

Workforce Housing Program

Property Manager Training

July 16, 2025

Agenda

- Welcome
- New topics:
 - 2025 Income and Rent ranges
 - 2025 Lease Addendum template
 - On-line access for Property Managers
- Ongoing WHP topics:
 - Income Eligibility requirement (Lease Addendum)
 - WHP Rent Compliance Review (WHP Rent Calculation Worksheet)
 - Mandatory/Optional fees
 - Low Occupancy
 - notices of non-compliance;
 - remedies options and suggestions for property managers
- Q and A

New items

- 2025 Income and Rent ranges
- 2025 Lease Addendum template
- On-line access for Property Managers to view list of occupied units

Workforce Housing Units

Why does this project include Workforce Housing Units?

- 2006 Program, Density Bonuses

What is the Property Manager's Responsibility

- To rent the Workforce units to eligible households at a correct rent
- Manager discretion, within guardrails

What is the County's Responsibility?

- To ensure the workforce units are provided, and to support property managers and tenants

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.

1. 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 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.
2. 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
_____	_____
_____	_____
_____	_____
Total Household Income:	_____

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 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.

1. 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 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.
2. 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 _____
(renter 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
_____	_____
_____	_____
_____	_____
Total Household Income:	_____

2025 WHP Income Category (please check)

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

For any questions, contact County WHP staff at 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:

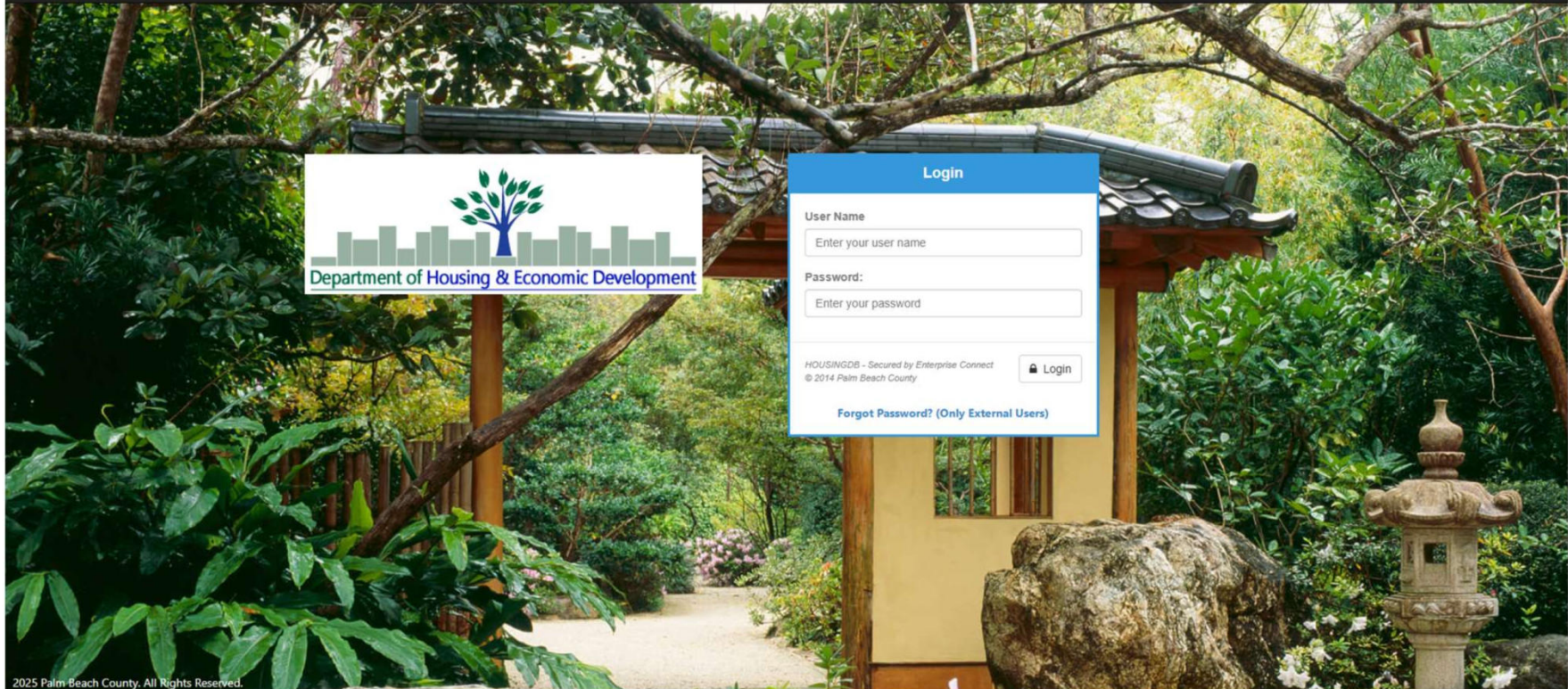
By: (Owner/Designee Signature) _____
Name: _____
(Print Name)
Title: _____
Date: _____


On-line Portal

<https://pbc.gov/housingdashboard/>

Palm Beach County - Housing Dashboard [Login](#)

[Login Here](#) [Help](#)





Department of Housing & Economic Development

Login

User Name

Password:

HOUSINGDB - Secured by Enterprise Connect
© 2014 Palm Beach County

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

[Login](#)

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Login/password

- More than one user from WHP development
- Please provide email address(es), name(s) and last name(s) of employee(s) to access portal
- First time users: login and password- email address
- Existing users (previously contacted by our staff): email address is the login. If you changed password and lost it please use “Forgot password” option



Viewing and downloading list of tenants

Inna Stafeychuk

DataEntry Dashboard

Tenants Data Entry

Tenants Search

Project Name:
Sample project 1

Expired Lease

Summary for July:

Total Occupied: 8 Vacant units: 4 Occupancy Rate: 66.67%

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

Occupied Units: Low: 5; Moderate 1: 2; Moderate 2: 1; Middle: 0

Export list of tenants

Export list of tenants

Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Certi. Date	Status	Document	Action
1850	203B	Tenant 4	1	05/01/2025	05/30/2026		Not accepted	(0)	
83	101B	Tenant 11	2	07/15/2025	07/24/2026		Submitted	(0)	
1852	207B	Tenant 2	2	05/01/2025	06/30/2026	> 60-80% of MFI	Accept	(2)	
1851	301A	Tenant 12	2	05/01/2025	06/30/2026	> 60-80% of MFI	Accept	(2)	
90	209B	Tenant 6	2	01/21/2025	01/31/2026	> 60-80% of MFI	Accept	(0)	
89	102B	Tenant 5	2	08/29/2024	10/31/2025	> 100-120% of MFI	Accept	(0)	
88	308B	Tenant 10	2	07/12/2024	09/30/2025	> 80-100% of MFI	Accept	(0)	
86	303A	Tenant 8	1	06/04/2024	08/31/2025	> 80-100% of MFI	Accept	(0)	
85	208A	Tenant 9	1	05/05/2024	07/31/2025	> 60-80% of MFI	Accept	(0)	
82	203A	Tenant 3	1	07/01/2024	08/31/2025	> 60-80% of MFI	Accept	(0)	

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Displaying items 1 - 10 of 10

Add Tenant

Occupancy Report

Reset Sorting

Viewing and downloading list of tenants

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 on date	WHP Income Category at certification on 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 Allowance	WHP rent per worksheet	Overcharge	Status	
Sample pr 203B		1	Tenant 4	5/1/2025	5/30/2026	2/15/2022	65500	> 80-100%	1778						1778	1607	0		1607	1778	17	Declined	
Sample pr 101B		2	Tenant 11	7/15/2025	7/24/2026	5/10/2023	83200	> 80-100%	2143						2143	2193	0	50	2143	2143		Pending Review	
Sample pr 207B		2	Tenant 2	5/1/2025	6/30/2026	4/24/2025	69950	> 60-80% c	1556	0	0	0	0		1556	1928			1928	1556		Current	
Sample pr 301A		2	Tenant 12	5/1/2025	6/30/2026	4/24/2025	65220	> 60-80% c	1490	0	0	0	0		1490	1928			1928	1490		Current	
Sample pr 209B		2	Tenant 6	1/21/2025	1/31/2026	1/29/2025	69420	> 60-80% c	1740						1740	1928			1928	1740		Current	
Sample pr 102B		2	Tenant 5	8/29/2024	10/31/2025	6/29/2023	95560	> 100-120%	2362						2362	2892	0	0	2892	2362		Current	
Sample pr 308B		2	Tenant 10	7/12/2024	9/30/2025	5/12/2023	89352	> 80-100%	2075						2075	2410	0	0	2410	2075		Current	
Sample pr 303A		1	Tenant 8	6/4/2024	8/31/2025	2/4/2022	66000	> 80-100%	1700						1700	1828	0	50	1778	1700		Current	
Sample pr 208A		1	Tenant 9	5/5/2024	7/31/2025	1/5/2022	50000	> 60-80% c	1412						1412	1462	0	50	1412	1412		Current	
Sample pr 203A		1	Tenant 3	7/1/2024	8/31/2025	5/1/2023	68880	> 60-80% c	1395						1395	1607	0	50	1557	1395		Current	

Viewing and downloading list of past and current tenants

Inna Stafeychuk

DataEntry ▾Dashboard ▾

Tenants Data Entry

Tenants Search

Project Name:

Sample project 1

☒ Expired Lease ⓘ

Summary for July:

Total Occupied: 8 Vacant units: 4 Occupancy Rate: 66.67%

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

Occupied Units: Low: 5; Moderate 1: 2; Moderate 2: 1; Middle: 0

Export list of tenants

Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Income Category	WHP Certi. Date	Income at Certi. Date			
1850	203B	Tenant 4	1	05/01/2025	05/30/2026	> 80-100% of MFI	02/15/2022	65500	Not accepted	🔗 (0)	⬇️
83	101B	Tenant 11	2	07/15/2025	07/24/2026	> 80-100% of MFI	05/10/2023	83200	Submitted	🔗 (0)	⬇️
1852	207B	Tenant 2	2	05/01/2025	06/30/2026	> 60-80% of MFI	04/24/2025	69950	Accept	🔗 (2)	⬇️
1851	301A	Tenant 12	2	05/01/2025	06/30/2026	> 60-80% of MFI	04/24/2025	65220	Accept	🔗 (2)	⬇️
90	209B	Tenant 6	2	01/21/2025	01/31/2026	> 60-80% of MFI	01/29/2025	69420	Accept	🔗 (0)	⬇️
89	102B	Tenant 5	2	08/29/2024	10/31/2025	> 100-120% of MFI	06/29/2023	95560	Accept	🔗 (0)	⬇️
88	308B	Tenant 10	2	07/12/2024	09/30/2025	> 80-100% of MFI	05/12/2023	89352	Accept	🔗 (0)	⬇️
87	303B	Tenant 7	1	06/14/2024	06/30/2025	> 60-80% of MFI	06/14/2024	73824	Accept	🔗 (0)	⬇️
86	303A	Tenant 8	1	06/04/2024	08/31/2025	> 80-100% of MFI	02/04/2022	66000	Accept	🔗 (0)	⬇️
85	208A	Tenant 9	1	05/05/2024	07/31/2025	> 60-80% of MFI	01/05/2022	50000	Accept	🔗 (0)	⬇️
84	203B	Tenant 4	1	06/15/2024	04/30/2025	> 80-100% of MFI	02/15/2022	65500	Accept	🔗 (0)	⬇️
82	203A	Tenant 3	1	07/01/2024	08/31/2025	> 60-80% of MFI	05/01/2023	68880	Accept	🔗 (0)	⬇️
81	107B	Tenant 5	2	04/14/2024	04/30/2025	> 80-100% of MFI	03/05/2024	72240	Accept	🔗 (0)	⬇️
80	105A	Tenant 1	1	12/29/2023	02/28/2025	> 80-100% of MFI	02/02/2024	80898	Accept	🔗 (0)	⬇️

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Add Tenant

Occupancy Report

Reset Sorting

List of current tenants and expired leases

[illegible]

Units tracking

- Status of tenants
 - Current – complete documents submitted, unit is deemed compliant
 - Pending review – documents submitted, unit is under compliance review
 - Declined – unit is not compliant: documents were not sufficient, non-compliant rent, ineligible tenant and etc.
 - Expired – lease expired

Occupancy – snapshot of current occupancy

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

Summary for July:

Total Occupied: 8 Vacant units: 4 Occupancy Rate: 66.67%

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

Occupied Units: Low: 5; Moderate 1: 2; Moderate 2: 1; Middle: 0

Monthly occupancy – compliance criteria

Inna Stafeychuk

DataEntry - Dashboard -

Tenants Data Entry

Tenants Search

Project Name:
Sample project 1

☐ Expired Lease ⓘ

Summary for July:

Total Occupied: 8 Vacant units: 4 Occupancy Rate: 66.67%
Required Units: Low: 3; Moderate 1: 3; Moderate 2: 3; Middle: 3
Occupied Units: Low: 5; Moderate 1: 2; Moderate 2: 1; Middle: 0

Export list of tenants ⓘ

Tenant ID	Unit #	Tenant Name	Bedrooms	Leasing Start Date	Leasing End Date	Income Category	WHP Certi. Date	Income at Certi. Date	Status	Document	Action
1850	203B	Tenant 4	1	05/01/2025	05/30/2026	> 80-100% of MFI	02/15/2022	65500	Not accepted	(0)	⬇️
83	101B	Tenant 11	2	05/10/2024	07/31/2025	> 80-100% of MFI	05/10/2023	83200	Submitted	(0)	⬇️
1852	207B	Tenant 2	2	05/01/2025	06/30/2026	> 60-80% of MFI	04/24/2025	69950	Accept	(2)	⬇️
1851	301A	Tenant 12	2	05/01/2025			04/24/2025	65220	Accept	(2)	⬇️
90	209B	Tenant 6	2	01/21/2025			01/29/2025	69420	Accept	(0)	⬇️
89	102B	Tenant 5	2	08/29/2024			06/29/2023	95560	Accept	(0)	⬇️
88	308B	Tenant 10	2	07/12/2024			05/12/2023	89352	Accept	(0)	⬇️
86	303A	Tenant 8	1	06/04/2024			02/04/2022	66000	Accept	(0)	⬇️
85	208A	Tenant 9	1	05/05/2024	07/31/2025	> 60-80% of MFI	01/05/2022	50000	Accept	(0)	⬇️
82	203A	Tenant 3	1	07/01/2024	08/31/2025	> 60-80% of MFI	05/01/2023	68880	Accept	(0)	⬇️

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Displaying Items 1 - 10 of 10

Add Tenant

Occupancy Report

Reset Sorting

Monthly occupancy – compliance criteria

Project Name	Sample project 1		25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec
Total occupied			10	10	9	9	9	9	9	8	6	5	4	
Total Unit	12	WHP units	12	12	12	12	12	12	12	12	12	12	12	
Occupancy rate			83%	83%	75%	75%	75%	75%	75%	67%	50%	42%	33%	
Low	3		4	4	4	4	6	6	5	4	3	3	3	
Moderate	3		5	5	4	4	2	2	2	2	1			
Moderate	3		1	1	1	1	1	1	1	1	1	1		
WHP Unit:	12		10	10	9	9	9	9	8	7	5	4	3	
Vacant			2	2	3	3	3	3	4	5	7	8	9	

Portal next steps

- Automated notifications for compliance determination
- Automated notifications for expired leases
- Automated non-compliance notices

October 2023 Code Changes

- Clarified for all projects
 - Mandatory and Voluntary Fee Structure
 - Real-time Compliance Reporting
 - Enforcement Parameters
 - Timeframes for Reporting and Responding
 - Minimum Occupancy Requirements
- Eliminated for new projects and opt-ins
 - Annual Reporting
 - Utility Allowance

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.

Timeframe for Reporting

- The required documents to be submitted no later than 10 days after a tenant's lease period begins
 - ☐ New tenants: Lease Addendum and Rent Calculation Worksheet
 - ☐ Renewals-not recertified: Rent Calculation Worksheet
 - ☐ Renewals-recertified (with 60-day notice to tenant): Lease Addendum and Rent Calculation Worksheet
 - ☐ Recertification during the course of the lease (if requested by tenant, and at discretion of property manager): Lease Addendum and Rent Calculation Worksheet
- Documentation is to be submitted to: PZB-WHPRentals@pbcgov.org

Other timeframes

- 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.

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 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

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 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. The rent ranges are updated every July 1st. 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 or 561-233-5300

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

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.

1. The property owner/designee provides this RCW to County Staff at 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.

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: 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)

- ☐ 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

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 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 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: \$1,000

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

WHP Rent calculation:

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

Property owner or designee: _____

(Signature & Title)

Print Name: _____ Date: _____

For any questions, contact County WHP staff at 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.

1. The property owner/designee provides this RCW to County Staff at 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.

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: 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

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 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.

1. The property owner/designee provides this RCW to County Staff at 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.

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: 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)

☒ 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 1755

Link to WHP ranges: 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
water/sewer RUB/ flat fee	<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 or 561-233-5300

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 – non compliance 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 for tenant tenure
- Meet with managers as requested, and quarterly group meetings
- WHP website - Information for Property Managers/Owners of WHP Units

