



**Homeless and Special Needs
Supportive Services Housing Program
Rental Assistance Contract**

Landlord Name & Address	Unit No. & Address	Tenant Name	Tenant Telephone

This Homeless and Special Needs Supportive Services Housing Program Rental Assistance Contract is entered into between the City of Memphis, Division of Housing and Community Development, Homeless and Special Needs Tenant Based Rental Assistance Program (HSNTBRA), and the Landlord identified above. This Contract applies only to the Tenant family and the dwelling unit identified above.

Term of the Contract

The term of this contract shall begin on _____ and end no later than _____. The Contract automatically terminates on the last day of the term of the Lease.

Security Deposits

The Landlord will hold this security deposit during the period the Tenant occupies the dwelling unit under the Lease. The Landlord shall comply with the state and local laws regarding interest payments on security deposits.

After the Tenant has moved from the dwelling unit, the Landlord may, subject to state and local law, use the security deposit, including any interest on the deposit, as reimbursement for rent or any other amounts payable by the Tenant under the Lease. The Landlord will give the Tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount used as reimbursement to the Landlord, the Landlord shall promptly refund the full amount of the balance to the Tenant.

The Landlord shall immediately notify HSNTBRA (901-333-8271), when the Tenant has moved from the Contract Unit.

Rent and Amounts Payable By Tenant And HSNTBRA

Initial Rent. The initial total monthly rent payable to the Landlord for the first twelve months of this Contract is \$_____.

Rent adjustments. With no less than **30** days notice to the Tenant and HSNTBRA, the owner may propose a reasonable adjustment to be effective no earlier than the 13th month of this Contract. Either the Tenant or HSNTBRA may reject the proposed rent. The Tenant may reject the proposed rent by providing the Landlord with 30 days written notice of intent to vacate. If HSNTBRA rejects the proposed rent, the program administrator must give both the Tenant and the Landlord 30 days notice of intent to terminate the Contract.

Tenant Share of the Rent. Initially, and until such time as both the Landlord and the Tenant are notified by HSNTBRA, the Tenant's share of the rent shall be \$_____.

Program Administrator Share of the Rent. Initially and until such time as both the Landlord and Tenant are notified by HSNTBRA; HSNTBRA's share of the rent will be \$_____. **Neither HSNTBRA nor HUD assumes any obligation for the Tenant's rent, or for payment of any claim by the Owner against the Tenant. HSNTBRA's obligation is limited to making rental payments on behalf of the Tenant in accordance with this contract.**

Payment Conditions. The right of the owner to receive payments under this contract shall be subject to compliance with all of the provisions of the Contract. The Landlord shall be paid under this Contract on or about the first day of the month for which the payment is due. The Landlord agrees that the endorsement on the check shall be conclusive evidence that the Landlord received the full amount due for each month, and shall be a certification that:

1. The contract unit is in decent, safe and sanitary condition, and that the Landlord is providing the services, maintenance and utilities agreed to in the Lease.
2. The contract unit is leased to and occupied by the Tenant named above in the Contract.
3. The Landlord has not received and will not receive any payments as rent for the Contract unit other than those identified in this contract.
4. To the best of the Landlord's knowledge, the unit is used solely as the Tenant's principal place of residence.

Overpayments. If HSNTBRA determines that the Landlord is not entitled to any payments received, in addition to other remedies, HSNTBRA may deduct the amount of the overpayment from any amounts due the Landlord, including the amounts due under any other Rental Assistance Coupon Contract.

Housing Quality Standards and Landlord-Provided Services

The Landlord agrees to maintain and operate the contract unit and related facilities to provide decent, safe and sanitary housing in accordance with 24CFR Section 882.109, including all of the services, maintenance, and utilities agreed to in the Lease.

HSNTBRA shall have the right to inspect the Contract unit and related facilities at least annually, and at such other times as may be necessary to assure that the unit is in decent, safe, and sanitary condition, and that required maintenance, services and utilities are provided.

If HSNTBRA determines that the Landlord is not meeting these obligations, HSNTBRA reserves the right, even if the Tenant continues in occupancy, to terminate payment of its share of the rent and/or terminate the Contract.

Termination of Tenancy. The Landlord may evict the Tenant following applicable state and local laws. The Landlord must give the Tenant at least **30days written notice** of the termination and notify HSNTBRA in writing when eviction proceedings are begun. This may be done by providing HSNTBRA with a copy of the required notice to the tenant. (P.O. Box 41853, Memphis, Tennessee 38174-1853) **Fair Housing Requirements**

Non-discrimination The Landlord shall not, in the provision of services or in any other manner, discriminate against any person on the grounds of age, race, color, creed, religion, sex, handicap, national origin, or familial status. The obligation of the Landlord to comply with Fair Housing Requirements insures to the benefit of the United States of America, the Department of Housing and Urban Development, and HSNTBRA, any of which shall be entitled to involve any of the remedies available by law to redress any breach or to compel compliance by the Landlord.

Cooperation in Quality Opportunity Compliance Reviews. The Landlord shall comply with HSNTBRA and with HUD in conducting compliance reviews and complaint investigations pursuant to all applicable civil rights statutes, Executive Orders and all related rules and regulations.

HSNTBRA and HUD access to Landlord Records. The Landlord shall provide any information pertinent to this Contract, which HSNTBRA and HUD may reasonably require. The Landlord shall permit HSNTBRA, HUD or any of their authorized representatives, to have access to the premises and, for the purposes of audit and examination, to have access to any books, documents, papers, and records of the Landlord to the extent necessary to determine compliance with this Contract.

Rights of HSNTBRA If Landlord Breaches the Contract. Any of the following shall constitute a breach of the Contract:

1. If the Landlord has violated any obligation under this Contract; or
2. If the Landlord has demonstrated any intention or violated any obligation under this contract
3. If the landlord has committed any fraud or made any false statement in connection with the Contract, or has committed fraud or made any false statement in connection with the Federal Housing Assistance Program.

HSNTBRA's right and remedies under the Contract include recovery of overpayment, termination or reduction of payments, and termination of the Contract. If HSNTBRA determines that a breach has occurred, the program administrator may exercise any of its rights or remedies under the Contract. HSNTBRA shall notify the Landlord in writing of such determination, including a brief statement of the reasons for the determination. The notice by HSNTBRA to the landlord may require the Landlord to take corrective action by a time prescribed in the notice. Any remedies employed by HSNTBRA in accordance with this Contract shall be effective as provided in a written notice by HSNTBRA to the Landlord. HSNTBRA's exercise or non-exercise of any remedy shall not constitute a waiver of the right to exercise that or any other right or remedy at any time.

HSNTBRA Relation to Third Parties. HSNTBRA does not assume any responsibility for, or liability to, any person injured as a result of the Landlord's action or failure to act in connection with the implementation of this Contract, or as a result of any other action or failure to act by the Landlord. The Landlord is not the agent of HSNTBRA and this contract does not create or affect any relationship between HSNTBRA and any lender to the Landlord, or any suppliers, employees, contractors or subcontractors used by the Landlord in connection with this Contract.



Nothing in this contract shall be construed as creating any right of the Tenant or a third party (other than HUD) to enforce any provision of this Contract or to assess any claim against HUD, HSNTBRA or the Landlord under this contract.

Conflict of Interest Provisions. No employee of HSNTBRA who formulates policy or influences decisions with respect to the Rental Assistance Program, and no public official or member of a governing body or state or local legislator who exercises his functions or responsibilities with respect to the program shall have any direct or indirect interest during this person’s tenure, or for one year thereafter, in this contract or in any proceeds or benefits arising from the Contract or to any benefits which may arise from it.

Transfer of the Contract. The landlord shall not transfer in any form this contract without the prior written consent of HSNTBRA. HSNTBRA shall give its consent to a transfer if the transferee agrees in writing (in a form acceptable to HSNTBRA) to comply with all terms and conditions of this contract.

Entire Agreement: Interpretation. This contract contains the entire agreement between the landlord and the program administrator. No changes in this Contract shall be made except in writing signed by both the Landlord and HSNTBRA. The contract shall be interpreted and implemented in accordance with HUD requirements.

Warranty of Legal Capacity and Condition of Unit. The Landlord warrants the unit is in decent, safe, and sanitary condition as defined in 24 CFR Section 882.109 and that the Landlord has the legal right to lease the dwelling unit covered by the Contract during the Contract term. The party, if any, executing this Contract on behalf of the Landlord hereby warrants that authorization has been given by the Landlord to execute it on behalf of the Landlord.

Landlord Name (Print)	Homeless and Special Needs Supportive Services Program Representative (Print)
Signature/Date	Signature/Date

Warning: 18 U. S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statements or entries, in any matter within the jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years or both.

Landlord’s Check to be mailed to: (Please Print)

Name _____ Tax EIN#/SS# _____

Address _____

Signature of Owner/Date _____

Signature of Client/Date _____

Note:

