23. Do you have to register as a predatory offender?		
24. Are you currently fleeing domestic violence?		
25. Have you ever moved out of an apartment without notice or warning? If yes, how many times? _____		
26. Does the household need special housing accommodations? (examples: no stairs, flashing smoke detectors, roll-in showers, etc.) If yes, please explain on backside.		
27. Does the household have any pets? If yes, is the pet considered a service animal or reasonable accommodation? Y N		

Explanation/additional information:

For the F5 Housing Incentive Fund Advisory Committee to make an informed decision, supplemental questions must be asked of the Tenant Applicant to complete based on the information they collect from the potential tenant. Please provide the following information as part of the application. (This info can be attached on a separate page.)

What barriers does the prospective participant have?

Why does the prospective participant need the F5 Housing Incentive Fund?

How will you commit to showing up as a tenant if your application is approved?

Other relevant information you'd like to add:

F5 Housing Incentive Fund APPLICATION

RELEASE OF INFORMATION

I, **(Head of Household)** _____, certify the information provided in this application is complete and true to the best of my knowledge. I understand this application is used by the F5 Housing Incentive Fund to determine my eligibility and my personal information will be shared with the Advisory Committee in order to make this determination.

I understand, if approved, I must maintain regular contact with the F5 Project of my choice while being a participant in the F5 Housing Incentive Fund Program. I understand if I choose to terminate my lease agreement I may be withdrawn from the fund which may/may not violate my lease agreement.

I understand my authorization will remain effective from the date of my signature until 60 days after the date of my exit from the F5 Housing Incentive Fund Program. I also understand I may see any shared information, and that I may revoke authorization at any time by written communication to my supportive service provider or the F5 Project.

The F5 Housing Incentive Fund will be unable to make an eligibility determination without receiving a signed release of information. Therefore, refusing to consent to this release of information will result in your household being ineligible for the fund.

By signing below, I authorize the F5 Project to release my personal information and any additional information needed by the F5 Housing Incentive Fund Advisory Committee for the purpose of providing assistance to my household, as an applicant or participant.

Signature of the Head of Household

Date