

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 through the Housing Portal <https://pbc.gov/housingdashboard/> 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/pzb/planning/PDF/Projects/Housing/WHPRents_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/WHPRents_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