

Guidelines for completing the Addendum:
IHCDA Rental Assistance Fund Program Addendum to Lease

Information boxes – Top of page 1

- Tenant Name(s) and address should match the tenant name(s) and address on the original lease. (The Applicant to the Program must be a member of the household but not necessarily a lessee.)
- The Landlord Contact can be the owner or owner's agent with authority, as specified in the lease itself.
- Landlord Phone number and Landlord e-mail address are extremely important for follow-up communication. Only if no email address is available should this box be left blank.
- The entity to which payment is to be made can be the owner or owner's agent, as specified in the lease.
- Lease effective date is in reference to the original lease document.

Paragraph 3 - Rent

Enter the current base monthly rent amount, without fees, utilities or other charges. The Rental Assistance Fund can cover this monthly amount, plus late fees accrued only after April 1, up to a maximum of \$500 per month.

Paragraph 5 – Table A

- Landlord and Tenant should agree on the four months to which the assistance is to be applied and list these in Column A. These four months need not be consecutive. They may be past-due months, future (on-going) months, or any combination. These months may be chosen to provide the greatest benefit to the tenant.
- Column B should show the date each payment is/was expected to be paid.
- Column C should show the amount due or remaining for the month listed in column A. (The Program does not require that all partial payments or amounts due are covered prior to applying assistance to full monthly payments.)
- Column D will cover the amounts shown in Column C, up to \$500.
- Column E is the amount remaining for the tenant to pay (Column C – Column D).

Paragraph 15 – A new section to the Addendum

As we enter a second round of applications, the tenant(s) and landlord are certifying that they have not received a previous award of assistance through this Program and will not receive other forms of rental assistance or subsidy during this same period.

Signatures and Dates

Tenant(s) and Landlord sign and date this document as an official agreement and addendum to the original lease. The four-month term of the Addendum starts on the date this document is signed.