

City of Rockville MPDU Lease Addendum

The lease agreements for MPDUs, other than those leased to the RHE or a designated nonprofit housing provider, must include the provisions listed below:

1. The tenant must occupy the unit as his or her primary place of residence and must not sublet the unit.
2. The tenant must provide income and household composition information to the apartment complex every year for re-verification purposes. The documents that must be provided are federal income tax forms for the last year, a copy of the two most recent pay stubs for all employed household members, Six (6) month bank statement, and the current household composition.
3. The tenant must provide the re-certification information within 30 days of receiving the re-certification form from the complex. If the tenant fails to provide the re-certification information within the 30-day period, a notice to vacate MPDU for failure to recertify must be issued. The tenant must vacate the unit within 60 days of receiving notification from the complex that the re-certification form and required documentation were not received.
4. The tenant must vacate the MPDU if, at the time of re-certification, the tenant's income exceeds the income limits necessary to qualify as an eligible household. The leasing agent must act necessary to have the tenant vacate the MPDU unit within 180 days of receiving information that the tenant's income exceeds the maximum permitted income limit. The leasing agent may substitute another unit with the same number of bedrooms for the existing MPDU unit and permit the tenant to occupy their present unit at a rent higher than the approved MPDU rent. However, a new Declaration of Restrictions and Covenants form must be recorded subjecting the substitute unit to the MPDU restrictions and covenants.

Tenant Signature

Date

Landlord/ Agent Signature

Date