

## FREQUENTLY ASKED QUESTIONS NSP – REQUEST FOR QUALIFICATIONS

- Can agencies collaborate to apply for this RFQ?  
Yes, agencies can collaborate but will need to provide details as to the manner in which this collaboration will be administered and what the role of each agency will be, primarily which agency will be conveyed the property/ties.
- Who will manage and maintain the properties?  
Once the property/ties are conveyed, the managing and maintaining of the properties will rest with the agency conveyed the property.
- How much will it cost the applicant to receive the properties?  
The agencies being conveyed properties will not be tasked with any costs from the City. However, there will be other costs related to the property, including, but not limited to insurance, lawn care, etc.
- How much of the rent collected is the City expecting to receive?  
Once a property is conveyed, the City does not expect to receive any of the rents collected as it is understood that these rents will go towards the carrying costs of the property. The amount of rent collected is limited, please refer to the RFQ.
- Can the agency/organizations sell the property after conveyed?  
The properties being conveyed must be occupied by a person or household whose income does not exceed 50% of the Area Median Income. Therefore, although we will not deter an agency from selling the property/ties, the buyer must meet all the criteria to purchase the home, including the affordability guidelines. The final approval of the sale and buyer eligibility will come from the City prior to transferring title.
- Can you rent to persons with income higher than the 50%?  
No, these properties must be occupied exclusively by a person or household whose income does not exceed 50% of the Area Median Income
- Will the City monitor or expect to receive documentation to show income determination of applicants?  
The City will both monitor the agency and expect the agency to provide documentation supporting the occupant's eligibility on an annual basis.
- Will the City provide any funding to cover the costs of marketing and staff to manage these properties?  
The City will not be providing any funding with the conveyance of the properties. The rents collected will provide the resources to manage and maintain the property/ties.
- How many agencies/organizations will you be conveying properties to?  
At the present time, we are unable to provide this information. This will depend on the number of eligible agencies/organizations that submit applications.

- How many properties will be conveyed to each agencies/organizations?  
This cannot be determined at this time. It will depend on the number of eligible agencies/organizations that submit applications. Additionally, the capacity demonstrated in their application will also have an impact on the number of properties conveyed to each.
- Can a security deposit be collected? If so, are there limitations in the amount collected?  
Yes, security deposits can be collected. There is no written limitation; however the amount is highly recommended to be no more than \$200 due to the income levels of the residents to be served.
- Can we refuse to allow pets, alcohol, smoking, weapons or overnight guests in the homes?  
The lease agreement written by the agency/organization and the contents within are solely up to the agency/organization conveyed the property/ties; however the City must approve the lease agreement prior to rental.
- If an individual loses their income and would not be able to pay rent, can the person be evicted or the lease terminated once it is up?  
Agency/organizations must lease on annual basis, not month to month. Additionally, they must follow Florida tenant laws regarding eviction. The agency/organization conveyed the property/ties are not obligated to collect rent; their only requirement is that the units be occupied by an eligible person or household.
- By applying for qualification, is an organization then obligated to follow through with the process?  
No, an organization will not be obligated to proceed.
- Is there an Exit Clause, if any?  
The Deed will have a reverter clause for agencies seeking to discontinue ownership and management of the properties. The title of the property/ties will revert back to the City.
- If successful and the organization has followed all the steps and now has a tenant occupying a unit, should the rent be paid to the organization or to the city? If paid to the organization, should any part be then submitted to the city?  
The rents collected will be paid to the organization in its entirety. The City does not expect to receive any part of the rents collected from the tenants.