

The Lease Addendum is to be completed by the landlord, signed by landlord and tenant, and then submitted to the Rental Assistance Fund. The preferred method of submission is by uploading a PDF of the Addendum on the Submittable (online) website through the link provided in the request. If that method does not work, the Addendum may be emailed to [RAF@ihcda.in.gov](mailto:RAF@ihcda.in.gov) with reference to the renter's name and address

It is important that the tenant and landlord information at the top of Page 1 matches the information on the original lease. Paragraphs 3, 4, and 5 are to be completed according to the contract rent amount and any past due or future payments.

The Rental Assistance may be applied to four months of rent in any combination of past due or future months. This example shows one possible rent payment history and the accompanying payment arrangement.

Name:	J&J Brown			
Address:	123 Main Street Apt A			
Rental Account				
Date	Activity		Amount	Balance
1-Apr	Rent Due		\$ 850.00	\$ 850.00
1-Apr	Payment Made		\$ (850.00)	\$ -
1-May	Rent Due		\$ 850.00	\$ 850.00
1-May	Payment Made		\$ (850.00)	\$ -
1-Jun	Rent Due		\$ 850.00	\$ 850.00
1-Jun	Payment Made		\$ (200.00)	\$ 650.00
1-Jul	Rent Due		\$ 850.00	\$ 1,500.00
1-Jul	Payment Made		\$ (200.00)	\$ 1,300.00
1-Aug	Rent Due		pending	

The monthly contract rent amount is \$850. This amount is inserted in Paragraph 3.

3. Rent: The total monthly rent payable to the Landlord under the Lease is \$ 850 IHCDCA will pay the Landlord an amount of up to \$500 per month for a period not to exceed four months. IHCDCA will only provide assistance in the form of rent and will not pay for any other costs associated with the Tenant's stay, such as utilities, cable, storage units, carports, or {00037682-5}

IHCDCA Rental Assistance Fund Addendum to Lease: Page 1 of 4

Complete Table A prior to completing Paragraph 4.

Dollar amounts – without dollar signs – can be inserted into Table A of Paragraph 5.

The tenants made regular payments through May but then fell behind in June and July. As of mid-July, they were \$1300 past due, shown in Table A as \$850 due in July, and the remainder of \$450 still due for June

The assistance will cover the total \$450 past due from June, and \$500 of the amount due from July, along with \$500 of the full amount due for each of August and September.

5. **Total Payment:** Under no circumstances will the total sum of rent and arrears paid by IHCD exceed \$2,000.00.

Tenant and IHCD will make payments for Rent and Arrears according to Table A.

Table A			
	Total Due to Landlord	Amount to be paid by IHCD (max \$500/month)	Amount to be paid by Tenant
Arrears/Fees or Rent due For: <u>June</u> (month) Due: <u>Aug 1</u> (month/day)	\$ 450.00	\$ 450.00	\$ 0.00
Arrears/Fees or Rent due For: <u>July</u> (month) Due: <u>Aug 1</u> (month/day)	\$ 850.00	\$ 500.00	\$ 350.00
Arrears/Fees or Rent due For: <u>August</u> (month) Due: <u>Aug 1</u> (month/day)	\$ 850.00	\$ 500.00	\$ 350.00
Arrears/Fees or Rent due For: <u>Sept</u> (month) Due: <u>Sept 1</u> (month/day)	\$ 850.00	\$ 500.00	\$ 350.00
Total to be paid – IHCD portion not to exceed \$2,000	\$ 3,000.00	\$ 1,950.00	\$ 1,050.00

After Table A is complete, Paragraph 4 can be completed. As of mid-July, the past due amounts to be covered by IHCD are from June and July, totaling \$950. This amount should be inserted in Paragraph 4.

4. **Arrears:** IHCD will pay the Landlord a one-time lump sum in an amount of \$ 950 for arrears and late fees for payments due on or after April 1, 2020. IHCD will not pay for any arrears accrued after the execution of this Addendum. Any amount paid as arrears will reduce the amount available for monthly rental assistance by an equal amount.

The total assistance of \$1950.00 will be provided in one payment, made directly to the landlord according to the payment instructions received.