

# Workforce Housing Program

**Property Manager Training**

**May 21, 2026**



# Agenda

- Welcome and Introductions
- Part I: Portal Overview
  - WHP Portal compliance tracking features
    - **Exploring, Sorting, and Analyzing Data**
  - Entering new and renewing tenants into the Portal
  - Automated notifications
  - Q and A
- Part II: Review of WHP Practices
  - Income Eligibility requirement (Lease Addendum)
  - WHP Rent Compliance Review (WHP Rent Calculation Worksheet)
  - Mandatory/Optional fees
  - Recertifications
  - Timeframes
  - Low Occupancy
    - Notices of non-compliance;
    - Remedies, options and suggestions for property managers
  - Q and A

# Workforce Housing – Why We're Here

Why does my project include Workforce Housing Units?

- 2006 Program, Density Bonuses

What is the Property Manager's Responsibility?

- Rent the Workforce units to eligible households at a correct rent
- Submit required documents and retain records
- Enter WHP tenant information into the Portal
- Inform County of any changes in staffing responsible for WHP

What is the County's Responsibility?

- Ensure the workforce units are provided
- Support property managers and tenants



**Workforce Housing Program (WHP)  
2025 Rents and Incomes  
Effective July 1, 2025**

WHP prices are set annually, based on the provisions of Article 5.G.1.A.3.c.2 of the Unified Land Development Code the following:  
**2025 PBC Median Family Income: \$111,800 (per HUD)**

**Rental Prices for projects approved under the Workforce Housing code in effect until September 28, 2019.**

WHP Income Category			Studio	1 BR	2 BR	3BR	4BR
Low	60-80% of MFI	\$67,080 - \$89,440	\$1,228 - 1,638	\$1,316 - 1,755	\$1,578 - 2,104	\$1,824 - 2,432	\$2,035 - 2,714
Moderate 1	>80-100% of MFI	>\$89,440 - \$111,800	\$1,638 - 2,047	\$1,755 - 2,193	\$2,104 - 2,630	\$2,432 - 3,040	\$2,714 - 3,392
Moderate 2	>100-120% of MFI	>\$111,800 - \$134,160	\$2,047 - 2,457	\$2,193 - 2,632	\$2,630 - 3,156	\$3,040 - 3,648	\$3,392 - 4,071
Middle	>120-140% of MFI	>\$134,160 - \$156,520	\$2,457 - 2,866	\$2,632 - 3,071	\$3,156 - 3,682	\$3,648 - 4,256	\$4,071 - 4,749

**Rental Prices for projects approved under the Workforce Housing code in effect beginning September 29, 2019.**

WHP Income Category			Studio	1 BR	2 BR	3BR	4BR
Low	60-70% of MFI	\$67,080 - \$78,260	\$1,228 - \$1,433	\$1,316 - \$1,535	\$1,578 - \$1,841	\$1,824 - \$2,128	\$2,035 - \$2,374
	>70-80% of MFI	>\$78,260 - \$89,440	\$1,433 - \$1,638	\$1,535 - \$1,755	\$1,841 - \$2,104	\$2,128 - \$2,432	\$2,374 - \$2,714
Moderate 1	>80-90% of MFI	>\$89,440 - \$100,620	\$1,638 - \$1,842	\$1,755 - \$1,974	\$2,104 - \$2,367	\$2,432 - \$2,736	\$2,714 - \$3,053
	>90-100% of MFI	>\$100,620 - \$111,800	\$1,842 - \$2,047	\$1,974 - \$2,193	\$2,367 - \$2,630	\$2,736 - \$3,040	\$3,053 - \$3,392
Moderate 2	>100-110% of MFI	>\$111,800 - \$122,980	\$2,047 - \$2,252	\$2,193 - \$2,413	\$2,630 - \$2,893	\$3,040 - \$3,344	\$3,392 - \$3,731
	>110-120% of MFI	>\$122,980 - \$134,160	\$2,252 - \$2,457	\$2,413 - \$2,632	\$2,893 - \$3,156	\$3,344 - \$3,648	\$3,731 - \$4,071
Middle	>120-130% of MFI	>\$134,160 - \$145,340	\$2,457 - \$2,662	\$2,632 - \$2,852	\$3,156 - \$3,419	\$3,648 - \$3,952	\$4,071 - \$4,410
	>130-140% of MFI	>\$145,340 - \$156,520	\$2,662 - \$2,866	\$2,852 - \$3,071	\$3,419 - \$3,682	\$3,952 - \$4,256	\$4,410 - \$4,749

For information on WHP rents, contact: Michael Howe, Planning Division, at [mhowe@pbcgov.org](mailto:mhowe@pbcgov.org) or 561-233-5361

# Lease Addendum

## LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

- At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) for compliance determination. Property managers are encouraged to submit draft lease addenda (not executed) for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this addendum to the tenant at \_\_\_\_\_  
(enter tenant's email).

Development: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ WHP Rent: \$ \_\_\_\_\_

Lease starts: \_\_\_\_\_ Lease ends: \_\_\_\_\_

This is an  initial certification or a  recertification.

**Household Income** is defined as the documentable gross income before taxes received annually by income earners residing in the WHP tenant's household, used to determine the Income Category and subcategory if applicable. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support. Irregular income such as overtime and bonus payments may be considered at the discretion of the WHP rental unit owner or designee.

Identify each income earner in the household that will be occupying this unit. (add lines if needed)

Tenant's Name	Tenant's Annual Income
_____	_____
_____	_____
_____	_____
<b>Total Household Income:</b>	_____

2025 WHP Income Category (please check)

- Low (60-80% of MFI): \$67,080 - \$89,440
- Moderate-1 (>80-100% of MFI): >\$89,440 - \$111,800
- Moderate-2 (>100-120% of MFI): >\$111,800 - \$134,160
- Middle (>120-140% of MFI): >\$134,160 - \$156,520

For any questions, contact County WHP staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) or 561-233-5300.

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Under penalties of perjury, I declare that I have read the foregoing Lease Addendum for Rental Unit and that the facts stated in it are true.

Tenant(s)

_____ (Tenant Signature)	_____ (Tenant Signature)
_____ (Print Name)	_____ (Print Name)
_____ (Date)	_____ (Date)

Owner or Designee:

By: \_\_\_\_\_  
(Owner/Designee Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Rent Calculation Worksheet

## WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

- The property owner/designee provides this RCW to County Staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):
  - At initial certification at lease execution/new move-ins  
Date of lease execution: \_\_\_\_\_
  - At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_
  - At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_  
(enter tenant's email)

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: \_\_\_\_\_ Lease ends: \_\_\_\_\_

Total Household Income as certified by property owner or designee: \_\_\_\_\_

WHP Income Category (at time initial WHP certification or re-certification)

LOW (60%-80% of AMI)  MOD1 (>80% -100% of AMI)

MOD2 (>100% -120% of AMI)  MIDDLE (>120% -140% of AMI)

Maximum WHP Rent in effect: \_\_\_\_\_

Link to WHP ranges: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

WHP Rent calculation:

(1) Monthly Rent (per Lease): \_\_\_\_\_/month

(2) Mandatory fees/charges for: \_\_\_\_\_/month

\_\_\_\_\_ /month

Total mandatory fees/charges: \_\_\_\_\_/month

(3) Total monthly Rent: (1)+(2) \_\_\_\_\_/month

(4) Utility allowance \_\_\_\_\_/month

(5) WHP Rent: (3)-(4) \_\_\_\_\_/month

Property owner or designee: \_\_\_\_\_  
(Signature & Title)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

## Information for WHP Tenants

You are receiving this document because you are renting a unit that is subject to the Palm Beach County (PBC) Workforce Housing Program (WHP). This document contains important information for tenants of WHP units.

**Who can occupy a WHP unit?** Rental WHP units must be rented only to income-eligible households, and must be rented at or below the prices in effect at the time of lease execution, as published annually by PBC.

**How and when is income eligibility determined?** Your household's income is certified as eligible by the property manager, through completion of a separate document, the WHP Lease Addendum. The household income is then used to establish the income category (or subcategory, if applicable) on the Lease Addendum. The income category also identified on this Rent Calculation Worksheet, along with the number of bedrooms in the WHP unit, this sets the limit on the rent to be charged. Household Income includes documentable gross income before taxes received annually by income earners residing in the WHP tenant's household. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances; however, at the discretion of the property owner or designee, it may include distributions from retirement accounts, periodic determinable allowances such as alimony and child support, and irregular income such as overtime and bonus payment.

**When is the income certified?** Income is certified at the time of initial lease execution. In addition, the property owner also has the option to recertify tenants at the time of lease renewal, but must provide 60 days' notice. (Recertification at lease renewal requires a new Lease Addendum and Worksheet; renewals without recertification will require a new Worksheet.) Property owners may also recertify tenants during the course of a lease at the tenant's request, but are not obligated to do so. Note that recertification may result in reassignment to a different income category or subcategory; when WHP units are not available in the new category, property managers are encouraged to work with tenants to avoid displacement.

**How is the rent set?** The Maximum WHP Rent is set by Palm Beach County for each income category and subcategory, by number of bedrooms. The current rent ranges can be viewed here: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf). The rent ranges are updated every July 1<sup>st</sup>. The rent to be charged is based on the rent range in effect at the time of lease execution, regardless of the move in date. For renewals, the rent is based on the rent range in effect on the date of execution of the renewal, regardless of the start date of the new lease term.

**What is included in the rent charged for a WHP unit?** The WHP does not specify the services and amenities that must be provided or available for a WHP rental unit, but does establish how charges can be applied for services and amenities:

- Fees for items that are required of all tenants, and over which the tenant does not exercise any control over the option or the usage, are deemed "mandatory" fees and must be capped by the Maximum WHP Rent. These must be included in the total monthly rent (line 3) and cannot be charged above the Maximum WHP rent. Examples include fees for pest control, common area amenities, or other services charged to all tenants.
- Any fee over which the tenant does exercise control over the option or the usage, is deemed "voluntary" and will not need to be capped by the Maximum WHP Rent, even if the fee is billed through the property management company or a third party biller. Examples of voluntary fees include fees for optional amenities and services, such as pet fees, optional storage area fees, or fees for services such as internet access, if optional and not mandatory for all residents.
- The property management retains the right to offer a service or amenity as either voluntary or mandatory, but must abide by the above with regard to the charge for the service.
- Most properties are required to provide a "utility allowance," reflected on line 4 of the Worksheet. This is a monthly rent reduction to help offset tenant-paid costs of water, sewer, gas and/or electric service provided directly to the unit. The WHP Rent identified on line 5 shall not exceed Maximum WHP Rent in effect minus the applicable utility allowance.
- The WHP rent you pay each month should not exceed Line 5, which is the total of the base rent plus all mandatory charges and fees, minus the utility allowance amount. In addition to this amount, you may pay for any optional services or amenities you have selected, and utilities.

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

# Part I: Portal Overview

# Portal Benefits

- On-going compliance monitoring tool
- To assist property owner/designee to track WHP units
- To keep WHP records in one place accessible to the property managers
- To keep track of the submittals and tenant status
- To ensure compliance with the WHP requirements



**Login**

User Name

Password:

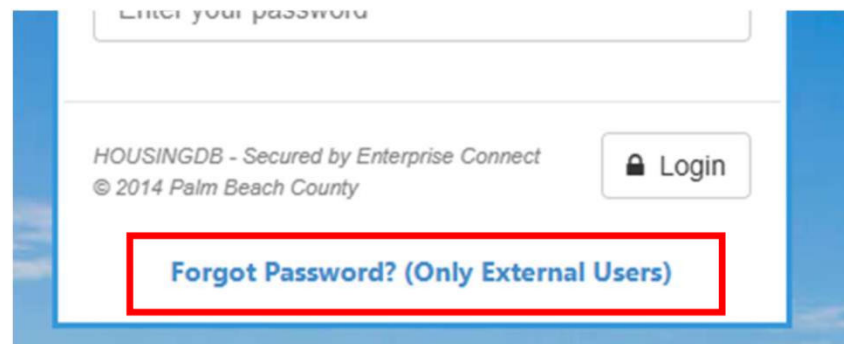
HOUSINGDB - Secured by Enterprise Connect  
© 2014 Palm Beach County

[Forgot Password? \(Only External Users\)](#)

**WHP Portal Link- <https://pbc.gov/housingdashboard/>**

# Login/Password

- **WHP Portal Link-** <https://pbc.gov/housingdashboard/>
- Can have multiple users from WHP development
- New Users: Please provide email address(es), first and last name(s) of employee(s) to access portal
- Existing Users: Your email address is the login. If you changed password/lost it, please use “Forgot Password” option



# Viewing and Downloading Current Tenants

Tenants Data Entry

**Tenants Search**

Project Name:   Expired Lease ⓘ

Subject to Utility Allowance requirement

**Summary for January:**

Total Occupied: 8  
 Vacant units: 3  
 Occupancy Rate: 72.73%

Required Units: Low: 2; Moderate 1: 3; Moderate 2: 3; Middle: 3  
 Occupied Units: Low: 1; Moderate 1: 4; Moderate 2: 2; Middle: 1

Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Income Category	WHP Certi. Date	Income at Certi. Date	Status	Document	Action
3157	208	Tenant 11	2	05/25/2025	05/24/2026	> 30-60% of MFI	05/25/2025	58000	Not accepted	(0)	
3156	308	Tenant 10	1	05/01/2025	04/30/2026	> 80-100% of MFI	05/01/2025	87000	Accept	(0)	
3155	206	Tenant 8	2	03/25/2025	03/24/2026	> 120-140% of MFI	03/25/2025	125000	Accept	(0)	
3154	115	Tenant 12	1	07/01/2025	06/30/2026	> 80-100% of MFI	06/25/2025	85000	Accept	(0)	
3152	301	Tenant 13	2	07/29/2025	07/28/2026	> 80-100% of MFI	07/29/2025	111000	Accept	(0)	
3151	345	Tenant 9	3	04/18/2025	04/17/2026	> 100-120% of MFI	04/18/2025	111000	Accept	(0)	
3150	204	Tenant 4	2	01/15/2025	01/14/2026	> 80-100% of MFI	01/15/2025	85000	Accept	(0)	
3149	201	Tenant 1	2	12/28/2024	02/27/2026	> 60-80% of MFI	12/28/2024	73500	Accept	(0)	
3147	398	Tenant 5	3	01/25/2025	01/24/2026	> 100-120% of MFI	01/25/2025	111256	Accept	(0)	

100

Export list of tenants

Displaying items 1 - 9 of 9

Add Tenant
Occupancy Report
Reset Sorting

Status	Document	Action
Not accepted	(0)	

Update

Delete

Renewal

# Viewing and Downloading Current and Past Tenants

Tenants Data Entry

**Tenants Search**

Project Name: Sample Project 1 
 Expired Lease ⓘ

Subject to Utility Allowance requirement

**Summary for January:**

Total Occupied: 8  
 Vacant units: 3  
 Occupancy Rate: 72.73%

Required Units: Low: 2; Moderate 1: 3; Moderate 2: 3; Middle: 3  
 Occupied Units: Low: 1; Moderate 1: 4; Moderate 2: 2; Middle: 1

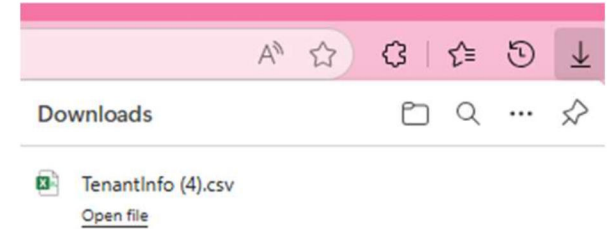
Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Income Category	WHP Certi. Date	Income at Certi. Date	Status	Document	Action
3157	208	Tenant 11	2	05/25/2025	05/24/2026	> 30-60% of MFI	05/25/2025	58000	Not accepted	(0)	⬇️
3158	109	Tenant 2	3	12/12/2024	12/11/2025	> 80-100% of MFI	12/12/2024	100000	Accept	(0)	⬆️
3156	308	Tenant 10	1	05/01/2025	04/30/2026	> 80-100% of MFI	05/01/2025	87000	Accept	(0)	⬇️
3155	206	Tenant 8	2	03/25/2025	03/24/2026	> 120-140% of MFI	03/25/2025	125000	Accept	(0)	⬇️
3154	115	Tenant 12	1	07/01/2025	06/30/2026	> 80-100% of MFI	06/25/2025	85000	Accept	(0)	⬇️
3152	301	Tenant 13	2	07/29/2025	07/28/2026	> 80-100% of MFI	07/29/2025	111000	Accept	(0)	⬇️
3151	345	Tenant 9	3	04/18/2025	04/17/2026	> 100-120% of MFI	04/18/2025	111000	Accept	(0)	⬇️
3150	204	Tenant 4	2	01/15/2025	01/14/2026	> 80-100% of MFI	01/15/2025	85000	Accept	(0)	⬇️
3149	201	Tenant 1	2	12/28/2024	02/27/2026	> 60-80% of MFI	12/28/2024	73500	Accept	(0)	⬇️
3147	398	Tenant 5	3	01/25/2025	01/24/2026	> 100-120% of MFI	01/25/2025	111256	Accept	(0)	⬇️
3146	101	Tenant 3	1	01/05/2025	01/04/2026	> 60-80% of MFI	01/05/2025	82500	Accept	(0)	⬇️

1 | 100
Export list of tenants 📄

Displaying items 1 - 11 of 11

Add Tenant Occupancy Report Reset Sorting

# Downloaded List of Tenants



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Project Name	WHP Rental Unit Number	Number of Bedrooms	Leaseholder Name	LEASING START DATE	LEASING END DATE	WHP Certification Date	Total Household Income at WHP certification date	WHP Income Category at certification date	Monthly Rent	Trash	FEE2	FEE3	FEE4	Concessions	Total Monthly Rent	Max WHP Rent	Applicable Utility allowance	Required Utility allowance	Max WHP Rent in effect reduced by Applicable Utility	WHP rent per worksheet	Overcharge	Status
2	Sample Project	208	2	Tenant 11	5/25/2025	5/24/2026	5/25/2025	58000	> 30-60% of MFI	1570	25	5	0	0	0	1600	1607	50	50	1557	1550	0	Declined
3	Sample Project	109	3	Tenant 2	12/12/2024	12/11/2025	12/12/2024	100000	> 80-100% of MFI	1750	25	5	0	0	0	1780	2009	50	50	1959	1730	0	Expired
4	Sample Project	308	1	Tenant 10	5/1/2025	4/30/2026	5/1/2025	87000	> 80-100% of MFI	1925	25	5	0	0	0	1955	2009	50	50	1959	1905	0	Current
5	Sample Project	206	2	Tenant 8	3/25/2025	3/24/2026	3/25/2025	125000	> 120-140% of MFI	2025	25	5	0	0	0	2055	3374	50	50	3324	2005	0	Current
6	Sample Project	115	1	Tenant 12	7/1/2025	6/30/2026	6/25/2025	85000	> 80-100% of MFI	1925	25	5	0	0	0	1955	2009	50	50	1959	1905	0	Current
7	Sample Project	301	2	Tenant 13	7/29/2025	7/28/2026	7/29/2025	111000	> 80-100% of MFI	2025	25	5	0	0	0	2055	2630	50	50	2580	2005	0	Current
8	Sample Project	345	3	Tenant 9	4/18/2025	4/17/2026	4/18/2025	111000	> 100-120% of MFI	2400	25	5	0	0	0	2430	2892	75	75	2817	2355	0	Current
9	Sample Project	204	2	Tenant 4	1/15/2025	1/14/2026	1/15/2025	85000	> 80-100% of MFI	1950	25	5	0	0	0	1980	2410	50	50	2360	1930	0	Expired
10	Sample Project	201	2	Tenant 1	12/28/2024	2/27/2026	12/28/2024	73500	> 60-80% of MFI	1880	25	5	0	0	0	1910	1928	50	50	1878	1860	0	Current
11	Sample Project	398	3	Tenant 5	1/25/2025	1/24/2026	1/25/2025	111256	> 100-120% of MFI	2500	25	5	0	0	0	2530	2892	75	75	2817	2455	0	Current
12	Sample Project	101	1	Tenant 3	1/5/2025	1/4/2026	1/5/2025	82500	> 60-80% of MFI	1450	25	5	0	0	0	1480	1607	50	50	1557	1430	0	Expired

# Status of Tenants

Status
Not accepted
Accept
Submitted

**“Submitted”**- Documents submitted, unit is pending/under review

**“Accepted”**- Complete documents submitted, unit is deemed compliant

**“Not Accepted”**- Unit is not compliant/denied, shown in bright red, documents were not sufficient, non-compliant rent, ineligible tenant or other

**“Expired”**- The lease expired, shows entire row in dark red, still says “accepted”

# Current Occupancy Summary Snapshot

- Number of occupied units
- Number of vacant units
- Occupancy rate
- Number of units required and occupied in each income category

## Summary for January:

**Total Occupied: 8**

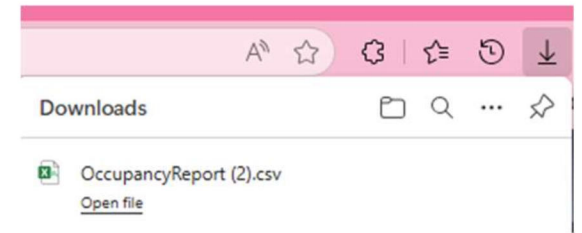
**Vacant units: 3**

**Occupancy Rate: 72.73%**

**Required Units: Low: 2; Moderate 1: 3; Moderate 2: 3; Middle: 3**

**Occupied Units: Low: 1; Moderate 1: 4; Moderate 2: 2; Middle: 1**

# Monthly Occupancy



## Tenants Data Entry

**Tenants Search**

Project Name:   Expired Lease ⓘ

Subject to Utility Allowance requirement

**Summary for January:**

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3158	109	Tenant 2	3	12/12/2024	12/11/2025	> 80-100% of MFI	12/12/2024	100000	Accept	<a href="#">(0)</a>	
3156	308	Tenant 10	1	05/01/2025	04/30/2026	> 80-100% of MFI	05/01/2025	87000	Accept	<a href="#">(0)</a>	
3155	206	Tenant 8	2	03/25/2025	03/24/2026	> 120-140% of MFI	03/25/2025	125000	Accept	<a href="#">(0)</a>	
3154	115	Tenant 12	1	07/01/2025	06/30/2026	> 80-100% of MFI	06/25/2025	85000	Accept	<a href="#">(0)</a>	
3152	301	Tenant 13	2	07/29/2025	07/28/2026	> 80-100% of MFI	07/29/2025	111000	Accept	<a href="#">(0)</a>	
3151	345	Tenant 9	3	04/18/2025	04/17/2026	> 100-120% of MFI	04/18/2025	111000	Accept	<a href="#">(0)</a>	
3150	204	Tenant 4	2	01/15/2025	01/14/2026	> 80-100% of MFI	01/15/2025	85000	Accept	<a href="#">(0)</a>	
3149	201	Tenant 1	2	12/28/2024	02/27/2026	> 60-80% of MFI	12/28/2024	73500	Accept	<a href="#">(0)</a>	
3147	398	Tenant 5	3	01/25/2025	01/24/2026	> 100-120% of MFI	01/25/2025	111256	Accept	<a href="#">(0)</a>	
3146	101	Tenant 3	1	01/05/2025	01/04/2026	> 60-80% of MFI	01/05/2025	82500	Accept	<a href="#">(0)</a>	

1 100 Displaying items 1 - 11 of 11

Add Tenant
Occupancy Report
Reset Sorting

# Monthly Occupancy

Project Name	Sample		25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	26-Feb	26-Mar	26-Apr	26-May	26-Jun
Project 1	Project 1		5	5	6	7	8	8	10	10	10	10	10	10	9	6	5	4	2	2
Total occupied			5	5	6	7	8	8	10	10	10	10	10	10	9	6	5	4	2	2
Total Units	11	WHP units obligation	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Occupancy rate			45%	45%	55%	64%	73%	73%	91%	91%	91%	91%	91%	91%	82%	55%	45%	36%	18%	18%
Low	2		2	2	2	2	2	2	2	2	2	2	2	2	2	1				
Moderate 1	3		2	2	2	2	3	3	5	5	5	5	5	5	4	3	3	3	2	2
Moderate 2	3		1	1	1	2	2	2	2	2	2	2	2	2	2	1	1	1		
Middle	3				1	1	1	1	1	1	1	1	1	1	1	1	1			
WHP Units	11		5	5	6	7	8	8	10	10	10	10	10	10	9	6	5	4	2	2
Vacant			6	6	5	4	3	3	1	1	1	1	1	1	2	5	6	7	9	9

# Exploring, Sorting, and Analyzing Data in Portal

There are recurring inquiries about reconciling PM records with the Portal

- Our WHP occupancy is at 100% but Portal shows only 75%.
- Our distribution between income categories doesn't match to the Portal.

# Exploring, Sorting, and Analyzing Data in Portal

## Reconciling Occupied Units With Rent Roll

- Display currently occupied units only
  - Toggle the “Expired Leases” button off
- Sort by unit number or by income category
- To view units within a specific income category, use the Filter function with the “Contains” option and enter the applicable numeric range, such as “60-80”, “80-100” etc. and then sort by unit number

## Next Steps

- Cross-reference the Portal data with the current rent roll
- Confirm whether Portal entries are complete and up to date, identify any units where:
  - Tenants have moved out, or
  - New tenants need to be added or updated in the Portal

# Exploring, Sorting, and Analyzing Data in Portal

## **How to Identify Renewals Not Entered into the Portal**

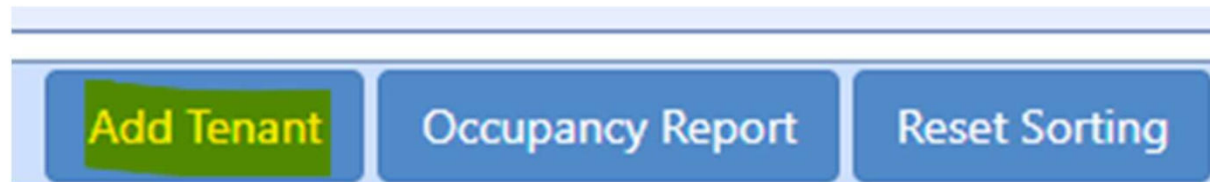
- Viewing **recently expired** leases and/or expiring leases
  - Sort by lease expiration date
  - Scroll to view the all leases that expired or about to expired during month of May 2026
  - Copy/paste list of units into Word document
  - Reset sorting and then sort by unit number
  - Check if a renewal or a new tenant was entered for expired leases

# Processing a new tenant

- Execute Lease Addendum and WHP Rent Calculation Worksheet and save.
  - File size: not to exceed 20 MB, we advise to print to PDF to reduce the size
  - File name: to include:
    - Unit Number,
    - Last name (s) of tenant(s)
    - Lease start date in month-day-year format, and
    - Words “LA New” for Lease Addenda and “RCW New” – for WHP Rent Calculation Worksheet. If tenant was pre-leased at prior year Income/Rent schedule include words “(pre-leased)” in the file name.
  - **Examples:** “111 Smith and Blake 1-15-26 LA New.pdf”
  - “111 Smith and Blake 1-15-26 RCW New.pdf”
  - “108 Green 7-5-25 LA New (pre-leased).pdf”
  - “108 Green 7-5-25 RCW New (pre-leased).pdf”

## Processing a new tenant (cont.)

- Review the list of current tenants to confirm that the unit is unoccupied. If there is an existing/unexpired entry for the unit and the lease dates for the prior tenant and the new tenant overlap, please contact the County to update the lease end date so it reflects the prior tenant's actual move-out date.
- Scroll down to the bottom of screen and click "Add Tenant"



# Processing a new tenant (cont.)

Bldg #:	<input type="text"/>	Unit #:*	<input type="text"/>	No of Bedroom(s):*	<input type="text"/>
Lease Holder Name:*	<input type="text"/>				
Leasing Start Date:*	<input type="text"/>	Leasing End Date:*	<input type="text"/>	WHP Certification Date:*	<input type="text"/>
Household Income:*	<input type="text"/>	Income Category:*	<input type="text" value="-- Select From Here --"/>		
Monthly Rent:*	<input type="text"/>				
<b>Mandatory Fees ⓘ</b>					
Trash:	<input type="text" value="\$ 0"/>	Fee 2:	<input type="text" value="\$ 0"/>	Fee 3:	<input type="text" value="\$ 0"/>
	<input type="text" value="\$ 0"/>		<input type="text" value="\$ 0"/>		<input type="text" value="\$ 0"/>
Total Monthly Rent:	<input type="text" value="\$ 0"/>				
Applicable Utility allowance: ⓘ	<input type="text"/>	<input type="text" value="\$ 0"/>	WHP rent per worksheet		
Additional Concession/Discount:	<input type="text"/>				
Max WHP Rent per the applicable WHP rent schedule:	<input type="text" value="\$ 0"/>	<a href="#">WHP Schedule</a>			
Required Utility allowance: ⓘ	<input type="text"/>	<input type="text" value="\$ 0"/>	Max WHP Rent in effect reduced by Applicable Utility Allowance		
Tenant Type: New tenant: <input checked="" type="radio"/>	Overcharge:	<input type="text" value="0"/>	Document to upload:*	<input type="button" value="View/Add Documents"/>	
Renewing tenant WITHOUT re-certification: <input type="radio"/>					
Renewing tenant with re-certification: <input type="radio"/>					
Other event: <input type="radio"/>					
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>					

# How to reduce file size

- Open the PDF in Adobe Acrobat
- Go to the Tools center and click on the Optimize PDF Tool
- Choose a file to compress and select Reduce File Size
- Pick the file version compatibility and rename the file
- Save the compressed PDF to your files
- Upload to Portal

# Processing a renewal for existing tenants

- Fill out WHP Rent Calculation Worksheet and save/print as PDF. If tenant's current income was re-certified prepare updated Lease Addendum.
  - File size: not to exceed 20 MB, we advise to print to PDF to reduce the size
  - File name: to include:
    - Unit Number,
    - Last name (s) of tenant(s)
    - Lease start date in month-day-year format, and
    - “renewal” or “renewal with re-certification” for WHP Rent Calculation Worksheet and words “LA (re-certification)” or LA (updated 2025)for updated lease addendum.
  - **Examples:** “111 Smith and Blake 1-15-26 Renewal.pdf”
    - “108 Green 1-05-26 Renewal with re-certification.pdf”
    - “108 Green 1-05-26 LA (re-certification).pdf”

# Processing a renewal for existing tenants (cont.)

- Check if renewal date lines up with the previous lease end date
- If it is already passed the lease renewal date move toggle button to show “expired leases” in red

Tenants Data Entry											
Tenants Search				Summary for January:							
Project Name:		Sample Project 1		Total Occupied: 8 Vacant units: 3 Occupancy Rate: 72.73%  Required Units: Low: 2; Moderate 1: 3; Moderate 2: 3; Middle: 3 Occupied Units: Low: 1; Moderate 1: 4; Moderate 2: 2; Middle: 1							
Subject to Utility Allowance requirement		<input checked="" type="checkbox"/> Expired Lease									
Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Income Category	WHP Certi. Date	Income at Certi. Date	Status	Document	Action
3157	208	Tenant 11	2	05/25/2025	05/24/2026	> 30-60% of MFI	05/25/2025	58000	Not accepted	(0)	
3158	109	Tenant 2	3	12/12/2024	12/11/2025	> 80-100% of MFI	12/12/2024	100000	Accept	(0)	
3156	308	Tenant 10	1	05/01/2025	04/30/2026	> 80-100% of MFI	05/01/2025	87000	Accept	(0)	
3155	206	Tenant 8	2	03/25/2025	03/24/2026	> 120-140% of MFI	03/25/2025	125000	Accept	(0)	
3154	115	Tenant 12	1	07/01/2025	06/30/2026	> 80-100% of MFI	06/25/2025	85000	Accept	(0)	
3152	301	Tenant 13	2	07/29/2025	07/28/2026	> 80-100% of MFI	07/29/2025	111000	Accept	(0)	
3151	345	Tenant 9	3	04/18/2025	04/17/2026	> 100-120% of MFI	04/18/2025	111000	Accept	(0)	
3150	204	Tenant 4	2	01/15/2025	01/14/2026	> 80-100% of MFI	01/15/2025	85000	Accept	(0)	
3149	201	Tenant 1	2	12/28/2024	02/27/2026	> 60-80% of MFI	12/28/2024	73500	Accept	(0)	
3147	398	Tenant 5	3	01/25/2025	01/24/2026	> 100-120% of MFI	01/25/2025	111256	Accept	(0)	
3146	101	Tenant 3	1	01/05/2025	01/04/2026	> 60-80% of MFI	01/05/2025	82500	Accept	(0)	

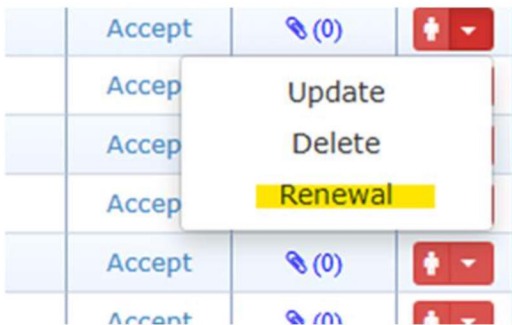
Export list of tenants

1 100

Displaying items 1 - 11 of 11

# Processing renewal for existing tenants (cont.)

- Find the prior entry for the tenant (lease end date should be close to new lease start date or in red as an expired lease). You could sort by the unit number or use “Ctrl-F” and type last name or unit number.
- Click on the red person drop down tab and select “renewal” to copy the information, click okay



# Processing renewal for existing tenants (cont.)

**Sample Project 1 - Copied Tenant**

Bldg #:  Unit #: 101 No of Bedroom(s): 1

Lease Holder Name: Tenant 3

Leasing Start Date:  Leasing End Date:  WHP Certification Date: 1/5/2025

Household Income: \$ 82500 Income Category: > 60-80% of MFI

Monthly Rent: \$ 1450

**Mandatory Fees**

Trash: \$ 25 Fee 2: \$ 5 Fee 3: \$ 0 Fee 4: \$ 0

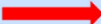
Total Monthly Rent: \$ 1480

Applicable Utility allowance: \$ 50 \$ 1430 WHP rent per worksheet

Additional Concession/Discount: \$

Max WHP Rent per the applicable WHP rent schedule: \$ 1607 [WHP Schedule](#)

Required Utility allowance: \$ 50 \$ 1557 Max WHP Rent in effect reduced by Applicable Utility Allowance

 Tenant Type: New tenant:   Renewing tenant WITHOUT re-certification:   Renewing tenant with re-certification:  Other event:

Overcharge: 0

Document to upload: [View/Add Documents](#) (0 Attachments)

# Processing renewal recertification for existing tenants

Sample Project 1 - Copied Tenant

Bldg #:  Unit #: 101 No of Bedroom(s): 1

Lease Holder Name: Tenant 3

Leasing Start Date:  Leasing End Date:  WHP Certification Date: 1/5/2025

Household Income: \$ 82500 Income Category: > 60-80% of MFI

Monthly Rent: \$ 1450

Mandatory Fees

Trash: \$ 25 Fee 2: \$ 5 Fee 3: \$ 0 Fee 4: \$ 0

Total Monthly Rent: \$ 1480

Applicable Utility allowance: \$ 50 \$ 1430 WHP rent per worksheet

Additional Concession/Discount: \$

Max WHP Rent per the applicable WHP rent schedule: \$ 1607 [WHP Schedule](#)

Required Utility allowance: \$ 50 \$ 1557 Max WHP Rent in effect reduced by Applicable Utility Allowance

Tenant Type:  New tenant:  Renewing tenant WITHOUT re-certification:  **Renewing tenant with re-certification:**   Other event:

Overcharge: 0

Document to upload: [View/Add Documents](#)  
(0 Attachments)

[Save](#) [Submit](#) [Close](#)

# Automated e-mail notifications

- 1) Notice of Submittal.** This notification serves as a record for both you and the County that the submittal has been made. No further action is required.



The image shows a screenshot of an automated email notification from Palm Beach County. The header features the Palm Beach County logo on the left and the title "Palm Beach County Housing Dashboard Application" on the right. Below the header, a grey bar contains the message: "Your information was submitted and County will provide Compliance determination within 3 days." The main body of the email lists application details in a table format: Project Name: Sample Project 1, Unit #: 301, Tenant name: Tenant 6, and Lease dates: 07/29/25 - 07/28/26. At the bottom, a small grey bar states: "This is an auto-generated email by the Housing Dashboard Application."

Your information was submitted and County will provide Compliance determination within 3 days.	
Project Name:	Sample Project 1
Unit #:	301
Tenant name:	Tenant 6
Lease dates:	07/29/25 - 07/28/26

*This is an auto-generated email by the Housing Dashboard Application.*

# Automated e-mail notifications (cont.)

## 2) Notice of compliance determination.

a) If unit is compliant the notice will state “Application was accepted”.

**Required actions:** Provide copies of the WHP Lease Addendum and WHP Rent Calculation Worksheet to the tenant(s) within 3 days of the compliance determination.

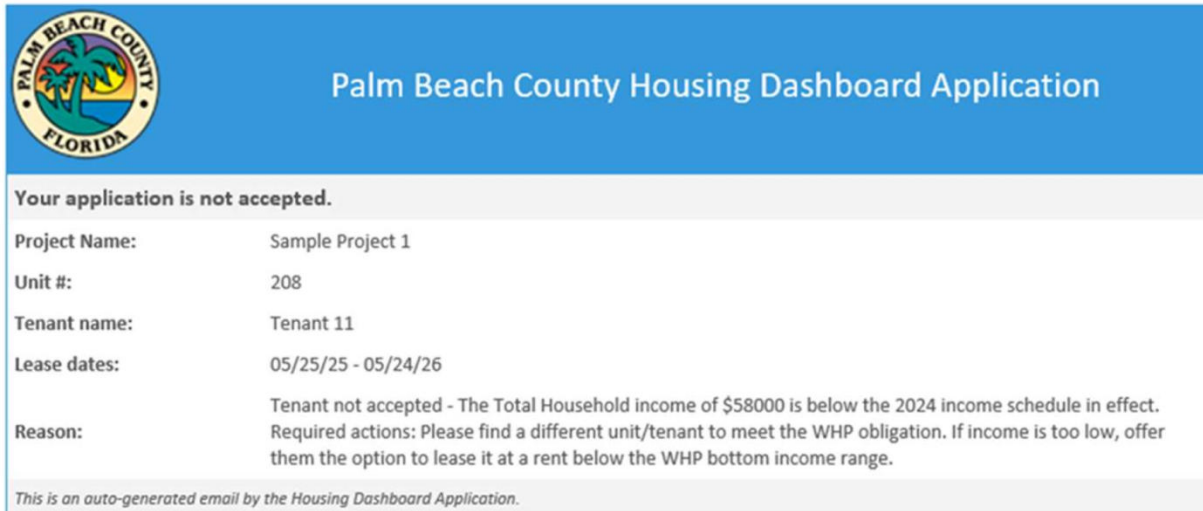


The image shows a screenshot of an automated email notification from Palm Beach County. The email has a blue header with the Palm Beach County logo on the left and the title "Palm Beach County Housing Dashboard Application" on the right. Below the header, the main body of the email contains a thank-you message and a list of application details. At the bottom, there is a small disclaimer stating that the email is auto-generated.


Palm Beach County Housing Dashboard Application	
Thank you for your submission! This unit is compliant. Please provide copies of the Lease Addendum and/or WHP Rent Calculation Worksheet to the tenant(s) within 3 days of compliance determination.	
Project Name:	Sample Project 1
Unit #:	301
Tenant name:	Tenant 6
Lease dates:	07/29/25 - 07/28/26
Reason:	Tenant Accepted -
<small>This is an auto-generated email by the Housing Dashboard Application.</small>	

## Automated e-mail notifications (cont.)

- b) If the unit was deemed non-compliant the notice will state “Application was not accepted”. **Required actions:** Review the reason for non-compliance listed at the bottom of the notice. Follow any instructions provided to address the issue.



The image shows a screenshot of an automated email notification from Palm Beach County. The header is blue with the Palm Beach County logo on the left and the text "Palm Beach County Housing Dashboard Application" on the right. The main body of the email is white with a light blue border. It starts with the text "Your application is not accepted." followed by a list of application details: Project Name: Sample Project 1, Unit #: 208, Tenant name: Tenant 11, and Lease dates: 05/25/25 - 05/24/26. The "Reason:" section states: "Tenant not accepted - The Total Household income of \$58000 is below the 2024 income schedule in effect. Required actions: Please find a different unit/tenant to meet the WHP obligation. If income is too low, offer them the option to lease it at a rent below the WHP bottom income range." The footer of the email is a light blue bar with the text "This is an auto-generated email by the Housing Dashboard Application."

 Palm Beach County Housing Dashboard Application

**Your application is not accepted.**

Project Name: Sample Project 1

Unit #: 208

Tenant name: Tenant 11

Lease dates: 05/25/25 - 05/24/26

Reason: Tenant not accepted - The Total Household income of \$58000 is below the 2024 income schedule in effect. Required actions: Please find a different unit/tenant to meet the WHP obligation. If income is too low, offer them the option to lease it at a rent below the WHP bottom income range.

*This is an auto-generated email by the Housing Dashboard Application.*

## Automated e-mail notifications (cont.)

- 3) **90-day lease expiration notice.** This is a courtesy notification that WHP leases are expiring in 90 days, as a reminder to the property manager to review the status of each unit and determine whether to proceed with a lease renewal or a tenant replacement. There are several possible scenarios:
- a) **Tenant(s) are not renewing.** In this case, the unit must be rented to a new WHP tenant(s), or an alternate WHP unit must be provided to meet the WHP obligation.
  - b) **Tenant(s) renew the lease.** If the tenant(s) renew, please enter the renewal information into the Portal. Note that if the renewing tenant is to be income-recertified, the WHP requires notice to the tenant no less than 60 days prior to renewal.
  - c) **Tenant(s) have already moved out.** Please provide County staff with the move-out date and enter the information in the portal for the required replacement WHP tenant or an alternate WHP unit.

# Questions and answers regarding Portal

**Q:** The tenant has moved out — why is their lease still showing in the Portal?

**A:** All prior records are retained in the Portal for future reference, inquiries, and records retention purposes.

**Q:** The tenant has moved out before the lease end date. What do we need to do?

**A:** Please notify County Staff immediately. Please also ensure that the unit is rented to WHP tenant(s), or an alternate WHP unit is provided and submitted through the portal to continue to meet the WHP obligation.

**Q:** Why am I not receiving 90 days expiration automated messages from the Portal?

**A:** Notices are sent only to the property manager who originally entered the WHP tenant into the Portal. If there was a change in staffing, please immediately notify County and we will forward such notifications manually to new Property Manager while we are working on the automating.

# Questions and answers regarding Portal (cont.)

**Q:** When entering new tenant and/or renewal information, a red message appears stating **“Records Successfully Processed with Overlap”** (see below). What does this message mean, and what actions, if any, are required from the Property Manager?



**A:** This message indicates that the dates of the prior lease and the new lease overlap. The Property Manager must verify whether the prior lease expiration date was entered incorrectly or whether the prior tenant(s) have already moved out.

## Part II: Review of WHP Practices

# Agenda

- Part II: Review of WHP Practices
  - Income Eligibility requirement (Lease Addendum)
  - WHP Rent Compliance Review (WHP Rent Calculation Worksheet)
  - Mandatory/Optional fees
  - Recertifications
  - Timeframes
  - Low Occupancy
    - Notices of non-compliance;
    - Remedies, options and suggestions for property managers
  - Q and A

# Income Eligibility

- Typically 4 categories, detailed in the WHP Restrictive Covenant
  - Low, Moderate 1, Moderate 2, Middle
- Definition of Annual Household Income:
  - documentable gross income before taxes received annually by income earners residing in the WHP tenant's household only.
  - at least one income earner must be employed in Palm Beach County.
  - does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support.
  - irregular income such as overtime and bonus payments may be considered income at the discretion of the WHP rental unit owner or designee.
- Income certification is required at move-in and is optional lease at-renewal

# Incomes and Rents effective 7/1/2025

WHP Income Category			Studio	1 BR	2 BR	3BR	4BR
Low	60-80% of MFI	\$67,080 - \$89,440	\$1,228 – 1,638	\$1,316 - 1,755	\$1,578 - 2,104	\$1,824 - 2,432	\$2,035 - 2,714
Moderate 1	>80-100% of MFI	>\$89,440 - \$111,800	\$1,638 - 2,047	\$1,755 – 2,193	\$2,104 - 2,630	\$2,432 - 3,040	\$2,714 - 3,392
Moderate 2	>100-120% of MFI	>\$111,800 - \$134,160	\$2,047 - 2,457	\$2,193 - 2,632	\$2,630 - 3,156	\$3,040 - 3,648	\$3,392 - 4,071
Middle	>120-140% of MFI	>\$134,160 - \$156,520	\$2,457 - 2,866	\$2,632 - 3,071	\$3,156 - 3,682	\$3,648 - 4,256	\$4,071- 4,749

# Incomes and Rents - Deciles

Rental Prices for projects approved under the Workforce Housing code adopted August 22, 2019

WHP Income Category (% of Median Family Income)			Studio	1 BR	2 BR	3BR	4BR
Low	60-70%	\$67,080 - \$78,260	\$1,228 - \$1,433	\$1,316 - \$1,535	\$1,578 - \$1,841	\$1,824 - \$2,128	\$2,035 - \$2,374
	>70-80%	>\$78,260- \$89,440	\$1,433 - \$1,638	\$1,535 - \$1,755	\$1,841 - \$2,104	\$2,128 - \$2,432	\$2,374 - \$2,714
Moderate 1	>80-90%	>\$89,440 - \$100,620	\$1,638 - \$1,842	\$1,755 - \$1,974	\$2,104 - \$2,367	\$2,432 - \$2,736	\$2,714 - \$3,053
	>90-100%	>\$100,620- \$111,800	\$1,842 - \$2,047	\$1,974 - \$2,193	\$2,367 - \$2,630	\$2,736 - \$3,040	\$3,053 - \$3,392
Moderate 2	>100-110%	>\$111,800 - \$122,980	\$2,047 - \$2,252	\$2,193 - \$2,413	\$2,630 - \$2,893	\$3,040 - \$3,344	\$3,392 - \$3,731
	>110-120%	>\$122,980- \$134,160	\$2,252 - \$2,457	\$2,413 - \$2,632	\$2,893 - \$3,156	\$3,344 - \$3,648	\$3,731 - \$4,071
Middle	>120-130%	>\$134,160 - \$145,340	\$2,457 - \$2,662	\$2,632 - \$2,852	\$3,156 - \$3,419	\$3,648 - \$3,952	\$4,071 - \$4,410
	>130-140%	>\$145,340- \$156,520	\$2,662 - \$2,866	\$2,852 - \$3,071	\$3,419 - \$3,682	\$3,952 - \$4,256	\$4,410 - \$4,749

# Lease Addendum – 4 income categories

## LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

- At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) for compliance determination. Property managers are encouraged to submit draft lease addenda (not executed) for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this addendum to the tenant at \_\_\_\_\_  
(enter tenant's email)

Development: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ WHP Rent: \$ \_\_\_\_\_

Lease starts: \_\_\_\_\_ Lease ends: \_\_\_\_\_

This is an  initial certification or a  recertification.

**Household Income** is defined as the documentable gross income before taxes received annually by income earners residing in the WHP tenant's household, used to determine the Income Category and subcategory if applicable. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support. Irregular income such as overtime and bonus payments may be considered at the discretion of the WHP rental unit owner or designee.

Identify each income earner in the household that will be occupying this unit. (add lines if needed)

Tenant's Name	Tenant's Annual Income
_____	_____
_____	_____
_____	_____
<b>Total Household Income:</b>	_____

2025 WHP Income Category (please check)

- Low (60-80% of MFI): \$67,080 - \$89,440
- Moderate-1 (>80-100% of MFI): >\$89,440 - \$111,800
- Moderate-2 (>100-120% of MFI): >\$111,800 - \$134,160
- Middle (>120-140% of MFI): >\$134,160 - \$156,520

For any questions, contact County WHP staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) or 561-233-5300.

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Under penalties of perjury, I declare that I have read the foregoing Lease Addendum for Rental Unit and that the facts stated in it are true.

Tenant(s)

_____	_____
(Tenant Signature)	(Tenant Signature)
_____	_____
(Print Name)	(Print Name)
_____	_____
(Date)	(Date)

Owner or Designee:

By: (Owner/Designee Signature) \_\_\_\_\_  
 Name: \_\_\_\_\_  
 (Print Name)  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Lease Addendum - subcategories

## LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

- At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) for compliance determination. Property managers are encouraged to submit draft lease addenda (not executed) for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this addendum to the tenant at \_\_\_\_\_  
(enter tenant's email)

Development: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ WHP Rent: \$ \_\_\_\_\_

Lease starts: \_\_\_\_\_ Lease ends: \_\_\_\_\_

This is an  initial certification or a  recertification.

**Household Income** is defined as the documentable gross income before taxes received annually by income earners residing in the WHP tenant's household, used to determine the Income Category and subcategory if applicable. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support. Irregular income such as overtime and bonus payments may be considered at the discretion of the WHP rental unit owner or designee.

Identify each income earner in the household that will be occupying this unit. (add lines if needed)

Tenant's Name	Tenant's Annual Income
_____	_____
_____	_____
_____	_____
<b>Total Household Income:</b>	_____

2025 WHP Income Category (please check)

- Low (60-70% of MFI): \$67,080 - \$78,260
- Low (>70-80% of MFI): >\$78,260- \$89,440
- Moderate-1 (>80-90% of MFI): >\$89,440 - \$100,620
- Moderate-1 (>90-100% of MFI): >\$100,620- \$111,800
- Moderate-2 (>100-110% of MFI): >\$111,800 - \$122,980
- Moderate-2 (>110-120% of MFI): >\$122,980- \$134,160
- Middle (>120-130% of MFI): >\$134,160 - \$145,340
- Middle (>130-140% of MFI): >\$145,340- \$156,520

For any questions, contact County WHP staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) or 561-233-5300.

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Under penalties of perjury, I declare that I have read the foregoing Lease Addendum for Rental Unit and that the facts stated in it are true.

Tenant(s)

_____	_____
(Tenant Signature)	(Tenant Signature)
_____	_____
(Print Name)	(Print Name)
_____	_____
(Date)	(Date)

Owner or Designee:

By: (Owner/Designee Signature) \_\_\_\_\_

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Rent Calculation Worksheet

## WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

1. The property owner/designee provides this RCW to County Staff at [P2B-WHPRentals@pbcgov.org](mailto:P2B-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):

At initial certification at lease execution/new move-ins  
Date of lease execution: \_\_\_\_\_

At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_

At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.

2. Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_  
(enter tenant's email)

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: \_\_\_\_\_ Lease ends: \_\_\_\_\_

Total Household Income as certified by property owner or designee: \_\_\_\_\_

WHP Income Category (at time initial WHP certification or re-certification)

LOW (60%-80% of AMI)  MOD1 (>80% -100% of AMI)

MOD2 (>100% -120% of AMI)  MIDDLE (>120% -140% of AMI)

Maximum WHP Rent in effect: \_\_\_\_\_

Link to WHP ranges: [https://discover.pbcgov.org/psb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/psb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

WHP Rent calculation:

(1) Monthly Rent (per Lease): \_\_\_\_\_/month

(2) Mandatory fees/charges for: \_\_\_\_\_/month

\_\_\_\_\_ /month

Total mandatory fees/charges: \_\_\_\_\_/month

(3) Total monthly Rent: (1)+(2) \_\_\_\_\_/month

(4) Utility allowance \_\_\_\_\_/month

(5) WHP Rent: (3)-(4) \_\_\_\_\_/month

Property owner or designee: \_\_\_\_\_  
(Signature & Title)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [P2B-WHPRentals@pbcgov.org](mailto:P2B-WHPRentals@pbcgov.org) or 561-233-5300

## Information for WHP Tenants

You are receiving this document because you are renting a unit that is subject to the Palm Beach County (PBC) Workforce Housing Program (WHP). This document contains important information for tenants of WHP units.

**Who can occupy a WHP unit?** Rental WHP units must be rented only to income-eligible households, and must be rented at or below the prices in effect at the time of lease execution, as published annually by PBC.

**How and when is income eligibility determined?** Your household's income is certified as eligible by the property manager, through completion of a separate document, the WHP Lease Addendum. The household income is then used to establish the income category (or subcategory, if applicable) on the Lease Addendum. The income category also identified on this Rent Calculation Worksheet; along with the number of bedrooms in the WHP unit, this sets the limit on the rent to be charged. **Household Income** includes documentable gross income before taxes received annually by income earners residing in the WHP tenant's household. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances; however, at the discretion of the property owner or designee, it may include distributions from retirement accounts, periodic determinable allowances such as alimony and child support, and irregular income such as overtime and bonus payment.

**When is the income certified?** Income is certified at the time of initial lease execution. In addition, the property owner also has the option to recertify tenants at the time of lease renewal, but must provide 60 days' notice. (Recertification at lease renewal requires a new Lease Addendum and Worksheet; renewals without recertification will require a new Worksheet.) Property owners may also recertify tenants during the course of a lease at the tenant's request, but are not obligated to do so. Note that recertification may result in reassignment to a different income category or subcategory; when WHP units are not available in the new category, property managers are encouraged to work with tenants to avoid displacement.

**How is the rent set?** The Maximum WHP Rent is set by Palm Beach County for each income category and subcategory, by number of bedrooms. The current rent ranges can be viewed here: [https://discover.pbcgov.org/psb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/psb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf). The rent ranges are updated every July 1<sup>st</sup>. The rent to be charged is based on the rent range in effect at the time of lease execution, regardless of the move in date. For renewals, the rent is based on the rent range in effect on the date of execution of the renewal, regardless of the start date of the new lease term.

**What is included in the rent charged for a WHP unit?** The WHP does not specify the services and amenities that must be provided or available for a WHP rental unit, but does establish how charges can be applied for services and amenities:

- Fees for items that are required of all tenants, and over which the tenant does not exercise any control over the option or the usage, are deemed "mandatory" fees and must be capped by the Maximum WHP Rent. These must be included in the total monthly rent (line 3) and cannot be charged above the Maximum WHP rent. Examples include fees for pest control, common area amenities, or other services charged to all tenants.
- Any fee over which the tenant does exercise control over the option or the usage, is deemed "voluntary" and will not need to be capped by the Maximum WHP Rent, even if the fee is billed through the property management company or a third party biller. Examples of voluntary fees include fees for optional amenities and services, such as pet fees, optional storage area fees, or fees for services such as internet access, if optional and not mandatory for all residents.
- The property management retains the right to offer a service or amenity as either voluntary or mandatory, but must abide by the above with regard to the charge for the service.
- Most properties are required to provide a "utility allowance," reflected on line 4 of the Worksheet. This is a monthly rent reduction to help offset tenant-paid costs of water, sewer, gas and/or electric service provided directly to the unit. The WHP Rent identified on line 5 shall not exceed Maximum WHP Rent in effect minus the applicable utility allowance.
- The WHP rent you pay each month should not exceed Line 5, which is the total of the base rent plus all mandatory charges and fees, minus the utility allowance amount. In addition to this amount, you may pay for any optional services or amenities you have selected, and utilities.

For any questions, contact County WHP staff at [P2B-WHPRentals@pbcgov.org](mailto:P2B-WHPRentals@pbcgov.org) or 561-233-5300

# Example 1. Compliance Determination (Utility Allowance is required/ provided)

## Mandatory Fees

Trash, pest control  
\$30 total

## Utility Allowance

## Additional charges

Garage – \$100, Pet -\$50  
Water/sewer - \$80

## Compliance determination:

Max WHP Rent \$2630 - \$50 = \$2580  
WHP Rent \$2180 < \$2580 = **compliant**

### WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

- The property owner/designee provides this RCW to County Staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):
  - At initial certification at lease execution/new move-ins  
Date of lease execution: 7/20/2025
  - At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_
  - At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.

- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_  
*(enter tenant's email)*

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: 7/20/2025 Lease ends: 7/19/2026

Total Household Income as certified by property owner or designee: 91,000

WHP Income Category (at time initial WHP certification or re-certification)

- LOW (60%-80% of AMI)  MOD1 (>80% -100% of AMI)  
 MOD2 (>100% -120% of AMI)  MIDDLE (>120% -140% of AMI)

Maximum WHP Rent in effect 2630

Link to WHP ranges: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

#### WHP Rent calculation:

(1) Monthly Rent (per Lease):		<u>2200</u> /month
(2) Mandatory fees/charges for:	valet trash _____	<u>25</u> /month
	pest control _____	<u>5</u> /month
Total mandatory fees/charges:		<u>30</u> /month
(3) Total monthly Rent: (1)+(2)		<u>2230</u> /month
(4) Utility allowance		<u>50</u> /month
(5) WHP Rent: (3)-(4)		<u>2180</u> /month

Property owner or designee: \_\_\_\_\_

*(Signature & Title)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

# Example 2. Compliance Determination - Subcategories (Utility Allowance is required/ provided)

## Mandatory Fees

Trash, pest control  
\$30 total

## Utility Allowance

## Additional charges

Garage – \$100, Pet -\$50  
Water/sewer - \$80

## Compliance determination:

Max WHP Rent \$2367 - \$50 = \$2317  
WHP Rent \$2480 > \$2317 = **not compliant**

### WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

- The property owner/designee provides this RCW to County Staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):
  - At initial certification at lease execution/new move-ins  
Date of lease execution: 7/20/2025
  - At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_
  - At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_  
(enter tenant's email)

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: 7/20/2025 Lease ends: 7/19/2028

Total Household Income as certified by property owner or designee: 91,000

WHP Income Category (at time initial WHP certification or re-certification)

- |  |   |
|--|---|
| <input type="checkbox"/> LOW (60%-70% of AMI)      | <input checked="" type="checkbox"/> MOD1 (>80% -90% of AMI) |
| <input type="checkbox"/> LOW (>70% -80% of AMI)    | <input type="checkbox"/> MOD1 (>90% -100% of AMI)           |
| <input type="checkbox"/> MOD2 (>100%-110% of AMI)  | <input type="checkbox"/> MIDDLE (>120% -130% of AMI)        |
| <input type="checkbox"/> MOD2 (>110% -120% of AMI) | <input type="checkbox"/> MIDDLE (>130% -140% of AMI)        |

Maximum WHP Rent in effect 2367

Link to WHP ranges: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

WHP Rent calculation:

(1) Monthly Rent (per Lease):		<u>2500</u>	/month
(2) Mandatory fees/charges for:	valet trash	<u>25</u>	/month
	pest control	<u>5</u>	/month
	Total mandatory fees/charges:	<u>30</u>	/month
(3) Total monthly Rent: (1)+(2)		<u>2530</u>	/month
(4) Utility allowance		<u>-50</u>	/month
(5) WHP Rent: (3)-(4)		<u>2480</u>	/month

Property owner or designee: \_\_\_\_\_  
(Signature & Title)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

# Example 3. Compliance Determination

(No Utility Allowance is required, Utilities are metered/sub-metered)

## Mandatory Fees

Trash, pest control  
\$30 total

## Additional charges

Garage – \$100, Pet -\$50  
Water/sewer - \$80 (metered)

## Compliance determination:

Max WHP Rent \$1755  
WHP Rent \$1330 < \$1755 = **compliant**

### WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

- The property owner/designee provides this RCW to County Staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):
  - At initial certification at lease execution/new move-ins  
Date of lease execution: 7/20/2025
  - At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_
  - At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_  
*(enter tenant's email)*

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: 7/20/2025 Lease ends: 7/19/2028

Total Household Income as certified by property owner or designee: 75,000

WHP Income Category (at time initial WHP certification or re-certification)

- LOW (60%-80% of AMI)  MOD1 (>80% -100% of AMI)  
 MOD2 (>100% -120% of AMI)  MIDDLE (>120% -140% of AMI)

Maximum WHP Rent in effect 1,755

Link to WHP ranges: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

#### WHP Rent calculation:

(1) Monthly Rent (per-Lease):		<u>1300</u>	/month
(2) Mandatory fees/charges for:	▶ valet trash	<u>25</u>	/month
	▶ pest control	<u>5</u>	/month
Total mandatory fees/charges:		<u>30</u>	/month
(3) WHP Rent: (1)+(2)		<u>1330</u>	/month

Property owner or designee: \_\_\_\_\_

*(Signature & Title)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

# Example 4. Compliance Determination

(No Utility Allowance is required, utilities are formula based/flat fee)

## Mandatory Fees

Trash, pest control

Water/sewer - \$80 (RUB/ flat fee)

Total mandatory fees - \$110

## Additional charges

Garage – \$100, Pet -\$50

## Compliance determination:

Max WHP Rent \$1755

WHP Rent \$1410 < \$1755 = **compliant**

### WHP Rent Calculation Worksheet

This Rent Calculation Worksheet (RCW) documents the rent to be charged for the Workforce Housing Program (WHP) rental unit, to help avoid overcharges and subsequent credits to WHP tenants.

- The property owner/designee provides this RCW to County Staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) for compliance determination at or before the following events (check one):
  - At initial certification at lease execution/new move-ins  
Date of lease execution: 7/20/2025
  - At lease renewal (whether or not the property opts to recertify tenant's income)  
Date of renewal execution: \_\_\_\_\_
  - At any adjustments approved during the lease term  
Effective date of adjustment: \_\_\_\_\_
- Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this RCW to the tenant at \_\_\_\_\_.  
*(enter tenant's email)*

Property managers are encouraged to submit draft RCW for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) days.

Development: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit type:  Studio;  1 bedroom;  2 bedroom;  3 bedroom;  4 bedroom

Tenant Name: \_\_\_\_\_

Lease starts: 7/20/2025 Lease ends: 7/19/2026

Total Household Income as certified by property owner or designee: 75,000

WHP Income Category (at time initial WHP certification or re-certification)

<input checked="" type="checkbox"/> LOW (60%-80% of AMI)	<input type="checkbox"/> MOD1 (>80% -100% of AMI)
<input type="checkbox"/> MOD2 (>100% -120% of AMI)	<input type="checkbox"/> MIDDLE (>120% -140% of AMI)

Maximum WHP Rent in effect 1755

Link to WHP ranges: [https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals\\_Incomes.pdf](https://discover.pbcgov.org/pzb/planning/PDF/Projects/Housing/WHPRentals_Incomes.pdf)

<b>WHP Rent calculation:</b>	
(1) Monthly Rent (per Lease):	<u>1300</u> /month
(2) Mandatory fees/charges for:	
<u>valet trash</u>	<u>25</u> /month
<u>pest control</u>	<u>5</u> /month
<u>water/sewer RUB/ flat fee</u>	<u>80</u> /month
_____	_____ /month
Total mandatory fees/charges:	<u>110</u> /month
(3) WHP Rent: (1)+(2)	<u>1410</u> /month

Property owner or designee: \_\_\_\_\_

*(Signature & Title)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

For any questions, contact County WHP staff at [PZB-WHPRentals@pbcgov.org](mailto:PZB-WHPRentals@pbcgov.org) or 561-233-5300

# Fees Assessed to Tenants

- Mandatory fees are fees for items that are required of all tenants, and over which the tenant does not exercise any control over the option or the usage.
  - These include items such as pest control fees, fees for common area amenities, or other fees charged to all tenants.

Mandatory fees must be capped by the maximum WHP rent.

- Voluntary fees are any fees over which the tenant exercises control over the option or the usage.
  - Examples of voluntary fees include fees for optional amenities and services, such as pet fees, optional storage area fees, or fees for services such as internet access, if optional and not mandatory for all residents.

Voluntary fees are not required to be capped by the maximum WHP rent, even if the fee is billed through the property management company or a third party biller.

# Compliance Determination

A unit will be considered compliant if the submittal demonstrates that:

- The Lease Addendum is accurately completed and signed by all parties, reflecting the tenant's correct income category based on the Annual Household Income as defined in the WHP code
- The WHP rent includes all mandatory fees and reflects the Utility Allowance, if applicable
- The WHP rent does not exceed the Maximum WHP rent published by the County, minus any applicable Utility Allowance, for the tenant's income category
- The WHP rent reflects the rent range in effect at the time of lease execution or renewal

# Recertifications

**Q:** Do we need to recertify tenant(s)' income annually? What actions are required?

**A:** There is no requirement to recertify tenants at lease renewal unless there has been a change in household composition—specifically, if household size has changed due to earning tenants moving in or out and the total household income has therefore changed;

Recertifying WHP tenant income at lease renewal is a business decision. If you choose to recertify, the certification must reflect the tenant's income at the time of lease renewal and reference the income schedule that is in effect when the renewal (offer) paperwork is issued.

Please note that the WHP Code requires **60 days' notice** to tenants who will be recertified. If you plan to recertify income at lease renewal, be sure to provide advance notice accordingly. The required actions in the portal are as follows:

# Recertifications (cont.)

## 1. Lease renewal with recertification

When recertifying a tenant, process the renewal **with recertification** (see user manual) and upload both:

- A new Lease Addendum, and
- A new WHP Rent Calculation Worksheet.

## 2. Lease renewal without recertification

If you renew the lease without recertifying income, use the **income amount and income category recorded at move-in**, as documented on the executed Lease Addendum. In this case:

- A new Lease Addendum is **not required**
- A new WHP Rent Calculation Worksheet **is required**, and
- The income and income category on the new WHP Rent Calculation Worksheet must match the Lease Addendum executed at move-in.

# Timeframes: When to Submit

- The required documents to be submitted no later than 10 days after a tenant's lease period begins
- Within 3 business days, staff will review the submittal for compliance with program requirements and notify the property manager if the unit is compliant or if issues have been identified.
- Property managers have maximum of 10 business days to address any issues identified by staff
- When the unit is deemed compliant property managers have to provide copies of Lease Addendum and/or WHP Rent Calculation Worksheet to tenants.

# Summary of Reporting Requirements

Event	Required Documents		Timeframe
	Lease Addendum	Rent Calculation Worksheet	
New Tenant	X	X	10 days
Renewal-not recertifying		x	10 days
Renewal-Recertifying	x	x	10 days & 60 day prior notice to tenant
Recertification requested by tenant (at PM discretion)	x	x	10 days

Documentation is to be submitted to and entered in the Portal

# Distribution of units between categories

**Q:** We have vacancies in the higher income categories (such as **Moderate 2** and **Middle Income**); however, the total household incomes of prospective tenants fall below the required minimum. May we rent vacant **higher category** units to tenants whose incomes fall into lower income categories?

**A:** The restrictive covenant allows flexibility in reclassifying higher-tier units and allocating additional units to lower-income tiers as needed, provided that the overall number of units is provided. If required WHP units are ultimately rented in lower income tiers, this is acceptable. The rent charged will be as stipulated for the lower income category.

Note that this flexibility does not work in the opposite direction. While units can be shifted to a lower income category, units cannot be shifted to a higher category. Therefore, for the LOW category, the minimum number of units will be as specified in the restrictive covenant.

It is the property's business decision whether to continue to keep higher income units vacant in anticipation of a higher income tenant, but the code requires a minimum of 90% occupancy over all WHP units.

# Compliance Monitoring and Enforcement

- Compliance of each unit will be tracked by the County and used to determine whether the project is addressing its WHP obligations at the individual unit and overall project level.
- Code enforcement action may be initiated if WHP requirements are not met for an individual WHP unit, or if a project's overall compliance falls below 90% of its obligation for more than 60 days.

# Take-Aways

- Importance of submitting information timely
- Low occupancy – noncompliance notice
- More than 60 days of Low Occupancy (under 90%) - Code Enforcement
- Suggestions for tracking WHP units
  - Get familiar with Portal, download and review list of current/expired tenants
  - Keep eligibility records
- Meet with managers as requested, and quarterly group meetings
- WHP website - Information for Property Managers/Owners of WHP Units

## Q and A Time - Contacts

- Contact WHP staff at [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) or call the Palm Beach County Planning Division main line at (561) 233-5300.
- You can also visit our county website which has all documents available here <https://discover.pbcgov.org/pzb/planning/Projects-Programs/WorkforceHousingProgram.aspx>
- For any emails sent to [PZB-WHPRentals@pbc.gov](mailto:PZB-WHPRentals@pbc.gov) please include the community's name in the subject line and in the body of the email please identify the specific issue, unit, and tenant name.