

Exhibit 6-6: **Examples of Tenant Briefing Topics**

The table below displays information that may be relayed to tenants during the briefing. These topics may not apply to all properties.

Topics Related to Tenant Responsibilities Topics Related to Owner Responsibilities

Signatures	
<ul style="list-style-type: none"> ▪ The lease must be signed by the head, spouse, any individual listed as co-head, and all adult members of the household. **This information may have to be conveyed in languages other than English for LEP persons, in accordance with HUD guidance.** 	
<p>Terms of Lease</p> <ul style="list-style-type: none"> • Lease starting date. • Lease ending date. • Automatic renewal of lease, if applicable. • 30-day written notice by tenant prior to moving out of unit. NOTE: There is a difference between the leases regarding when the tenant may give the 30-day notice. See the section on terminating tenancy in each model lease for further information. 	<p>Termination of Tenancy</p> <ul style="list-style-type: none"> • The owner must give the tenant <u>30-day</u> advance written notice. • The owner must advise the tenant of his/her rights. • The tenant agrees that providing recertification or other required information is a material obligation of the lease.
<p>Annual/Interim Recertifications</p> <ul style="list-style-type: none"> • Annual recertification for changes in income, family composition, and circumstances. Tenant will be notified. Rent will be adjusted accordingly. • Failure to recertify may result in raising rent to market rent, full contract rent, or 110% of BMIR rent, and/or terminating assistance. • **Failure to recertify for Section 202 PRAC and Section 811 PRAC may result in termination of tenancy. ** • Between annual recertifications, reporting required when the household composition changes, or there is a change in employment status or income increases of \$200 or more per month. • A unit transfer may result from changes in household composition. The tenant must move within 30 days or pay market rent, full contract rent, or 110% of BMIR rent. 	<p>Termination of Assistance</p> <ul style="list-style-type: none"> • The owner must give the tenant written notice of intent to terminate assistance. • The owner must give the tenant <u>10 days</u> to meet and discuss termination.

<p>Rent</p> <ul style="list-style-type: none"> • Tenant rent amount. • Rent due date. • Change in rent if the family circumstances change. 	<p>Rent or other payment</p> <ul style="list-style-type: none"> • The owner must give the tenant <u>30-day</u> written notice of a rent increase, unless the tenant has violated responsibilities under terms of the lease. • The owner must provide the tenant with opportunity to discuss changes in rent.
<p>Security Deposit</p> <ul style="list-style-type: none"> • Security deposit amount. • Security deposit due date. • The security deposit is refundable at move-out. • Amounts for damages, unpaid rent, or other unpaid charges permitted in the lease will be taken out of the security deposit. 	<p>Security Deposit</p> <ul style="list-style-type: none"> • The owner will hold security deposits until move-out. • Deductions may be made to cover the cost of unit damages made by the tenant. • The owner will itemize deductions. • The owner will explain if and how interest will be paid.
	<p>Lease Attachments</p> <ul style="list-style-type: none"> • HUD-50059 signed by the tenant and the owner. • *HUD-50059-A signed by the owner and, when applicable, by the tenant.* • Move-in inspection report signed by both the owner and tenant. • House rules. Lead-based paint disclosure form (if applicable). • Pet rules (if applicable). • Live-in aide addendum (if applicable). • Expiration of the Section 8 contract (if applicable).
<p>Other Charges</p> <ul style="list-style-type: none"> • Utilities that are paid by the tenant. • Late rent charge amount. • Returned check charge amount. • Unreturned key/lock charge amount. • Meals requirement amount. 	

<p>Maintenance/Damages</p> <ul style="list-style-type: none"> • Instructions on using appliances properly. • Cleanliness requirements for units. • Prohibition of unit alterations without owner permission. • Responsibility for damages made to unit/project. Cost paid to owner. 	<p>Maintenance</p> <ul style="list-style-type: none"> • The owner maintains the common area. • The owner arranges for collection and removal of trash/garbage. • The owner maintains equipment and appliances in working order. • The owner makes necessary repairs. • The owner gives reasonable notice of intent to enter unit for repairs. • The owner complies with health, housing, and building codes and maintains premises in decent, safe, and sanitary condition.
<p>Penalties for Fraud</p> <ul style="list-style-type: none"> • Submission of false information may result in fines up to \$10,000 and five years imprisonment. 	
<p>General Rules</p> <ul style="list-style-type: none"> • Not subletting the unit. • Prohibited involvement in unlawful activities in unit/project. • **No** installation of washers, dryers, or AC without landlord approval. • Abiding by noise restrictions and pet rules. • Obeying the house rules. • Permitting owner access to unit for inspections and repairs. • Prohibited use of the unit for purposes deemed hazardous by the landlord's insurance carrier. 	