

DUKES COUNTY REGIONAL HOUSING AUTHORITY

RENTAL CONVERSION PROGRAM

Program Summary

The Rental Conversion Program, administered by the Dukes County Regional Housing Authority (DCRHA) and funded by the Island Affordable Housing Fund, offers homeowners a choice of incentives in exchange for year-round rental agreements. Island residents making less than 120% of median income for the area (e.g. \$79,300 for a family of four) are eligible for rental assistance and pay no more than 30% of their adjusted income towards rent.

Monthly Rent

A maximum adjusted fair market will be used in determining the contract rent on case-by-case basis. The tenant's portion of the rent is determined by the household income and is paid directly to the property owners; the balance of the rent is paid to the property owners by DCRHA. Rent is paid on the first of each month. Contact rents will be determined annually between the DCRHA and the property owner at least sixty days prior to the anniversary date of the lease.

Security Deposit

Property owners can require that the tenant pay a security deposit up to the amount of one month's contract rent. Security deposits must be held in an interest bearing account accordance with MGL 186.

Tenant Screening & Selection

The DCRHA will pre-screen eligible tenants for property owners' selection. The pre-screening process may include credit and criminal background checks, income verification, and personal and landlord references. Tenant screening for suitability and tenant selection is the property owner's responsibility. DCRHA encourages property owners to screen prospective tenants by following the same process as used to screen families in the private market.

Lease Information

Property owners complete the Lease Information form after selecting a tenant. The DCRHA will begin the lease and rental assistance contract signing process upon receipt of the Lease Information form.

Unit Inspection

An inspection is scheduled upon receipt of the Lease Information form by the DCRHA. A rental unit may require inspection by the local health official before a lease can be executed.

Leasing Documents

A lease is signed between the property owner and the tenant; a housing assistance contract is signed between the property owner and the DCRHA. As part of its rental management services the DCRHA will provide a model lease for use by the property owner, including the rental assistance addendum. If a property owner uses a standard lease form, the lease must include the DCRHA's rental assistance addendum. Please contact the DCRHA if you would like to review these documents prior to signing.

Program Representatives

The DCRHA will prepare the leasing and rental assistance contract documents and will be your contact as long as the tenancy is in effect.