

HARDSHIP WAIVER

1. You may apply for a waiver of the minimum rent if one of the following situations occurs
 - a. The family has lost eligibility for or is awaiting federal, state or local assistance, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence.
 - b. Income has decreased because of a change in circumstances, including loss of employment
 - c. A family member has died
 - d. When the family would be evicted as a result of the imposition of the minimum rent requirement
2. When you request a hardship waiver, the minimum rent will be suspended beginning the month following your request.
3. You will not be evicted for nonpayment of rent during the 90-day period beginning on the date of your request for waiver.
4. Once your request has been granted, the Authority will verify your circumstances to determine if you are eligible for the waiver and if so, whether the hardship will be temporary or long-term.
 - a. If you are NOT eligible
 - the minimum rent will be reinstated plus any back minimum rent owed for the period the rent was suspended.
 - You may appeal the determination through the Authority's **Grievance Procedure.**
 - b. Hardship is TEMPORARY (verified to last less than 90 days)
 - the minimum rent will be reinstated from the beginning of the suspension period.
 - Authority will negotiate a repayment agreement with the family if necessary for any rent owed and not paid during this period.
 - c. Hardship is LONG TERM (90 days or more)
 - you will be exempt from minimum rent for as long as the hardship continues
 - you will be required to report to the Authority on your circumstances every thirty (30) days.

REQUEST FOR HARDSHIP EXEMPTION TO MINIMUM RENT REQUIREMENT

I _____ as head of household hereby declare that my family is unable to pay the minimum rent required and request an exemption to the minimum rent requirement because of the following hardship or hardships checked.

- My family has lost eligibility for, or is awaiting an eligibility determination for a Federal, State, or local assistance program resulting in our inability to pay the minimum rent.
- My family has received a notice to vacate within the next 30 days for non-payment of rent because of our inability to pay the minimum rent.
- My family income has decreased resulting in our inability to pay the minimum rent.
- The death of a member of my household has occurred resulting in our inability to pay the minimum rent.

I understand that I must provide documentation proving the hardship as determined by the Housing Authority. **I understand that if it is determined by the Housing Authority that a hardship does not exist or that the hardship is of a temporary nature, I will be required to pay back any and all minimum rents waived as a result of this request.** I also understand that a determination to waive the minimum rent is based on a hardship as I designated, and that I am required to report in writing any changes in my family circumstances that may have relieved that hardship.

I understand that I have the right to an informal hearing under grievance or hearing procedures of a Housing Authority determination of no hardship or temporary hardship.

Head of Household

Date



HOUSING AUTHORITY OF THE CITY OF BASTROP
PO Box 707 (mailing), 502 Farm Street (physical), Bastrop, TX 78602
PH: 512-321-3398 TTY: 1-800-735-2989 FAX: 512-303-0568
The Owner does not discriminate against persons with disabilities

Notification Regarding Request for Minimum Rent Hardship Exemption

Date: _____

Dear _____:

This letter is to notify you that your request for a Minimum Rent Hardship Exemption has been:

Denied for the following reasons:

Approved to be effective _____

and ending on _____

If your request has been denied you have a right to request a hearing within 10 days of this notice in accordance with BHA Informal Hearing.

BHA Housing Representative

Date Mailed _____

or

Hand Delivered _____

cc: File

Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.