

OCCUPANCY STANDARDS EXCEPTIONS CHECKLIST

PROJECT AND HOUSEHOLD DATA

Project Name: Manager:	Address: City: County:	Unit #: Zip:
Initial Certification Annual Recertification	Contract #:	
Head Household Name: Unit Bedroom Size: Square Feet:	Current Household Size:	# Adults: # Minors:

Per UMR Section 8305, Sponsors shall rent vacant units to households with no less than the number of people specified in the following schedule:

Occupancy Standards	
Unit Size	Minimum Number of Persons in Household
SRO	1
0-BR	1
1-BR	1
2-BR	2
3-BR	4
4-BR	6
5-BR	8

A Sponsor may assign tenant households to units of sizes other than those indicated, in the table above, as appropriate, if the Sponsor reasonably determines that special circumstances warrant such an assignment. Sponsor must document the reasons on the Occupancy Standards Exceptions Checklist and keep it in the tenant file for review by the Department for as long as the exception remains valid. Each year with the Schedule of Rental Income (SRI) for as long as the exception remains valid, the sponsor shall enter comments for the unit(s) on tab 2, in the AR column of the SRI with a notation that an Occupancy Standards Exceptions Checklist is in file. Through the Project's tenant selection or management plan, a sponsor may receive advance Department approval of categorical exceptions to the above schedule. Please contact your assigned Occupancy Representative with any questions.

<u>Check as many as apply:</u>	√
1. HH is two persons who cannot share a bedroom due to an approved reasonable accommodation request	
2. HH is single person and has a reasonable accommodation unit	
3. HH has recently downsized and will be moved to the next available appropriately sized unit (owner /manager must give appropriate notice based on California state laws)	
4. HH requires larger unit for <i>anticipated children</i> including: <ul style="list-style-type: none"> • child(ren) expected to be born to a pregnant woman • child(ren) in the process of being adopted by an adult family member of the HH • child(ren) whose custody is being obtained by an adult family member of the HH • foster child(ren) who will reside in the unit • household child(ren) temporarily living in a foster home who will return to the family • child(ren) in joint custody arrangements who are present in the HH 50% or more of the time • dependent child(ren) away at school & living at home during school recesses 	
5. HH requires bedroom for full time live-in aide (no additional bedrooms will be provided for the live-in aide's family)	
6. HH requires bedroom for foster adult	
7. HH is single parent with minor children of opposite sex	
8. HH is different generations of the same sex	
9. HH has minors of the same sex but who are more than 10 years apart in age	
10. HH is two or more adults (other than spouses) of same or opposite sex	
11. HH member temporarily absent on active military duty	
12. Other:	