

HOME NOW-FRIENDSHIP PLACE

Formal Rental Letter Agreement

Let this letter serve as notice that the rental property located at:

Street Address

City, State & Zip Code

will be rented to the following tenant: _____
Name of Participant

for the following monthly rental amount of: \$ _____

Tentative Move-In Date: _____

First Full Months' Rent \$ _____

Security Deposit of \$ _____

Last Months' Rent (if applicable) \$ _____

Pro-rated Rent Amount (if applicable) \$ _____

Total Amount Required To Move In \$ _____

All rent checks may be made payable to (this where future payments will be mailed):

Name of Landlord/Owner

Mailing Address

City, State & Zipcode

Telephone Number

Landlord Signature

Date

Ending homelessness
Rebuilding lives

Friendship Place
4713 Wisconsin Ave. NW
Washington, DC 20016

202.364.1419 phone
FriendshipPlace.org
info@friendshipplace.org

Roommate Agreement

This agreement is made by and among the roommates _____, _____, _____, and _____ who have signed a lease with landlord _____ for a shared dwelling unit at _____ that makes the roommates jointly liable for all terms of the contract for the term of the lease from _____ to _____.

Execution of this roommate agreement does not alter the joint liability of the tenants under the rental contract with the landlord. However, it may be used if a dispute among the roommates arises.

Financial Responsibilities

Rent

The total monthly rent of the unit is _____ and each roommate will be responsible for a portion of that amount as stated below.

Name	Rent
	\$
	\$
	\$
	\$

If roommates will pay different amounts of rent at any point, the changes should be noted above. Any roommate who does not pay any or all of the amount of rent listed above shall be liable to the landlord or to any roommates who pay any amount due for the defaulting roommate.

Any late fees or charges as stated in the lease will be the responsibility of the roommate(s) who fail to pay rent on time.

Utilities

Roommates are responsible for the following utilities under the terms of the lease (check all that apply)

- Electric Water Sewage Trash Natural Gas

Other

List any other utilities: _____

Utility	Service Provider	Account #	Name on Account

Roommates will divide each utility bill evenly/as follows:

Guests

Each roommate is responsible for the behavior of his or her guests. Guests shall not unreasonably disturb other roommates. No guest may stay for more than _____ consecutive days without the written permission of all other roommate and the landlord.

Any other polices regarding guests that the roommates have agreed upon are stated below:

Quiet Hours

All roommates agree to observe quiet hours for sleep, study, and other purposes on the days and times listed here.

Smoking

Smoking in the unit will/will not be allowed

Housekeeping

Roommates agree to keep outside doors locked at all times/specified times as noted:

Roommates agree to clean up after themselves and their guests.
Household chores (cleaning, taking out trash, etc.) will be divided as follows:

Food/Groceries

Food will be purchased by each individual roommate. If a roommate did not purchase it, he or she will not eat it or offer it to a guest without permission of the roommate to whom the food belongs, with the exception of community items listed below.
Community items will be purchased so that all roommates can use the items, and the cost shall be shared equally among the roommates. Roommates have agreed that the follow are community items:

General Courtesies

A roommate's room is his or her domain. No one but the room's occupant has any control over what goes on in the room unless he or she is doing something illegal that could potentially harm other roommates.
Anything that affects all roommates shall be decided upon by all roommates.
If any roommate moves out of the unit for any reason, that roommate is responsible for giving at least 30 days notice to other roommates, and paying his or her fair share of the rent and utilities until the termination of the lease or a new and suitable roommate is found.

Other

Any other agreements between the roommates are listed below:

By signing my name, I understand and agree to all the terms in the contract and will abide by these terms.

_____ Date _____
_____ Date _____

_____ Date _____
_____ Date _____

HOME NOW-FRIENDSHIP PLACE

Participant Rental Assistance & Payment Agreement

Name(s) on Lease:

I/We, listed above, agree to enter into this financial agreement with Friendship Place on _____ (date).

This agreement is based on the following provisions:

1. I understand and agree that the lease for my housing must be in my (our) name(s).
2. I understand and agree that Friendship Place must receive a copy of the lease prior to Friendship Place releasing a check for payment.
3. I understand and agree that Friendship Place is not responsible for any financial issues after the agreed upon term of this agreement.
4. I understand that I/we will be provided with \$_____ for:

Deposit Amount:\$_____ 1st Month:\$_____ Last Months'

Rent:\$_____

Name of Tenant #1
Date

Signature of Tenant #1

Tenant Phone Number

Name of Tenant #2
Date

Signature of Tenant #2

Name of Friendship Place Staff
Staff Date

Signature of Friendship Place

Ongoing Payment Agreement

I agree to pay the following amount and Friendship Place will pay the following amount in the upcoming months unless my income changes which I will notify my case manager immediately. I acknowledge that Friendship Place has the right to change this payment agreement and if done, I will be notified in writing.

2nd Month my portion: _____ Friendship Place portion: _____

3rd Month my portion: _____ Friendship Place portion: _____

4th Month my portion: _____ Friendship Place portion: _____

Name of Head of Household Signature of Tenant #1 Date

Name of Adult Tenant #2 Signature of Tenant #2 Date

Shared Housing: HUD Guidelines for Emergency Solutions Grant (ESG) and Continuum of Care (CoC)-Funded Rapid Re-Housing. See also [Rapid Re-Housing: ESG vs. CoC Guide](#). In general, roommate situations are allowed under ESG and CoC-funded rapid re-housing. Should program participants choose shared housing arrangements, they both must have separate leases and there are ways that the rent must be calculated.

ESG Requirements	CoC Requirements
<p>The ESG Program interim rule does not prescribe the type of housing that would qualify as permanent housing and thus allows for shared housing/roommate situations in rapid re-housing. However, if you are going to house people in shared housing/roommate situations, there are certain requirements that must be met (see below):</p>	<p>The CoC Program interim rule does not prescribe the type of housing that would qualify as permanent housing and thus allows for shared housing/roommate situations in rapid re-housing. However, if you are going to house people in shared housing/roommate situations, there are certain requirements that must be met (see below):</p>
<ul style="list-style-type: none"> The household being assisted with ESG rental assistance must have its own separate lease with the property owner to be considered a separate household for the purposes of ESG eligibility (note: subleases are not allowed under ESG). Providing housing relocation and stabilization services and financial assistance does not require the program participant to have a lease. 	<ul style="list-style-type: none"> Each household being assisted with CoC Program tenant-based rental assistance must have their own separate lease with the property owner to be considered a separate household for the purposes of CoC Program eligibility.
<ul style="list-style-type: none"> As with all tenant-based rental assistance, it is up to the program participant to select a housing unit in which to live and the people with which they will share that housing (if any). 	<ul style="list-style-type: none"> As with all tenant-based rental assistance, it is up to the program participant to select a housing unit in which to live and the people with which they will share that housing (if any).
<ul style="list-style-type: none"> A habitability inspection is required for the unit into which the program participant will be moving - EVEN IF only services are provided. This will help ensure that the individual or family has adequate space and security for themselves and their surroundings, and that the unit is generally habitable (576.403(c)). Doing this inspection may also help to assess whether this can be a permanent living situation for the homeless household. 	<ul style="list-style-type: none"> All housing assisted with leasing or rental assistance funds under the CoC Program must meet minimum Housing Quality Standards (HQS) as set forth in section 578.75(b) of the CoC Program interim rule.
<ul style="list-style-type: none"> All housing for which leasing or rental assistance payments are made must meet FMR and rent reasonableness standards. Rent reasonableness should be determined by considering the reasonableness of the rent in relation to rents being charged for 	<ul style="list-style-type: none"> All housing for which leasing or rental assistance payments are made must meet FMR and rent reasonableness standards. Rent reasonableness should be determined by considering the reasonableness of the rent in relation to rents being charged for

comparable unassisted units, taking into account the location, quality, size, type, and age of unit, as well as any amenities, housing services, maintenance, and utilities provided by the owner.	comparable unassisted units, taking into account the location, quality, size, type, and age of unit, as well as any amenities, housing services, maintenance, and utilities provided by the owner.
	<ul style="list-style-type: none">• The FMR for shared housing is the lower of the FMR for the family unit size or the pro-rata share of the FMR for the shared housing unit size. The pro-rata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private space by the total number of bedrooms in the unit.