

WHP Reporting Timeline for Required Documents

At lease execution or renewal:

Property managers submit the required documentation to County staff **at or before lease execution for a new or renewing tenant, but no later than 10 days** after a tenant's lease period begins

(Property managers are encouraged to submit draft documents for preliminary compliance determination)

- New Tenant: 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
- In considering any income category reassignment as a result of reverification, the required number of WHP units in each category shall not be exceeded, except when opting to shift a unit to a lower income category. Property Managers are encouraged to work with tenants to avoid displacing tenants due to income recertification.
- Documentation is to be submitted to: PZB-WHPRentals@pbcgov.org

Unit Compliance Determination:

- **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.
- A unit will be considered compliant if the submittal demonstrates that:
 - The Lease Addendum is accurately completed and signed, and reflects 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
- If the initial submittal is complete and correct, the unit will be deemed to be compliant as of the later of the start of the lease term, or the date of submittal of the information
- If issues are identified and corrections are required, the unit will be considered compliant as of the later of the start of the lease term, or the date of submittal of the corrected information
- Upon confirmation of compliance by County staff, the rental unit owner shall provide a copy of the documentation to the tenant, **within 3 business days**

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. Additional documentation may be required periodically, such as ledgers and rent rolls, to confirm compliance.
- 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.