The following form is intended to provide general guidance and a way to document a request for a hardship exemption. Completion of this form is not a requirement. Please consult with [Insert PHA Name] for the specific definition and guidance that [Insert PHA Name] uses related to the Minimum Rent Hardship Exemption.

**How to use this form:**

1. Enter your household information at the top of the form.
2. Identify the qualifying financial hardship your household is experiencing by using the list on the form.
3. Sign and Date the form.
4. Submit the form to the property manager or leasing office.
5. As requested by [Insert PHA Name], provide documentation or contact information for source(s) that can verify the financial hardship.
6. If [Insert PHA Name] denies the request for the exemption, you are entitled to file a grievance in accordance with [Insert PHA Name]’s grievance procedures.

**[INSERT PHA NAME]**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

HEAD OF HOUSEHOLD NAME:

ADDRESS:

PHONE NUMBER:

EMAIL:

I am requesting a hardship exemption from the Minimum Rent due to the following qualifying reason(s):

 [ ]  Loss of eligibility/awaiting eligibility determination for an assistance program

[ ]  Facing eviction due to inability to pay rent

[ ]  Decrease in household income, including loss of employment

[ ]  Death in the family

[ ]  Other circumstances determined by the [Insert PHA Name] or HUD

Describe:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For PHA Use Only:* [Insert PHA Name] Receipt of completed form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_