

These are current Flat Rent Figures based on the number of bedrooms in your unit:

Cheyenne Residents:

1 BEDROOM	\$ 472.00
2 BEDROOMS	\$ 639.00
3 BEDROOMS	\$ 876.00
4 BEDROOMS	\$1,026.00
5 BEDROOMS	\$1,180.00

City of Laramie Residents:

2 BEDROOMS	\$ 609.00
3 BEDROOMS	\$ 872.00
4 BEDROOMS	\$ 924.00

If you are currently on the flat rent and wish to continue or you are certain you would like to accept the flat rent for your annual re-certification, please check the flat rent option on the attached **RENT CALCULATION OPTION CERTIFICATION** form. Sign the form and return with your third party verification forms. If you experience a decrease in income during the next year or other circumstances which would reduce your rent and wish to return to the percentage method of calculating your rent, you may request to do so in writing.

The Cheyenne Housing Authority (CHA) must receive the **RENT CALCULATION OPTION CERTIFICATION** form with your signature accepting the flat rent. Please complete the appropriate third party verification forms and return them so that CHA can complete your re-certification. You may still elect the flat rent when CHA sends you the figures for your percentage of income rent. If that is the case, the appropriate figure above will become effective as of the date shown on your **ADDENDUM**.

If you have any questions, please contact CHA at 633-8336.

RENT CALCULATION OPTION CERTIFICATION

I, _____ (*Tenant*), hereby select the following rent calculation option for the term of the Lease Agreement to which this document is attached. I further certify that I fully understand the rent calculation options that are available to me.

I understand that by electing the **Percentage of Income** calculation, I will be required to report any changes in household income or composition by the 21st of the month of the occurrence and that I will be subject to complete annual re-examinations.

I understand that by electing the **Flat Rent** calculation, my rent amount will be adjusted for changes in my income or household composition during the applicable term of electing this option.

I understand that if I select the **Flat Rent** option, I will be required to complete a full re-examination every year, and that the **Flat Rent** amount may be changed by the Housing Authority annually.

I further understand that I may change my selection of rent calculation methods at my annual re-certification date or at any time for any of the following reasons:

1. The family’s income has decreased.
2. The family’s circumstances have changed increasing their expenses for child care, medical care, and etc.
3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

I select the following rent calculation option:

_____ **Percentage of Income**

_____ **Flat Rent Option**

By signing below, I certify that I have received the Flat Rent Schedule and a complete explanation of my rent calculation options, and that based upon that full understanding, I have selected the above indicated rent calculation option.

Head of Household Signature

Date

Spouse/Co-Tenant Signature

Date