

HEAD OF HOUSE HOLD CHANGE FOR THE MUTUAL HELP & MODIFIED MUTUAL HELP PROGRAM

This policy and procedure was adopted by the Board of Commissioners by Resolution #13-WHA-12 on October 10, 2013.

The Head of Household Change policy can be utilized by those Mutual Help (MH) & Modified Mutual Help (MMH) participants who are in good standing. The Head of Household Change policy may not be utilized by participants to avoid eviction or by participants who are currently in the eviction process. A request for a Head of Household Change must be approved by the Executive Director or his/her designee. The Head of Household Change will not supersede the Modified Mutual Help Agreement due to mental incapacity or death.

Proposed Head of Household:

1. Be listed on the household composition of the unit in question for 365 consecutive days prior to the date of requested change. (If the unit in question has been leased for fewer than 365 consecutive days at the time of the request to change the Head of Household, the proposed Head of Household must be on the original household composition.)
2. Be 21 years of age or older.
3. The new Head of Household (HOH) will be required to sign a new MHOA.
4. The new HOH will assume the home as is and all equity, improvements, rights, compliance issues, debt, etc.
5. The new HOH will be required to abide by the WHA Admissions & Occupancy Policy and MHOA.
6. Provide proof from all utility providers showing account(s) are in his/her name, (if applicable) within 15 days.
7. The current HOH will relinquish all interest in the MH home to the new HOH in accordance with the MHOA and the following:
 - a. Security Deposit
 - b. MEPA/Equity
 - c. Improvements
 - d. Any and all rights to the home
8. The new HOH will have to meet all program requirements and submit a MH application to determine eligibility. Submit current income verification from all sources for all persons in the household. The new HOH will be required to

meet the minimum income requirements per original MH or MMH programs. An interim certification will be done effective the date all required information is submitted and forms signed.

9. Sign a Head of Household Change form accepting unit as is.
10. Agree to assume responsibility to pay all delinquent rent, payback agreements, preexisting tenant damage charges, and utility bills (if applicable) that are outstanding from current head of household.
11. Agree to sign acceptance of all WHA policies and any and all riders to the WHA MHOA.
12. The new HOH may assume the home by executing an outright purchase of the home. If this option is utilized the eligibility requirements do not apply.

Current Head of Household Must Agree To:

1. Be responsible for the unit until all of the above proposed HOH changes have been completed.
2. Sign a relinquishment of unit from the day the new HOH change is effective.
3. Continue to abide by the MHOA, WHA Admissions & Occupancy Policies and all other WHA policies.