

Vernon Housing Commission  
Appeal Procedures for Existing Tenants Experiencing Transitional Hardship  
*Adopted July 18, 2012*

Pursuant to Ordinance 1183 and the Vernon Rental Housing Policy (“VRHP”), the Vernon Housing Commission (“VHC”) hereby adopts the following appeal procedures for existing tenants who experience a particularized hardship in complying with the VRHP. The appeal procedures stipulated below shall apply only to existing tenants whose tenancies were in effect as of July 8, 2011.

1. Definition of “Hardship” Generally: Something that causes or entails significant difficulty in complying with the VRHP.

2. Definition of “Financial Hardship”: A “Financial Hardship” shall exist if a leasee’s monthly gross household income is less than two times the then current rent for the unit he/she currently leases. “Gross Household Income” shall include all income from all leasees and authorized occupants of a housing unit.

3. Appeal Procedures for Tenant Experiencing Financial Hardship:

a. Financial Hardship Application Form: Leasee shall complete and submit an application form that contains sufficient financial information from which the VHC may evaluate the leasee’s financial condition. The VHC Director shall create an appropriate form for this purpose. A copy of leasee’s and any authorized occupant(s)’ most current federal and state income tax returns must be attached to said application, or if the tax returns are unavailable, provide an explanation as to why the tax returns are unavailable. Both leasees and authorized occupants also must submit the most recent three months of pay stubs or equivalent documentation of current wages, if any. To the extent legally permissible, the VHC shall maintain the confidentiality of the Financial Hardship Application and any documentation submitted in support of it.

Verification/Relief: If the VHC confirms that a leasee suffers a Financial Hardship, the leasee’s rent shall be adjusted such that the leasee shall be charged rent equivalent to one-half of the combined monthly gross household income of all individuals occupying the housing unit.

b. Recertification: Prior to each prospective lease renewal, leasee must re-certify any Financial Hardship by submitting to the VHC a new Financial Hardship Application Form and the required supporting documentation (tax returns and pay stubs). No recertification of Financial Hardship may be found unless all required supporting documentation is provided, or a separate certification that some or all of the supporting documentation does not exist (no wages) and need not exist (not required to file tax returns).

4. Priority to Lease More Affordable Unit: An existing leasee with a Financial Hardship shall have a priority over new lessees on any more affordable unit that becomes available, and shall be required to move to such unit upon availability in order to

maintain eligibility for a Financial Hardship finding by the VHC. Refusal to move to a more affordable unit shall result in the immediate discontinuation of any Financial Hardship accommodation. Lessee shall continue to have priority in leasing a more affordable unit so long as a Financial Hardship exists and is verified at the time the lessee desires to move to a more affordable unit.

5. Other Transitional Hardships: Any transitional hardship other than a Financial Hardship experienced by an existing lessee in complying with the VRHP shall be explained in writing and submitted to the VHC. Such writing shall contain sufficient detail to explain clearly the existing hardship and the relief being sought.

6. The VHC shall promptly consider all transitional hardships on a case by case basis. The VHC Director shall make a recommendation to the VHC regarding whether to grant an accommodation, and if an accommodation is recommended, the nature and scope of the accommodation. The VHC shall make the final decision as to whether any accommodation is granted, and if so, the nature and scope of any such accommodation. Although the VHC shall not be required to call a special meeting solely for the purpose of considering a hardship, all hardship considerations shall be considered by the VHC as promptly as is reasonably possible.