

LEASE ADDENDUM FOR RENTAL UNIT PALM BEACH COUNTY WORKFORCE HOUSING PROGRAM

This addendum serves as written declaration and documents the income of the tenant(s) occupying a WHP rental unit, as verified by the property owner or designee.

1. At or before lease execution, but no later than ten (10) days after a tenant's lease period begins, this completed and executed Lease Addendum must be submitted by the property owner/designee to County Staff through the Housing Portal <https://pbc.gov/housingdashboard/> for compliance determination. Property managers are encouraged to submit draft lease addenda (not executed) for preliminary review. Any issues identified in the compliance review are required to be addressed within ten (10) business days.
2. Within three (3) days of compliance determination by County Staff, the property owner/designee must provide a copy of this addendum to the tenant at _____.
(enter tenant's email)

Development: _____

Unit Number: _____ **Number of Bedrooms:** _____ **WHP Rent: \$** _____

Lease starts: _____ **Lease ends:** _____

This is an ☐ **initial certification** or a ☐ **recertification**.

Household Income is defined as the documentable gross income before taxes received annually by income earners residing in the WHP tenant's household, used to determine the Income Category and subcategory if applicable. At least one income earner must be employed in Palm Beach County. Household Income does not include investment, retirement, or checking/savings account balances, but may include distributions to the WHP tenant from retirement accounts, and periodic determinable allowances such as alimony and child support. Irregular income such as overtime and bonus payments may be considered at the discretion of the WHP rental unit owner or designee.

Identify each income earner in the household that will be occupying this unit. (add lines if needed)

Tenant Name(s)	Tenant's Annual Income
_____	_____
_____	_____
_____	_____
Total Household Income:	_____

2026 WHP Income Category (please check)

- | | |
|---|------------------------|
| ☐ Low (60-80% of MFI): | \$64,560 - \$86,080 |
| ☐ Moderate-1 (>80-100% of MFI): | >\$86,080- \$107,600 |
| ☐ Moderate-2 (>100-120% of MFI): | >\$107,600 - \$129,120 |
| ☐ Middle (>120-140% of MFI): | >\$129,120 - \$150,640 |

For any questions, contact County WHP staff at PZB-WHPRentals@pbc.gov or 561-233-5300.

Development: _____ Unit Number: _____

Under penalties of perjury, I declare that I have read the foregoing Lease Addendum for Rental Unit and that the facts stated in it are true.

Tenant(s)

(Tenant Signature)

(Tenant Signature)

(Print Name)

(Print Name)

(Date)

(Date)

Owner or Designee:

By: (Owner/Designee Signature)

Name: _____
(Print Name)

Title: _____

Date: _____