



<Today's Date>

<Tenant Mailing>

The Montana Department of Commerce (MDOC) currently has the minimum rent policy of \$50.00 for all participants. A review of your file indicates that **you may be eligible** for a minimum rent hardship waiver.

You may apply for a waiver of the minimum rent if one of the following Situations occurs.

- The family has lost eligibility for or is awaiting federal, state or local assistance, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence.
- The family would be evicted because it is unable to pay the minimum rent.
- Family income has decreased because of changed family circumstances, including the loss of employment.
- A death has occurred in the family.

When you request a hardship waiver, the minimum rent will be suspended beginning the month following your request. Once your request has been granted, MDOC will verify your circumstances to determine if you are eligible for the waiver and if so, whether the hardship will be temporary or long-term.

If you are NOT eligible

If MDOC determines there is no qualifying financial hardship exemption, MDOC will reinstate the minimum rent, including back rent owed from the beginning of the suspension. You must pay the back rent on terms and conditions established by MDOC.

If the Hardship is TEMPORARY (verified to last less than 90 days)

The minimum rent will be reinstated from the beginning of the suspension period and MDOC will negotiate a repayment agreement with the family if necessary for any rent owed and not paid during this period.

If the Hardship is LONG TERM (90 days or more)

You will be exempt from minimum rent for as long as the hardship continues, however; **you will be required to report on your circumstances every sixty (60) days on the Montana Department of**

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Commerce tenant information form.

If you wish to apply for the minimum rent hardship, please fill out the request form enclosed and mail it back to the Montana Department of Commerce within 30 days from the date of this letter.

MONTANA DEPARTMENT OF COMMERCE
REQUEST FOR HARDSHIP EXEMPTION TO MINIMUM RENT REQUIREMENT

I **<Tenant Full Name>** as head of household hereby declare that my family is unable to pay the minimum rent required and request an exemption to the minimum rent requirement because of the following hardship or hardships checked.

- My family has lost eligibility for, or is awaiting an eligibility determination for a Federal, State, or local assistance program resulting in our inability to pay the minimum rent.
- My family would be evicted because of our inability to pay the minimum rent.
- My family income has decreased resulting in our inability to pay the minimum rent.
- The death of a member of my household has occurred resulting in our inability to pay the minimum rent.

I understand that I must provide documentation proving the hardship as determined by the Housing Authority.

If it is determined by MDOC that the hardship is of a temporary nature, you will be required to pay back any and all minimum rents waived as a result of this request. I also understand that a determination to waive the minimum rent is based on a hardship as I designated, and that I am required to report in writing any changes in my family circumstances that may have relieved that hardship.

I understand that I have the right to an informal hearing under grievance or hearing procedures of a Housing Authority determination of no hardship or temporary hardship.

Head of Household

Date

