



ROOTED RENTERS PROGRAM GUIDELINES

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1. General

The Rooted Renters Program (“the Program”) offers financial incentives to Truckee property owners who agree to rent their property to qualified local workers and to lock in affordable rental prices for 3 years. The goals of the Program are to create stable, long-term rental housing at an affordable rate for the local workforce across multiple years, to provide landlords offering below market rate housing for multiple years with equitable participation in the Town’s workforce housing incentive programs, and to expand the Town’s suite of housing programs through a multi-year rental solution.

The target tenant population served through the Program are employees who work within the Truckee-North Tahoe Region (as defined below) and whose households earn no more than 150% of the area median income average per adult (per standards set by the California Department of Housing and Community Development for Nevada County).

2. Definitions

The following definitions are relevant to the Program:

- A. **Adult:** An individual who is 18 years of age or older.
- B. **Bedroom:** An enclosed habitable room planned and intended for sleeping, separated from other rooms by a door, and accessible without crossing another bedroom, closet space, or bathroom. A bedroom will have a built-in closet, emergency escape and rescue opening(s), and a minimum floor area of seventy (70) square feet, exclusive of a closet. Additionally, the construction of the room shall have been authorized by a building permit, and the room shall comply with all codes in effect at the time of construction or conversion into a bedroom.
- C. **Child:** An individual who is less than 18 years of age.
- D. **Long Term Rental:** A property rented directly to full-time tenant(s) on a lease with a minimum term of 12 months.
- E. **Master Lease:** A lease of residential property which gives the lessee the right to sublease the property.
- F. **Qualified Household:** Any individual renter or group of individual renters living together in one home as their primary residence, where at least half of the adults are Qualified Tenants. To be considered a Qualified Household, a renter group must be approved by the Program Administrator and the Town of Truckee through the application process laid out in these Program Guidelines. Qualified Households must meet one of the following income qualifications:
 - a. The average annual income of all adult residents of a household (related or unrelated) can be no more than 150% of the area median income as set by the California Department of Housing and Community Development. Adult tenants who are full-time students are not included when determining if 50% of the adults in the household are Qualified Tenants or when calculating average household income.
 - b. The income qualification for single parent households with one adult and at least 50% child custody is a household income of 1.5 times of 150% of the area median income for a single person income as set by the California Department of Housing and Community Development, which includes all income, including child support.

- G. **Qualified Tenant:** An adult who is not of blood relation to the Property Owner who works at least 20 hours a week (or equivalent amount over a period of a year) for an employer located within the geographic boundaries of the Tahoe Truckee Unified School District Geographic Boundary.
- H. **Truckee-North Tahoe Region or Tahoe Truckee Unified School District Geographic Boundary:** Includes the Town of Truckee, Eastern Placer County (Kings Beach, Tahoe City, Northstar, Olympic Valley, West Shore) and the Eastern Nevada County/Donner Summit area as seen in the map at the following link:
 - a. <https://www.ttusd.org/cms/lib/CA01902804/Centricity/Domain/33/School%20Boundaries%20Map.pdf>

3. Program Outreach and Marketing

- A. Town staff will post application information and materials on the Town’s website. Town staff will also issue a press release and Program information will be provided to all interested parties.
- B. The Fair Housing logo will be placed on all outreach materials and applications.
- C. The Program Administrator (“the Administrator”) will work closely with local homeowners and members of the workforce providing information for Program eligibility.
- D. All Program information will be offered in English and Spanish.

4. Conflict of Interest Requirements

Town employees excluded from participation in the Program include the Town Manager and the Assistant to the Town Manager and members of the Town Council. Other Town employees are eligible to participate in the Program.

5. Non-Discrimination Requirements

The Program will be implemented in ways consistent with the Town’s commitment to nondiscrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any Program or activity funded in whole or in part with Town funding on the basis of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation or any other arbitrary cause.

6. Program Administration

Town of Truckee Role: The Town will administer the Program with support from a third-party administrator. The Town is responsible for managing the contract with the Administrator, issuing incentive payments, and Program evaluation.

Program Administrator Role: The Administrator is responsible for operating the customer-facing side of the Program and providing the following services for the Town's Rooted Renters Program: Program development, customer service, marketing, and processing applications per Program Guidelines. The Administrator is responsible for meeting with Town Staff regularly and for providing an annual update to Town Staff and Council Members on the status and progress of the Program.

7. Property Owner Participation Requirements

The Program offers incentives to property owners who are willing to commit to maintaining their property as a long-term rental at an affordable rate in exchange for 4 incentive payments over a 3-year time frame.

A. Program Eligibility

a. The applicant must be the owner of the property or able to represent the owner or ownership group legally.

b. If property owner applicant has previously participated in any Town of Truckee housing incentive program, property owner must have remained in compliance with all requirements of that program for the full program term.

~~b.~~c. The property owner applicant shall act in good faith to report factual information to the Program Administrator and/or Town staff, including but not limited to information provided as part of the Program application, tenant verification, tenant move out dates, and other information requested by the Program Administrator and/or Town staff. A property owner applicant who submits false information to the Program Administrator and/or Town staff may be immediately disqualified from Program participation and incentive payments for all properties in the Program.

B. Lease to Locals Program Participants: Property owners who received an incentive payment through the Lease to Locals Program are eligible to apply for Rooted Renters with the same property that participated in the Lease to Locals Program. The Town will cap the total amount of program funding available for such properties each year to ensure that property owners who have not received Lease to Locals incentives have an opportunity to participate. To be eligible for Rooted Renters, Lease to Locals homeowners:

a. Must have already ended their program lease or the program lease must end within 30 days of their Rooted Renters application;

b. Must have completed their end of lease check in with the Administrator;

c. Must have remained eligible for the final Lease to Locals payment and cannot have been disqualified from the program.

C. Rental Rate Requirements

Participating properties in Rooted Renters are subject to a schedule of maximum rent increases every 12 months that their property serves as a Long-Term Rental.

Participants who enter the Program between July 1, 2024 through June 30, 2025 will be considered Cohort #1 and are subject to the rental increases detailed in the table below. Participants who enter the Program between July 1, 2025 through June 30, 2026 will be considered Cohort #2.

Property owner Cohort #1 & #2 Rental Maximums: July 1, 2024 - June 30th, 2026

	% Increase	Room	Studio	1-Bed	2-Bed	3-Bed	4+ Bed
Year 1 Rent	-	\$810	\$1,013	\$1,520	\$2,026	\$3,039	\$4,052
Year 2 Rent	+7%	\$866	\$1,084	\$1,626	\$2,168	\$3,252	\$4,336
Year 3 Rent	+7%	\$927	\$1,160	\$1,740	\$2,320	\$3,479	\$4,639

D. Occupancy Density Requirements: For properties that have 3 or more bedrooms, there is a minimum total household size of 1 fewer residents (including adults and children) than bedrooms in the house. For example, a 3-bedroom house has a minimum household size of 2 residents and a 4-bedroom house has a minimum household size of 3 residents.

E. Initial Lease Requirements:

- a. Property owners must sign a minimum 12-month long lease agreement with a Qualified Household as part of their application to enter the Program.
- b. If a lease term is already underway at the launch of this Program, it may be modified to extend for a minimum additional 12 months past the launch date of the Program.
- c. All applications must be submitted to the Town of Truckee within 60 days of the start date of the lease, or within 60 days of the signature date of a lease extension, whichever is relevant to the application.

F. Lease Renewal Requirements: If a Qualified Household has occupied a property for a full 12-month lease term, the subsequent lease term may move to a month-to-month rental agreement with the same Qualified Household. The original 12-month lease may contain a clause that indicates that the lease will roll over to month-to-month at the conclusion of the first lease term, or at the end of the first 12-month lease term, a new lease agreement with a month-to-month term may be signed.

G. Annual Monitoring Requirements: The Administrator will conduct a check-in with the property owner and tenants 6 weeks prior to the completion of each 12-month lease term to verify that

the tenant group has remained in the property, and to inquire about the plans for the end of the lease term.

- H. Property Owner Application: To begin participating in the Program, property owners must submit the following information and documents as part of a complete application. The Administrator will support owners by collecting the following:
- a. Signed attestation acknowledging terms and conditions of Rooted Renters.
 - b. Signed lease agreement with a Qualified Household for a minimum of 12 months.
 - c. Signed property owner application.
 - d. A check request form for the first incentive payment
 - e. Completed W-9.

8. Eligibility Requirements for Housing Units:

- A. The home must be within the Town of Truckee limits.
- B. The home must be deemed habitable according to California Health and Safety Code Division 13. Housing, Part 1.5. Regulation of Buildings used for Human Habitation, Chapter 2. Rules and Regulations. Units in a multi-family housing development with more than four units (unless individually owned condominiums), mobile homes, and units that are deed restricted or have a similar use restriction based on income or local workforce requirements are NOT eligible.
- C. Homeowners renting a whole home may only participate in the Program with one unit per cohort. Homeowners renting a shared home may participate with up to two shared rooms. An individual application with a separate signed lease must be submitted for each room.
- D. To participate with a single room, homeowners must also occupy the home.

9. Eligibility Requirements for Tenant Household Groups Applying for Program

Household Group Eligibility and Participation

To participate in the Program, property owners must provide housing to Qualified Households as outlined in Section 2. Program Definitions. Tenants interested in benefiting from the Program should review the Administrator's listing page (<https://placemate.com/listings/>) for participating properties that are available to rent. Tenants who think their landlords may be interested in the Program can reach out directly to the Administrator and are encouraged to share Program information with their landlords. All household groups must submit applications outlined below to participate in the Program.

Tenant Applications

Each adult applicant in the Qualified Household must submit income documentation as part of applications in order to determine total household income and local employment. Self-employed and business-owning tenants will be required to provide sufficient documentation to substantiate income

and local employment for at least 20 hours per week. The documentation required is based on the applicant's employment circumstances, and Program Administrator will work with property owners and tenants to collect the required materials. Required documentation will consist of some or all of the following:

- A. Copy of driver's license or other photo ID for each adult
- B. Tax returns (prior year)
- C. Two recent paystubs (past three months) and/or a letter or email from the employer that verifies employment status, location of work, wages and hours worked or offered
- D. Summary of unemployment benefits for the year
- E. Business license
- F. Tenants with a business registered in Truckee must be verifiable via secretary of state business registration
- G. Tenants with a business registered outside of Truckee Town limits must provide County issued business license registered within TTUSD geographic boundaries
- H. If business has been operational for more than 1 year: tax returns
- I. If business has been operating for less than one year, tenant is self-employed via gig work, tenant does not have a business but works for clientele (as a nanny, for example), the following documentation will be accepted
 - a. Schedule C - Form 1065 or
 - b. Profits and Losses statement (P&L) or
 - c. Employer letter (from clientele that employee works for) or
 - d. At least 3 recent contracts that show volume of work/pay
- J. Other explanation of income in a written format
- K. Custody and child support documentation, if applicable

Modification of a Tenant Group

Tenants are required to submit applications proving their qualifications for the Program at the beginning of their tenancy. Once an individual tenant has been qualified for the Program, they are not required to be requalified for the Program for as long as they reside for an uninterrupted period in the participating property.

If at any point in Program participation the tenant(s) and/or household group living in the property changes, the property owner must notify the Administrator.

If at any point in Program participation, the entire household group moves out, property owners must replace the household with another qualified group who agrees to a new 12-month lease to receive their subsequent incentive payment. Each adult in the new household group must submit a complete tenant application.

If at any point in Program participation, only a portion of the individuals in a Qualified Household group move out, the property owner must ensure that the remaining occupant group as a whole remains qualified to receive the subsequent incentive payment. In some instances, the property owner will be required to replace the tenants who moved out with new qualified tenants to maintain a Qualified Household group. All new tenants in a household group must submit complete tenant applications. Household groups whose makeup partially changes may either sign on as sublessees from the

original household group or may be included on a modified version of the existing lease agreement, or the group as a whole may sign a new 12-month lease agreement.

If at any point during Program participation a property is not being used by a Qualified Household group as their full-time residence, the property owner has 90 days from the start of the Qualified Household vacancy to replace the tenants such that the household group as a whole qualifies. These 90 (or fewer) days do not count towards the 36 months of the Program and homeowners must lease to a Qualified Household for the full 36 months to receive the total incentive payment. Nothing in the Program or these guidelines authorizes a property owner or manager to evict or harass tenants in violation of applicable law.

If the property owner with a Qualified Household group vacancy begins renting to a Qualified Household group on a 12-month lease after the 90-day mark, they may contact the Administrator to reapply for the Program so long as these Program Guidelines allow. Acceptance back into the Program is subject to Program funds availability and Program guideline updates at the time of re-application. Upon their new lease signing and acceptance back into the Program, the property owner will be eligible for the incentive payment they were subsequently due prior to their property's vacancy.

If a new Qualified Household cannot be placed, the property owner may be disqualified from receiving the subsequent installment(s) of the incentive disbursements.

10. Incentive Payment Distribution

Incentive Amounts and Schedule

Property owners participating in the Program are eligible to receive the incentive payments listed in the table below. The total incentive available is based on the size of their housing unit. To receive 100% of the available incentive payments, owners must long-term rent their property to a Qualified Household group for a cumulative total of 36 months.

Incentives will be paid to property owners in four installments, each a percentage of the total incentive payment. Each payment to owners is issued when their property has been rented to a Qualified Household group for the cumulative duration of the indicated period of times below. Payments are progressively larger to incentivize owners to continue renting their property long term after each 12-month period.

	Room	Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
0 Mo (15%) (Application Approved)	\$1,350	\$2,250	\$3,000	\$3,450	\$3,600	\$3,900
12 Mo (15%)	\$1,350	\$2,250	\$3,000	\$3,450	\$3,600	\$3,900
24 Mo (30%)	\$2,700	\$4,500	\$6,000	\$6,900	\$7,200	\$7,800
36 Mo (40%)	\$3,600	\$6,000	\$8,000	\$9,200	\$9,600	\$10,400
Total Incentive	\$9,000	\$15,000	\$20,000	\$23,000	\$24,000	\$26,000

Incentive Payment Responsibility and Required Documents

The Administrator will collect from Program participants the following information depending on how far along the property is in its participation in the Program. Payments will be issued to property owners based on the above schedule after the following documentation has been collected and verified by the Administrator and the Town. Payments will not be issued if the following information and documentation cannot be collected:

0 Months – Administrator collects:

- A. 12 months signed lease
- B. Qualifying tenant applications from the Qualified Household
- C. Confirmation of move in
- D. Property owner application

12 months of cumulative rental period to a Qualified Household – Administrator collects:

- A. Completed check ins from Qualified Household and property owners
- B. Confirmation of a Qualified Household residing in the house, documented by one of the following
 - 1. New 12 month signed lease, OR;
 - 2. Confirmation that a previous Qualified Household has stayed in property on a month-to-month agreement, OR;
 - 3. Confirmation that a Qualified Household that partially or completely replaced the previous Qualified Household in the middle of the original lease is still in the property
- C. If a Qualified Household is completely replaced or has changed any adult tenant members, Qualified Tenant documents from any new adult tenants
- D. If the Qualified Household has completely changed from past occupants to a new Qualified Household, confirmation of move in

24 Months of cumulative rental period to a Qualified Household – Administrator collects:

- A. Completed check ins from Qualified Household and property owners

- B. Confirmation of a Qualified Household residing in the house, documented by one of the following
 1. New 12 month signed lease, OR;
 2. Confirmation that a previous Qualified Household has stayed in property on a month-to-month agreement, OR;
 3. Confirmation that a Qualified Household that partially or completely replaced the previous Qualified Household in the middle of the original lease is still in the property
- C. If a Qualified Household is completely replaced or has changed any adult tenant members, Qualified Tenant documents from any new adult tenants
- D. If the Qualified Household has completely changed from past occupants to a new Qualified Household, confirmation of move in

36 Months of cumulative rental period to a Qualified Household – Administrator collects:

- A. Completed check ins from Qualified Household and property owners

11. Contingencies

- A. Sale of property: If the property is sold during the Program term, ~~the property owner is disqualified from the Program and~~ no further payments will be made to the selling property owner. In this case, the new owners may submit an application to the Program for the same property and qualify for the remaining incentives amount as new Program participants if they rent to a Qualified Household with a new lease continue to meet all program requirements. ~~The selling property owner will still be eligible for any remaining incentive payments for other properties they own.~~
- B. Short-Term Renting a Participating Property: Short-term renting or renting as a Hosted Rental is not allowed under any circumstances. If the property is short-term rented or rented as a Hosted Rental, it will be disqualified from Rooted Renters and from receiving subsequent incentive payments.
- C. Master Leases: Participation in the Program is not available for any property which is subject to a Master Lease.
- D. Property condition: If the Housing Unit is deemed in violation of California and/or Town of Truckee law or regulations the incentive payment(s) may be withheld.