

Waugh Lane Guidelines
Adopted June 8, 2013
NCIHA Board of Commissioners

- NCIHA staff will hold a meeting with the tenants to review the program requirements, changes in the program and ask the tenants what their goals are for homeownership.
- Homeownership support services will continue to be offered but are not required
- Tenants may be on rental assistance, but that is not a requirement for tenancy. If a tenant's tribe has funds available and they are eligible to apply for rental assistance, NCIHA staff will encourage them to do so.
- Tenants must be income eligible in order to reside in the units. This preserves the property tax exemption for NCIHA
- Tenants are required to sign the income statement each year for the tax exemption documentation
- Tenants will "recertify annually" to provide NCIHA family composition and income information
- NCIHA will refer tenants to supportive services that might be of interest or benefit to the household members
- Late fees for rental paid after the 10th of the month will be decreased to \$25.00
- The incentive of a \$100 decrease in rent for one month for a tenant who pays on time (before the 10th) each month for twelve months remains in place
- Individual Savings Accounts match funds will continue to be offered but are not required
- Tenants will sign the updated lease agreement as prepared by legal counsel. Tenants must abide by all provisions of the lease.
- The collection policy adopted in February 2007 will be enforced. Tenants will be informed of the policy and enforcement at the tenant meeting. "Any tenant in the Waugh Lane apartment who is delinquent with their rent three times or more (paying the late fee after the 10th of the month) within a twelve month period will be terminated as a tenant in the Waugh Lane rental. Any tenant who is delinquent the second time within the twelve month period will be required to meet with a designated committee of the Board of Commissioners (Executive Committee). The meeting will include a review of the consequences of a third delinquent payment and a requirement to sign an acknowledgment of the policy."
- Waugh Lane units will be inspected annually and tenant charged damages will be charged to the tenant.
- NCIHA will provide maintenance services to the Waugh Lane apartments using both NCIHA personnel and outside contractors.