

**Dane County**

**Department of Human Services**

**Division of Housing Access & Affordability**

**Non-LIHTC 2025 Guidelines**

# **Dane County Non-LIHTC Fund**

**2025 Guidelines and Application for Financing**

**Application Deadline: September 5, 2025**

**12:00PM (CST), NOON**

**Proposals Must Be**

**Uploaded to:** [**Dane County Affordable Housing Dropbox**](https://countyofdane.sharefile.com/r-r4d55d29b141a4d0d87f03a2f6628f5ca)

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**Direct All Inquiries To:**  **Jenna Wuthrich**

Lead Housing Program Specialist

608-338-7466

wuthrich.jenna@danecounty.gov

**Date Issued: July 23, 2025**

# **Background and Funding Sources**

The 2025 Dane County Capital Budget includes $8 million for affordable housing projects that do not use Low Income Housing Tax Credits. The goal of this funding is to prioritize low-income housing preservation, and incentivize projects that serve marginalized households by providing low-barrier access to units. Awards made through the fund will be administered by the Dane County Department of Human Services Division of Housing Access and Affordability (DCDHS-HAA). DCDHS-HAA reserves the right to identify and offer alternative sources of Dane County Capital dollars for projects. For example, a project that targets units for households with a member who is justice involved, meaning have at least one household member who has been formerly incarcerated or is currently under probation, parole, or extended supervision; may be eligible for funding from Dane County’s Fair Chance Housing Fund.

**Eligible Applicants and Project Eligibility**

Projects that receive loans made through the Dane County Non-LIHTC Housing Fund must be dedicated to increasing units through new construction; or preserving the availability of quality affordable housing units through the acquisition and/or rehabilitation of existing units. Projects must commit to a minimum 40-year affordability period and be located within Dane County.

Development proposals for projects seeking Low Income Housing Tax Credits (LIHTC) administered by the Wisconsin Housing and Economic Development Authority are **not** eligible for this funding, unless the proposed project will be used for the preservation of an expiring LIHTC project.

Multiple proposals may be submitted by an applicant, however, only **one project should be submitted per application**. A project is defined as a site or sites together with any buildings to be located on the site(s) that are under common ownership, management, and financing and will be completed as a single undertaking.

The application process is targeted to help specific populations’ access affordable housing:

1. Projects designed to serve households where at least one household member has been formerly incarcerated or is currently under probation, parole, or extended supervision.
2. Households who have child welfare or youth justice involvement.
3. Very low-income households and/or households experiencing homelessness.

In order to be considered for financing, applicants and projects must also meet the following requirements:

1. Projects must serve households with incomes at or below 60% of Area Median Income (AMI) using HUD Income Limits during the Period of Affordability. If applicant project contains units targeted for households above 60% AMI, funding will made available based on costs attributable to 60% and below units.
2. Proposals awarded funding must maintain rents at or below those pertaining to a maximum of 60% AMI using the Standard Multifamily Tax Subsidy Project (MTSP) Rent Limits (“MTSP Rent Limits”), published by the Wisconsin Housing and Economic Development Authority (WHEDA) for the Period of Affordability for subsidized units.
3. Applications must propose the construction of four or more net units (new units less any existing units demolished) affordable to households at or below 60% AMI or rehabilitation of four or more units affordable to households at or below 60% AMI to be considered for funding. For a co-operative housing development, each sleeping room will be considered one unit.
4. Project must agree to incorporate the Dane County Tenancy Addendum, which enhances tenant protections and protects against arbitrary and discriminatory non-renewals.
5. Project must commit to all Fair Tenant Selection Criteria, and specified denial process.
6. All housing units must be in compliance with all applicable state and local codes, ordinances, and zoning regulations at the time of project completion.
7. All proposals submitted by for-profit corporations without a non-profit co-applicant must have ownership or site control (i.e., executed option or offer to purchase) before Dane County commitment of funds.
8. For housing development/rehabilitation proposals submitted by a not-for-profit corporation, or with a not-for-profit development partner, an applicant at the time of application may instead identify a targeted or defined project area in the County which it intends to secure control of a site. Such areas must be clearly identified, and proposals must provide a compelling case for the area being targeted.
   1. Under this section, proposals must meet all other requirements for proposal submission to be considered. Applicants must submit an estimated sources and uses summary based on past experience of similar scale development.
   2. Under this section, all applicants must commit to a construction start date no later than one year from the commitment of funds.
      1. Dane County may grant a single extension to the one-year required start date, for a period not to exceed 12 months. In requesting an extension, the non-profit must provide evidence that the financial closing will occur within the requested extension period. Construction must begin within six months of financial closing.
9. Application must demonstrate that the project is economically viable and the applicant(s) will have the economic financial ability to repay funds if the project is not completed consistent with the written agreement.
10. Application must demonstrate financial capacity and experience in producing affordable housing in whole or in part with local, state, or federal funds, on schedule and as proposed.
11. Applicants must contribute a minimum of 5% of the total development costs in equity or a first mortgage and demonstrate the ability to secure all funds that may be necessary to complete the project as proposed.
12. Not-for-profit corporations must be, at the time of application, a 501(c)(3) or 501(c)(4) tax-exempt organization with a mission of developing and/or providing affordable housing as well as an active board that meets regularly in accordance with their by-laws and is in good standing with the Wisconsin Department of Financial Institutions (and/or the comparable organization in the state in which it is organized); and/or established as a housing cooperative with by-laws consistent with Chapter 185 of the Wisconsin State Statutes and in good standing with the Wisconsin Department of Financial Institutions.
13. For Profit corporations must be in good standing with the Wisconsin Department of Financial Institutions.

Projects consisting of the acquisition of existing rental housing stock are neither required nor encouraged to displace current tenants of acquired property to meet obligations under Dane County funding. The application should detail the projects plan to incorporate set-aside units through naturally occurring unit turnover.

**Eligible Project Costs**

The following categories of expenses will be considered eligible for funding under this program.

1. Acquisition and reasonable associated closings costs;
2. Costs for processing and settling the financing for a project, such as credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, private appraisal fees and fees for an independent rehabilitation cost estimate.
3. All work identified as necessary for project to meet the housing quality standards in 24 CFR 982.401 or applicable local standards;
4. Repair or replacement of major housing systems in danger of failure;
5. Improvements designed to remove material and architectural barriers that restrict the mobility or accessibility of the unit;
6. Improvements necessary to eliminate or reduce lead-based paint hazards;
7. Energy-related repairs or improvements;
8. Architectural, engineering or related professional services required in the preparation of rehabilitation plans and drawings or write-ups.
9. Reasonable developer fees.

**Application Deadline and Calendar of Events**

Listed below are specific and estimated dates and times of actions related to Non-LIHTC application. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this application and posting such addendum on the DCDHS Division of Housing Access and Affordability Housing Development [website](https://dcdhs.com/haa/hd). There may or may not be a formal notification issued for changes in the estimated dates and times.

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| July 23, 2025 | Application Released |
| August 6, 2025 | Last day to submit written inquiries (2:00 p.m. CST) |
| August 11, 2025 | Supplements to the application posted on DCDHS Division of Housing Access [website](https://danecountyhumanservices.org/haa/hd) |
| **September 5, 2025** | **Proposals due (12:00 p.m. CST)** |
| Week of September 22nd, 2025 | Interviews (if needed) |
| October 2025 | Project Recommendations |
| December 2025/January 2026 | County Board Approval and Issuance of Commitment letters. |

# **Submittal Instructions**

Applications must be received by the DCDHS- HAA Dropbox located at [Dane County Affordable Housing Dropbox](https://countyofdane.sharefile.com/r-r4d55d29b141a4d0d87f03a2f6628f5ca) no later than the date and time indicated on the cover page of the Non-LIHTC 2025 Guidelines.

All applications must be saved in PDF format. The file name shall include the name of the business submitting the application and the name of the proposed affordable housing project.

**Form of Funding and Support**

Support awarded through the County’s Non-LIHTC fund will be granted as follows.  The County will grant the funds to the Dane County Housing Authority (DCHA).  The grant agreement will be a three-party agreement between Dane County, the developer and DCHA.  DCHA will then loan the funds to the project. Funds will be provided in the form of a 0% interest long-term deferred loan payable upon sale, transfer, or change in use of the property. The principal is due at the end of the 40-year term. If a proposal includes an affordability term longer than 40 years, the loan principal will be due at the end of the proposed affordability term.  For projects committing to permanent affordability a Land Use Restriction will remain in place permanently not withstanding repayment of the loan. Dane County Housing Authority will not consider or agree to alternative loan terms.

An awarded applicant must contribute a minimum of 5% of the project's budget in the form of an equity contribution. In lieu of contributing equity to a proposal, applicants may defer a portion of the proposal's development fee (or provide a combination of owner equity and deferred developer fee) to meet this requirement.

# **Evaluation Criteria**

The applications will be scored using the following criteria:

|  |  |
| --- | --- |
| **Proposal Requirements** | **Percent** |
| **Project Description** | **25%** |
| **Partnering to End Homelessness** | **20%** |
| **Supportive Services Plan** | **15%** |
| **Development Team Capabilities** | **20%** |
| **Financial Capacity** | **10%** |
| **Project Readiness** | **10%** |
| **TOTAL** | **100%** |

***Project Description***

Application should provide a detailed description of the project proposed for county support. Application should include planned location, zoning, local engagement for project, number of and size of units, eligibility for local municipal affordable housing funding, development costs, language and property management access, alternatives to eviction, and the minimum amount of County funding necessary to complete the project.

Application should also detail anticipated energy efficiency and sustainability features, and if a project will be obtaining any certifications detailed in the application. If applicable, applicants may change certification selection prior to execution of grant agreement within tiers (e.g., changing from Zero Energy Ready Homes to Wisconsin Green Built Gold Plus Certification). Disbursement of final 10% of awarded funds will be contingent on project receiving required or selected certification.

Preferences will be given to:

1. Priority for affordable housing preservation projects will be given in the following order of preference:
   1. Deeply affordable because of federal (e.g. HUD or USDA) rent assistance contracts;
   2. Income and rent-restricted units; and
   3. Naturally occurring affordable housing.
2. Projects that include units affordable to extremely and very low-income households by maintaining rents for these units at or below 30% and 50% AMI using the Standard Multifamily Tax Subsidy Project (MTSP) Rent Limits (“MTSP Rent Limits”), published by the Wisconsin Housing and Economic Development Authority (WHEDA) for the Period of Affordability.
3. Projects with permanent affordability.
4. Non-profit or cooperatively owned developments.
5. Projects that are geographically located to maximize access to jobs, transit, schools and other key amenities.
6. Projects that integrate supportive services in partnership with non-profit service providers.
7. Projects that include three (3) bedroom units.
8. New construction and rehabilitation proposals that involve smaller scale, infill developments that help meet the need for more "missing middle" housing. For purposes of this application, missing middle development encompasses developments involving approximately four to forty units of housing.

## ***Partnering to End Homelessness***

Dane County is committed to ending homelessness in our community. To further this goal, projects that include a preference for individuals/families experiencing homelessness will receive additional scoring points.

The Dane County Homeless Services Consortium (HSC) is comprised of agencies and organizations working to end homelessness in Dane County. A number of agencies take client/tenant referrals for their housing programs from a community by-name list.

The community by-name list is managed by the Dane County Homeless Services Consortium’s (HSC), Coordinated Entry Systems Manager. The Coordinated Entry Systems Manager works with agencies to help identify/select individuals from the by-name list for housing placement into available housing units. Individuals on the by-name list may have access to case management and some form of rental subsidy once enrolled in these programs. In order for a household to be on the by-name list they must meet the definition of [**literally homeless**](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/category-1/)**.**

Additionally, HSC agencies may work with individuals and households who do not meet the definition of literally homeless, but qualify as [**homeless under other federal statutes**](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/category-3/).

Identifying units with a preference for individuals/families who are experiencing homelessness, commits the applicant to working in partnership with the Coordinated Entry Systems Manager, supportive services partner(s), other identified HSC community partners, and the project’s property manager, to identify appropriate tenant referrals for those units. Targeted units are expected to be held open a minimum of thirty days once it becomes vacant. A unit is considered vacant once it is available for occupancy.

Application should detail how many units will be targeted to households experiencing homelessness, how the project will work with systems partners to make units available to these households, and detail any additional barriers that will be mitigated to ensure households have access to targeted units. Application should also detail how the project will work with partners to provide households with rental subsidies or maintain rents for these units at or below 30% using the Standard Multifamily Tax Subsidy Project (MTSP) Rent Limits (“MTSP Rent Limits”), published by the Wisconsin Housing and Economic Development Authority (WHEDA) for the Period of Affordability.

In addition to following all of the listed Fair Tenant Selection Criteria in the Special Contract Terms and Conditions of these Guidelines, applicants must agree to not institute a minimum income requirement beyond what is necessary for rent plus utilities for screening of applicants referred for units under the homeless set-aside, and waive any minimum income requirement if a rental subsidy program will be paying applicant’s rent.

Projects consisting of the acquisition of existing rental housing stock are neither required nor encouraged to displace current tenants of acquired property. The application should detail the projects plan to incorporate set-aside units through naturally occurring unit turnover.

***Supportive Services***

Application must provide a detailed description of how supportive services will be secured for the tenants of any property developed as part of this project.

Application must include overview of supportive services for project to include identified services partner, annual project budget for services, amount of funding for services provided by developer and/or project, full-time equivalent (FTEs) dedicated to providing services at the project, and estimated number of weekly on-site services hours at the project.

Application should also include the experience and qualifications of the supportive services partner providing services to households who have experienced homelessness and any other identified targeted populations; relevant performance data indicating the partner’s experience with the targeted populations and tenant outcomes related to housing retention.

Application must also detail how supportive services partners and property management staff will work together to ensure best outcomes for tenants, such as housing retention.

To be eligible for points in this category, application must include a signed letter from the supportive services partner. The letter must include a description of the services that will be provided to tenants and must match what is included in the developer’s proposal.

***Development and Service Team Background***

Provide a description of the organization including key staff who will be involved in the project, past projects the team has completed, and projects currently in progress.

Additional items that should be included in Development and Service Team Experience in:

1. Participating in public/private joint ventures
2. Developing multifamily housing for low-income households
3. Developing permanent supportive housing if applying for such project
4. Property management
5. Provision of support services if the project entails permanent supportive housing

***Project Financial Capacity***

Application should detail reasonable sources and uses of funds. Operating budget details reasonable costs and pro-forma demonstrates cash flow over the period of affordability. Financial structure reflects maximized available resources, financial strength of proposal, financial strength of applicant, and includes reasonable assumptions and projections.

## ***Project Readiness***

Application should include proposed timeline for project from award acceptance to project completion.

Application should also indicate if organization has site control, if project is properly zoned or timeline for securing zoning, and what sources of financing have already been committed to the project.

**Grant Award and Acceptance and Distribution**

Recipients must sign a Dane County Affordable Housing Grant Agreement that lays out the responsibility of the grant recipient in carrying out the project, including reporting requirements. Recipient will also be expected to execute a note, mortgage, and Land Use Restriction Agreement to secure funds and preserve affordability of completed project. All written agreements must be approved by the Dane County Board before being executed by the County Executive and County Clerk.

It is expected that recipients will secure all sources of financing for the project prior to execution of County documents. Significant changes to the project, including number of affordable units, unit mix, and other items committed to in the project application will not be considered without County Board approval.

Awards are contingent on the applicant securing any other necessary financing for their proposal. If applicant does not secure the remaining financing within six (6) months of award recommendation, the applicant will need to reapply for funds during the next funding cycle.

Funds awarded to projects that do not move forward will be included in the following funding year.

**Special Contract Terms and Conditions**

## **Fair Tenant Selection Criteria**

Recipients of funding will be required to comply with all listed Fair Tenant Selection Criteria. Funded projects commit to not deny applicants for any of the following:

* Inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months.
* Lack of housing history.
* Membership in a class protected by Dane County Fair Housing Ordinances and non-discrimination ordinances in the municipality where the project is located.
* Wisconsin Circuit Court Access records
* Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
* Credit score.
* Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
* Owing money to a prior landlord or negative rent payment history if the tenant’s housing and utility costs were more than 50% of their monthly income.
* Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; 2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.
* Any eviction filing if meets any of the following: (1) eviction filing was dismissed or resulted in a judgement in favor of the applicant; (2) eviction filing which was settled with no judgement or write of recovery issued (e.g., stipulated dismissal); or (3) eviction filing that resulted in judgement for the landlord more than two years before the applicant submits the application.
* Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, ​and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (*Violent criminal activity* is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. “Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). “Drug-related criminal activity” means criminal activity that involves the manufacture or distribution of a controlled substance. “Drug-related criminal activity” does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person’s personal care worker or other caregiver.)

Funded projects commit to following the prescribed denial process.

|  |  |
| --- | --- |
|  | Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the issuance of denial and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program. |
|  | Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members. |
|  | Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider’s own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant’s disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure. |
|  | The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence. |
|  | Denial notices shall include the following:  a) The reason for denial with details sufficient for the applicant to prepare a defense, including:  i) The action or inaction forming the basis for the denial,  ii) Who participated in the action or inaction,  iii) When the action or inaction was committed, and  iv) The source(s) of information relied upon for the action or inaction.  b) Notice of the applicant’s right to a copy of their application file, which shall include all evidence upon which the denial decision was based.  c) Notice of the applicant’s right to copies of the property manager’s screening criteria.  d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending.  e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative.  f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant’s completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services. |
|  | If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved. |
|  | The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date. |
|  | A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting. |

Applications must include a signed letter of agreement from the developer’s property management partner that summarizes and acknowledges property management’s role in the developer’s proposal. The letter from the property management partner must acknowledge their understanding of all tenancy selection criteria.

Tenant selection criteria elements will be included in final project documents. Those documents will provide for a $500 fine for any violations of these elements. The County will not be flexible in the application of the criteria later in the development process. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

**Tenancy Addendum**

Recipients of funding will be required to commit to incorporating Dane County Tenancy Addendum into all tenant leases. The addendum outlines specific provisions of related to security deposits, late fees, termination of tenancy, parking and guest policies. Recipients must agree to all of these elements. These elements will be included in final project documents. Those documents will provide a basis for a $500 fine for any violation(s) of these elements. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

The Dane County Tenancy Addendum in is included as Attachment A.

Application must include a signed letter of agreement from the developer’s property management partner that summarizes and acknowledges property management’s role in the developer’s proposal. The letter from the property management partner must acknowledge their understanding of any lease addendum items the developer is agreeing to in their proposal.

## **Relocation**

Notice to applicants depending on the scale of the project submitted and the total dollar amount of funding awarded, this project may be defined as a Public Project under Wisconsin Administrative Code, Chapter 92: <https://docs.legis.wisconsin.gov/code/register/2011/672b/insert/adm92>

For purposes here, “public project” means a project directly receiving public financial assistance including at least $25,000 in a project having total costs of less than $50,000 or at least 50% in a project having total costs of $50,000 or more. Projects meeting this definition will need to comply with all relocation assistance requirements under Chapter 92 of the Wisconsin administrative code. If the project includes other funding sources with more stringent requirements, those requirements would apply.

## **Providing Notice of Dane County Housing Initiatives**

Recipient will be required to post a sign in a common area of award projects that is frequented by applicants and residents. The sign shall be conspicuously located and include the following information:

1. The amount of funding provided by Dane County;
2. The year that such funding was provided by Dane County;
3. A statement notifying the public that the housing may be subject to additional requirements for resident selection and property management due to the requirements associated with the County’s funding of the project;
4. The contact information for Dane County’s contract compliance office, including a website, email, and phone number, for interested persons to obtain more information about the project and register any concerns.

**Application Checklist**

1. Dane County Application for 2025 Non-LIHTC Fund.
2. Signed letter from designated property management partner that acknowledges their understanding of any selected tenancy selection criteria in the project application.
3. Signed letter from designated property management partner that acknowledges their understanding of any lease addendum items the developer is agreeing to in their application.
4. Signed letter(s) from designated supportive services partner(s) confirming the details of the application’s commitment to end homelessness.
5. Signed letter(s) from designated supportive services partner(s) confirming the details in the application’s supportive services plan.
6. Capital needs assessment, if available.
7. Site and building plans, if available.

# **ATTACHMENT A**

**Tenancy Addendum**

1. **Security Deposits.** The amount of a security deposit shall not be more than one month’s rent.
2. **Late Fees and Other Fees.** Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant’s portion of the monthly rent.
3. **All other fees.** All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws. Non-essential services must be transparently identified, and allow tenant to opt out of services if tenant chooses. Junk fees are prohibited and defined as unnecessary, deceptive, or poorly disclosed charges not tied to a legitimate service or cost, and that place an undue burden on tenants. (For example, application fees above $25 dollars pursuant to Wis. Stat. § 704.085, compounding fees, penalty fees, eviction filing fees, attorney’s fees, processing fees, convenience fees for payment, pest control fees, insurance fees, administrative fees or any fees that encompass basic tenancy service.)
4. **Rights of Youth to Access Common Spaces.** Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.
5. **Written Notice for Termination of Tenancy.** Landlord or landlord’s agent must serve written notice upon the tenant specifying the grounds (e.g., the dates of relevant event/s, names of parties, reasoning, source of information and relevant documents) for the action at least 30 days before the termination of tenancy, unless shorter timeframe is required by federal funding. Termination for imminent threat of serious physical harm under WI Statute § 704.16(3) and criminal activity under WI Statute § 704.17(3m) are exempted from this requirement.
6. **Good Cause for Termination.** A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord’s property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non- renewal, and pursue a mutually acceptable resolution.
7. **Reasonable Guest Rules.** Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g., more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.

Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:

* 1. A notice of the ban is issued to the tenant stating the:
     1. name of the person banned,
     2. grounds for the ban including,
        + the specific facts detailing the activity resulting in the ban;
        + the source of the information relied upon in making the ban decision; and
        + a copy of any criminal record reviewed when making the ban decision; and
     3. the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.
  2. If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.

A tenant may not invite or allow a banned person as a guest on the premises, provided the

Landlord has followed the proper procedure and given notice to Tenant as set forth herein.

A tenant who violates the guest policy may be given a written warning detailing the facts of the

alleged violation. The written warning shall detail the violation, and warn the tenant that

repeated violations may result in termination of tenancy. Tenants that repeatedly violate the

guest policy, (e.g., three (3) or more violations within a twelve (12) month period) may be

issued a notice of termination in accordance with state and federal law.

Nothing in this policy limits a person’s right to pursue a civil order for protection against another

individual.

1. **Parking Policies.** Parking policies and practices must comply with applicable laws. Vehicles

shall not be towed to a location that is more than 6 miles from the rental premises, unless there

is not a towing company with a tow location available within 6 miles.