

**Request for Waiver for Complex to Rent to  
Occupancy Ineligible Tenants for One (1) Year**

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

TO:     USDA Rural Development  
       Area Office

COMPLEX: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please consider this request to rent to occupancy ineligible tenants.**

**I certify to all of the following conditions:**

- 1)     **Our complex has no eligible applicants on our waiting list for the appropriately sized unit (attach copy).**
- 2)     **We are aggressively advertising to fill these vacancies (explain efforts and attach copies of marketing/outreach).**
- 3)     **We will continue with aggressive efforts to locate eligible tenants and retain documentation of all marketing.**
- 4)     **The lease agreement signed by ineligible tenants will not exceed a 12 month period and at its expiration will convert to a month-to-month lease. The monthly lease will require the unit be vacated upon 30 days notice when an eligible applicant is available needing the occupied unit.**

\_\_\_\_\_  
**Borrower Name**

\_\_\_\_\_  
**Signature of Borrower Representative**

**DIRECTIONS FOR RENTING TO OCCUPANCY INELIGIBLE TENANTS**

- 1.     You and the tenant must discuss and acknowledge the following paragraphs on the Lease Agreement:  
          Section II, 4 (g)  
          Section IV, Item 1 (c), Termination of Lease – Non-eligibility
- 2.     You must establish in your occupancy standards, and make it known to all tenants who is responsible for paying for the relocation of households when they are required to move into an appropriately sized unit
- 3.     You should transmit the tenant certification through MINC indicating the tenant is ineligible to live in the unit.

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**(For Rural Development Use Only)**

Your request to rent to occupancy ineligible tenants for the entire complex has been approved. Please follow the directions indicated above, and file this letter in each tenant file for which a waiver is applicable. The term of this waiver will be for \_\_\_\_\_ (can be no longer than one year). If an extension is needed at the end of the waiver period, documentation showing need must be provided to the Agency for consideration.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rural Development Approval Official

**NOTE TO AREA OFFICE:**   A Servicing Effort must be entered into MFIS for this complex.