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Chairman, Board of Commissioners  
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President / Chief Executive Officer



March 10, 2020

## **NOTICE ABOUT RENT ADJUSTMENTS FOR LOSS OF INCOME DUE TO THE CORONAVIRUS**

### **To: HABC Public Housing Residents**

The Housing Authority of Baltimore City (HABC) is providing notice that **Public Housing Residents** who experience a loss of income through employer business shutdowns or a quarantine that prevents work, due to the Coronavirus, will be processed for an interim rent adjustment for loss of income upon request.

This policy will apply only to **Residents and their household members** who have lost income as a result of the Coronavirus. Residents and their household members who lose income resulting from their employers shutting down their business due to the Coronavirus or a quarantine after potential contact with the Coronavirus, must contact their Management Office as applicable, **by phone or email ONLY to request an "Interim Rent Adjustment for Loss of Income Due to Coronavirus."** **Contact the management office to obtain an email address.**

Residents may also contact Maryland Relay at [410-547-9247](tel:410-547-9247).

**Residents seeking an interim rent adjustment due to loss of income as a result of the Coronavirus are NOT to come into their Management Office or any other HABC Office and are NOT to mail any documentation.**

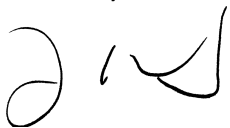
If a Resident requests an interim rent adjustment for Loss of Income Due to the Coronavirus, HABC will process the request in the following manner:

1. Any resident and household members who experiences a loss of income due to the Coronavirus as described above will be processed as a zero income individual for one month, if the loss of

income lasts for less than 30 days. If such loss of income due to the Coronavirus continues, the person will remain a zero income individual until the person returns to work.

2. HABC will request a letter from the employer or doctor for the Resident or household member who lost income due to the Coronavirus. HABC will instruct the employer or doctor that the letter is to be sent via email only and not by mail. Residents are NOT to bring in or mail the documentation to HABC. If a Resident is unable to scan the letter to send via email, they must take a picture of the letter and send it via email as a photo attachment. If the Resident is self-employed, HABC will request the business records for the Resident or household member's business.
3. If there is no letter from an employer or doctor, HABC will request the Resident to provide contact information for a third-party verification.
4. If a Resident is unable to send a letter or have one sent to HABC, and HABC is unable to obtain third-party verification of a loss of household income due to the Coronavirus, HABC will accept a conditional self-certification from the Resident.
5. The conditional self-certification must be sent to HABC by email. Residents cannot come to any HABC Office to submit a self-certification.
6. The conditional self-certification will be subject to the following:
  - a. The conditional self-certifications will only be accepted for loss of income resulting from the Coronavirus that cannot be verified through an employer, doctor, or other third-party;
  - b. Verification of the information in the conditional self-certification will be made by HABC after the Resident or household member returns to work, at which time the Resident will have ten (10) calendar days to submit the missing information;
  - c. If a Resident is unable or unwilling to submit the required documentation for verification, the adjustment that was processed based on a conditional self-certification of loss of income due to the Coronavirus will be reversed and the Resident's rent will be reinstated retroactively to the amount that it was at the time of the conditional self-certification.

Sincerely,



Janet Abrahams  
President and Chief Executive Officer