

Hardship Exemption Application**FOR THE TENANT TO FILL OUT:**

- ☐ **I am requesting a hardship exemption from the minimum rent because:**
- ☐ I or a household member lost a job
 - ☐ I lost another source of income
 - ☐ My family lost federal, state, or local benefits, or I am waiting to hear if I am eligible for benefits
 - ☐ I am unable to pay the minimum rent and would face eviction for nonpayment
 - ☐ Someone in my family died
- ☐ **I understand that once I fill out this application, NRHA will immediately stop charging me minimum rent but that NRHA may ask me to provide documentation to prove I have a hardship.**
- ☐ If I need to provide documents, I will be notified, in writing, that I have 10 days from the date of receipt to submit them to the rental office.
- ☐ **I understand that I will be provided a copy of this application.**

Date: _____
 Tenant Printed Name: _____
 Tenant Signature: _____
 Address: _____

FOR THE RENTAL OFFICE TO FILL OUT:

The resident is to be provided a copy of this application upon receipt. You are also to provide a copy of this application if you determine it is necessary to request documentation to verify the claimed hardship.

- ☐ Within 10 days from _____, the tenant must provide [insert office address] with the following document: _____.
- ☐ If the tenant's claimed hardship is loss of income, employment, or benefits, I affirm that I checked the Enterprise Verification System ("EIV") and was unable to verify the same.
- ☐ I also affirm that if I requested documentation from any employer or other third party and that employer or third party did not timely respond, I followed the verification hierarchy first outlined by HUD in PIH Notice 2010-19 (HA) Administrative Guidance for Effective and Mandated Use of the EIV System (extended by various PIH notices) and reiterated in PIH Notice 2023-27 (see page 121, Table J2).

NRHA Representative Printed Name: _____
 NRHA Signature: _____
 Date: _____