

**Affordable Home Rental Report to West Tisbury Affordable Housing Committee
By Monitor of Homes**

This **Report** Agreement made this ____ day of ____, ____ between the **Monitor Agent** _____ at _____, acting by and through its members and the West Tisbury Affordable Housing Committee (WTAHC), P.O. Box 278, West Tisbury, MA 02575, acting by and through the Town of West Tisbury Board of Selectmen.

When through the activities of the Town and/or the Martha's Vineyard Commission (MVC) building lots/homes become available for lease or sale **or are being monitored through a covenant** by the **Monitoring Agent** _____ to persons or families of low or moderate income levels and

WTAHC has developed **guidelines** for eligibility, resales, repurchases, rentals or other restraints on alienation and duration of such restraints;

The Monitoring Agent recognizes that the Town zoning bylaw states under Zoning Bylaw Article 4.4 that the WTAHC "...subject to the terms and limitations of a covenant imposed by the Affordable Housing Committee ...pursuant to the provisions of St. 2004, c 445, at the sole discretion of the WTAHC..." To this matter the WTAHC set Guidelines to the following:

1. The use of the property to one dwelling, which shall be the owner's primary residence;
2. The maximum allowable rental time per year;
3. The rental guidelines and exceptions, if any

If the Monitoring Agent wishes to allow rental of these affordable homes they must comply with **Article 4.4 Housing WTAHC guidelines and shall report any rental of affordable homes under a covenant they monitor to WTAHC.**

The following information shall be provided to WTAHC **through a Rental Form (See Appendix A):**

Rental Criteria (**Explanation why rental allowed and length**)

Rental History (**when last rented and length**)

Terms of rental agreement (**through an application form, etc.**)

Rental Amount

Income level of rental (**Income levels are based on Department of Housing and Community Development (DHCD). Income tables provided by DHCD yearly**)

Homeowner name

Phone

Physical Address of said home

Mailing Address

Homeowner income qualification level

Size of home (number of bedrooms)

Name of Eligible Renter

Mailing Address of Renter

Renter income level

All these items may be covered in the homeowner's application for rental permission. (See Appendix A)

3.-The **Monitoring Agent** and WTAHC agree any home being rented has been rented according to all rental eligibility **guidelines** established by WTAHC

4. Dukes County Regional Housing Authority (DCRHA) has supplied and reviewed a **Renter** eligibility application **and** DCRHA has determined the renter’s eligibility income level.

5. Rentals of the affordable homes shall not exceed one year. **Exception to exceed one year shall be reviewed and determined by the WTAHC.**

6. WTAHC has the right to review and revoke rentals that do not meet rental guidelines as well as set a time limit on the rental.

The Monitoring Agent and WTAHC agree that all rentals including those previously rented before this agreement shall be reviewed once a year. The status of such shall be reported to WTAHC by June 30th of each year. Those presently being rented at the signing of this agreement shall be reported immediately and shall be ~~or~~ placed in compliance with the WTAHC rental guidelines.

IN WITNESS WHEREOF, the parties have executed this **Affordable Home Rental Report Agreement** as of the day and year first above written.

Monitoring Agent

By its Executive Director
As duly authorized by the members

West Tisbury Affordable Housing Committee

By its Chairperson/Duly authorized signatory

Rental Request Application-Form
West Tisbury Affordable Housing Committee
P.O. Box 274
West Tisbury, MA 02575
508-696-0100 ext. 121
affordhouse@westtisbury-ma.gov

This form is to be used by all affordable homeowners/monitoring agents who wish to rent a deed restricted home.

Rental Request Form should be completed by the homeowner or monitoring agent and reported to the West Tisbury Affordable Housing Committee. Make sure the form is signed. Completed applications should be mailed or delivered to the monitoring agent listed in your deed rider **and/or** to the West Tisbury Affordable Housing Committee. **Town Hall is open 8:30 A.M. to 4:30 P.M. You may also email the completed application to the email address above.**

Name of Homeowner/ Applicant _____

Street Address _____ Mailing Address _____

Town _____ ST. ___ Map (number) ___ Lot (number) _____

Phone _____ Registry of Deeds Book _____ Page _____

Homeowner Income Qualification Level (this will be found within the deed rider. _____
Size of Home (number of bedrooms) _____

Reason for Request _____ Rental History (if applies) _____

Proposed Rental Amount _____

Name of Eligible Renter _____ Renter Income Level _____

Mailing Address of proposed Eligible Renter _____

Has Renter been Income Qualified as defined by Dukes County Regional Housing Authority? (Proof required)

Yes ___ No ___ If not rental will not be approved

Required Documents to be included; (other Documents may be required):

a) Proposed Lease (including rent and term)

b) **A letter of renter's eligibility from DCRHA.**

Homeowner/Monitoring Agent's signature

Date