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To: Housing Incentive Fund Property Owners and Managers

Compliance Memorandum: 18-03

From: Jennifer Henderson, Director
Planning and Housing Development Division

Date: July 5, 2018

RE: Housing Incentive Fund Lease Rider

A Housing Incentive Fund Lease Rider Template is now available.

In response to requests from our Housing Incentive Fund (HIF) property owners and manager, North Dakota Housing Finance Agency's staff created a lease rider template. The template is available on the HIF forms page, <https://www.ndhfa.org/Development/HIFForms.html>.

Use of this specific document is not required when you are working with HIF tenants, however it is highly recommended that you make tenants who lease a HIF unit aware of the ongoing compliance requirements especially as it pertains to annual income recertification and essential service worker designations.

If you already have a lease rider for your HIF units, you may continue to use your form.

If you have any questions regarding the lease rider, contact the Planning and Housing Development Division Staff at hfainfo@nd.gov or (701)328-8080.