

Lease and Lease Rider/Addendum Information

Send ALL leases, lease riders, & HAP Contracts to:

Email: hcvleasing@fresnohousing.org

Subject Line: Address & Head of household's name (Ex. 1331 Fulton Street, Sarah Jones)

To expedite your Housing Assistance Payment (HAP), Fresno Housing (FH) **MUST** have a copy of the lease agreement signed by the owner and the tenant & the Owner's Certification that there are no life-threatening deficiencies in the unit.

The lease agreement **must specify the following:**

- The new terms of the lease;
- The new amount of the monthly rent to owner; and
- What utilities and appliances are supplied by the owner and by the tenant(s).

Most leases do not include this information and will require the owner to either create a standard addendum to provide this information **or** use the Lease Rider provided by FH.

RECOMMENDED USE OF THE LEASE RIDER:

- 1) **If the applicant is already residing in the unit,** have the lease and lease rider prepared before the inspection. Make sure all forms are signed by the owner and the tenant.
- 2) **If the applicant is not yet residing in the unit,** keep the Lease Rider that's included in this packet and return it with the lease, signed by the owner and tenant.



After the RFTA has been accepted by FH, an inspection will be scheduled to be conducted within 7 – 10 days, provided the unit is ready.

For questions about a pending inspection, **send an email to the inspections department:**
hcvinspections@fresnohousing.org



RIDER TO LEASE AGREEMENT - HOUSING CHOICE VOUCHER PROGRAM

This Rider to Lease Agreement is made between _____ (“Landlord”) and _____ (“Tenant”).¹

This Rider amends the (“Lease”) between Landlord and Tenant dated _____ for the dwelling unit located at _____.

1. This Lease shall become effective on: _____, and shall end on _____. Any other references to effective dates within the lease are null and void.
2. Any change in the amount of the housing assistance payment shall be effective as of the date stated in written notification by the PHA to the Family and Owner. Initially and until such change, the monthly contract rent for the dwelling is the sum of \$_____ per month.
3. The utility and appliance responsibilities are set as follows:

Electricity will be paid by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Natural Gas will be paid by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Water & Sewer will be paid by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Garbage will be paid by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
The refrigerator will be provided by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
The stove/range will be provided by the:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

NOTE: Any changes in utilities or appliances as stated above requires a change to the contract; therefore, any changes must be reported to the housing authority with a written 60-day notice from the owner to the tenant.

4. Notwithstanding any other provision in the lease, no increase in rent, and no change to the responsibility for payment of utilities or ownership of the refrigerator, stove and oven, or range or microwave may be affected during the term of this Lease Agreement.
5. Except as amended herein, all terms and conditions of the Lease shall remain in full force and effect.
6. All terms used herein are as defined in the lease.

Landlord Name (Print)	Landlord Signature	Date
Tenant Name (Print)	Tenant Signature	Date

¹ 24 CFR 982.308 (d) Required Information. The lease must specify all of the following: (1) The names of the owner and the tenant; (2) the unit address rented (3) The term of the lease; (4) The amount of the monthly rent to owner; and (5) A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances will be supplied by the family.