

## **Appendix 4-G Applying The Model Leases For Section 202 Prac And Section 811 Prac Programs To Individual Tenants**

Chapter 6, Section 1 of this handbook offers general guidance on how and when the model leases are to be used and highlights key provisions. Provided below are detailed instructions on: (1) how to complete the blank spaces in the model leases. 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 leases 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 PRAC and Section 811 PRAC, 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 ending date of a one-year lease should be the same day one year later unless the locality where the project is located allows the landlord to cover the entire month.

Example: Beginning date of the lease is May 16, 2005; the ending date of the one-year lease would be May 16, 2006. The tenant would have to be out of the project on May 17, 2006. If the locality where the project is located allows a landlord to cover the entire month then the ending date would be May 31, 2006. The tenant would have to be out of the project on June 1, 2006.

### **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** – 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.

**L** – 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 5:**

**M** – Enter the place where the rent is to be delivered.

**Paragraph 6:**

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

**Paragraph 25: Attachments.**

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.

**Signatures.**

**O** - 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.\*\*