



MONTANA HOUSING

ZERO INCOME CERTIFICATION

Applicants/participants of any U.S. Department of Housing and Urban Development (HUD) housing assistance program through Montana Department of Commerce must provide certification of zero income.

This form must be completed by every adult* household member who is claiming zero income.

Applicant/Participant Name

Applicant/Participant Address City, State Zip Code

This is to certify that I am presently unemployed and do not receive any income from sources such as unemployment, public assistance (TANF), alimony, child support, Social Security, pension or annuity, military pay, disability, assets, veteran's benefits, government grants, savings accounts, trust funds, gifts, etc.

I further certify that I acknowledge that I must report any monetary or non-monetary increase in my income within 30 days from the date of the change on a Tenant Information Form. I am also aware that Montana Department of Commerce will require that I recertify my zero- income status at least every 90 days, while I am claiming zero income.

I certify that the information I have provided regarding my zero- income status is accurate, and I understand that false statements or information are punishable by Federal law. I further understand that false statements or information are grounds for termination of housing assistance.

Signature of Applicant or Participant

Date

**(Adult household member is defined as anyone who is 18 years of age or older, a head, spouse or co-head who is an emancipated minor)*



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

I _____ 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 has received a notice to vacate within the next 30 days for non-payment of rent 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.

Other, please explain _____

I understand that I must provide documentation proving the hardship as determined by the Housing Authority. I understand that if it is determined by the Housing Authority that a hardship does not exist or that the hardship is of a temporary nature, I 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

MRS O'LEARY, DIRECTOR



STEVE BULLOCK, GOVERNOR

<http://housing.mt.gov>

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MONTANA
DEPARTMENT OF COMMERCE
Housing Division - Tenant Based Section 8

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.
- The family has experienced other circumstances as determined by the PHA.

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 Commerce Income and Family Certification 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.

MEG O'LEARY, DIRECTOR



STEVE BULLOCK, GOVERNOR

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