



Date:

Dear Tenant,

Housing Works currently has the minimum rent policy of \$50 for all participants. Per your request for a Hardship Exemption, we must determine your eligibility for this request. **You may apply for this exemption if one of following financial hardships situations occurs:**

- 1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. For a family waiting for a determination of eligibility, 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.
- 2) The family would be evicted because it is unable to pay the minimum rent.
- 3) Family income has decreased because of changed family circumstances, including the loss of employment.
- 4) A death has occurred in the family.
- 5) The family has experienced other circumstances determined by Housing Works.

When you request a hardship exemption, Housing Works must suspend the minimum rent requirement beginning the first of the month following your request. Housing Works then determines whether the hardship exemption exists and whether the hardship is temporary or long-term.

**If you are NOT eligible**

If Housing Works determines there is no financial hardship, Housing Works will reinstate the minimum rent and require you to repay the amounts suspended.

**If the Hardship Exemption is Temporary (less than 90 days)**

At the end of the 90-day suspension period, the family must resume payment of the minimum rent and must repay Housing Works the amounts suspended. Housing Works will negotiate a reasonable repayment agreement.

**If the Hardship Exemption is LONG TERM (90 days or more)**

Housing Works must exempt the family from the minimum rent requirements for as long as the hardship continues.

If you wish to apply for the Minimum Rent Hardship Exemption, please fill out the request form enclosed and mail, email, or fax to your Housing Specialist within 30 days from the date of this letter.

Housing Choice Voucher Team

**Main Office:**

405 SW 6<sup>th</sup> Street  
Redmond, OR 97756

**P)** 541-923-1018

**F)** 541-923-6441

**Text)** 541-286-5562

**Hours:** Mon to Thurs  
8am to 5pm

**Closed Friday**

[www.housing-works.org](http://www.housing-works.org)

**Bend Satellite Office:**

2017 NE Full Moon Dr.,  
Suite 100

Bend, OR 97701

**P)** 458-281-0813

**F)** 458-281-0815

**Text)** 541-286-5562

**Hours:** Tue, Wed, Thurs  
9am to 4pm

**Closed Monday & Friday**

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We know the way home.

## Minimum Rent Hardship Exemption Form

I, \_\_\_\_\_, declare that my family is unable to pay the minimum rent required and request an exemption because of the following hardships and understand that I must provide any documentation proving such hardship:

The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. For a family waiting for a determination of eligibility, 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.

The family would be evicted because it is unable to pay the minimum rent.

Family income has decreased because of changed family circumstances, including the loss of employment.

A death has occurred in the family.

The family has experienced other circumstances determined by Housing Works.

I, \_\_\_\_\_, am requesting the following type of exemption:

Temporary (less than 90 days)

Long Term (more than 90 days)

### Certification:

After reviewing my file and information submitted for this request, should Housing Works 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 also understand that the determination of this hardship is based on that hardship that I have checked off in the box above and required to report any change that may have relieved this hardship.

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

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