WASHINGTON STATE HOUSING TRUST FUND

Procedure for Organizations to Request an Emergency/Disaster Waiver for Rental Housing Requirements

1. The Housing Trust Fund funding recipient or its authorized delegate (the Contractor) must submit a signed Request for Approval to Provide Temporary Housing form and receive approval from the Department of Commerce (Commerce).

2. Each adult household member must sign a statement certifying that they require housing because of a Federal or State Declared Emergency/Disaster (use Displaced Household Certification form in #6).

3. Income qualification and the initial lease can be determined based on self-certification for up to 90 days. Third-party income verification is required to extend the lease beyond 90 days.

4. Upon completion of a third party income certification verifying household qualifies below 80% of the Area Median Income (AMI), an additional lease can be entered into, not to exceed 365 days from initial occupancy.

5. The income waiver expires after 365 days, and the lease can only be extended if the household is qualified under the project’s normal eligibility requirements (per the Housing Trust Fund contract with Commerce).

6. The Contractor must certify and maintain certain information for each displaced individual. Commerce has provided an Emergency/Disaster Displaced Household Certification form for this purpose. Specifically, for each unit rented, the Contractor must collect the following:
   - Unit number
   - Names and social security numbers of all residents in the unit
   - Address of damaged/affected residence for each occupant
   - The gross annual income of the household (must be less than 80% of AMI)
   - Dates of occupancy and/or lease term beginning/ending date (refer to limitations in #3 and #4 above)

7. The Contractor must maintain a tracking log to document the displaced individuals/households that are being housed at its property(s) because of the emergency/disaster. This tracking log must be updated and sent to HTFCompliance@commerce.wa.gov.

8. The Contractor must make a comment in WBARS Table 1, indicating the unit is occupied by a household/individual displaced by the emergency/disaster.