

Dear ADU Rental Program Participant:

Congratulations on the receipt of your Affordable Dwelling Unit (ADU) Rental Program certificate! When you applied for the ADU Rental Program, information was given to you explaining the Program rules and regulations. Since some time has passed since you filed your application for the ADU Rental Program, we want to take this chance to remind you of a few of the restrictions that exist as a participant in the ADU Rental Program. As a part of your continued participation in the ADU Rental Program, please review the Program regulations listed below and sign and date. Please keep a copy of this document for your records.

- You are required to occupy the ADU unit as your primary residence. Subleasing the ADU unit is prohibited. You may not rent any space in the ADU unit. Violation of this could result in the termination of your ADU Rental Program certificate.
- You are required to annually verify your total gross annual income from all sources. Failure to report all sources of income could result in the termination of the ADU Rental Program certificate.
- You are required to report any changes in household size. If you are still eligible for the ADU Program based on the new household size, your ADU Rental Program certificate will be amended. Failure to report changes in household size could result in the termination of your ADU Rental certificate.
- If false information is provided, your ADU Rental Program certificate could be terminated.
- Participation in the Affordable Dwelling Unit Rental Program does not guarantee an apartment complex approval and/or an apartment rental.
- Lastly, if you are living in an ADU unit at an apartment complex that participates in the Loudoun County ADU Rental Program and you are evicted, this could result in the termination of the ADU Rental Program certificate.

I/We, \_\_\_\_\_ and \_\_\_\_\_ have read the above statements. We understand fully that these conditions will apply fully to our participation in the Affordable Dwelling Unit Rental Program through the Loudoun County Department of Family Services. I also understand that if I am residing in an Affordable Dwelling Unit and my ADU Rental Program certificate is terminated, I will have 30 days to vacate the apartment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date