

\*A reminder to all Tax Credit properties\*

Regarding the **Tax Credit Lease Addendum** (LIHTC Section 42 Properties) form (C169):

What you need to know:

-This is the document that allows us to raise a unit's rent to a higher set-aside if the household's income increases.

-To be completed for every annual certification.

-ALL 3 PAGES SHOULD BE INCLUDED – PAGES 1 & 3 SIGNED - by both resident(s) and manager in the completed file.

-TenantTech will ask you to complete the “Additional Rental Discounts” section (appears as paragraph 8).

The screenshot shows a web-based form interface for the 'Tax Credit Lease Addendum (C169)'. On the left sidebar, it indicates '1 Form Selected' and provides navigation buttons for 'Prev' and 'Next'. Below this, there is a 'Date on This Form' field set to '05/29/2024', and buttons for 'Save Data' and 'View Forms'. The main content area has a green header with the form title and a 'Clear All Fields' link. The section is titled 'Additional Rental Discounts' and contains a checked checkbox with the text: 'If checked, household has temporarily qualified for additional rental discounts available to lower income households.' Below this, there are two input fields: 'For a 2 bedroom apartment at this community' and 'Maximum rental rate (at this time)' set to '\$ 1,483.00'.

**Remember, this must be completed with the highest rent available for that size unit on your property.**

Please let us know if you have any questions regarding the forms.