

**Miami-Dade County CoC
PSH Tenant-Based Rental Assistance**

Request to Add Roommate

I, _____, request to add a person to take residence in my rental unit as a roommate.

I understand that this person will not be eligible to receive TBRA assistance (with the exception of other TBRA participants). This person's income will not be counted towards my household's income, however, the rent will be calculated on a "pro-rata" basis, and the additional person will be responsible for their portion of the rent without a rent subsidy. My share of the rent will not decrease as a result of the addition of a roommate.

1. Name of Proposed Roommate: _____

2. Relation to TBRA Participant: _____

3. Is this person also approved to receive TBRA assistance? Yes No

4. Will this person reside in your current rental unit?

OR

Are you requesting to move at the end of your lease term
and to add this person to the rental unit as roommate?

I understand that approval of a roommate is subject to:

- a. The TBRA Program will not approve an addition of a roommate unless the landlord also approves their occupancy of the same unit and agrees to enter into a separate lease agreement with the roommate. Landlord approval must be in writing on landlord letterhead. The Program reserves the right to determine if the verification of landlord approval is sufficient.
- b. The TBRA Program will not approve the addition of a roommate to the unit if it will cause a violation of HQS occupancy standards. The household may request to share housing with a roommate during annual recertification along with a request to move.
- c. Former program participants who have been terminated from any rental assistance program administered by or through the Miami-Dade County Homeless Trust will not be approved unless they have re-entered the TBRA Program through COAP and a determination is made that the person will not pose a potential risk to the participating household's housing stability.

Required Attachments:

- Landlord Approval of the Roommate on Landlord Letterhead

Attachment A

Shared Rent Calculation Examples

HUD Pro-Rata Policy:

The Fair Market Rent (FMR) or Rent Standard for a family in shared housing is the lower of the FMR/Payment Standard for the family unit size or the pro-rata share of the FMR/Payment Standard for the shared housing unit size. The pro-rata share is calculated by dividing the number of bedrooms available for occupancy by the assisted family in the private space by the total number of bedrooms in the unit. Both amounts must be calculated and compared.

The utility allowance for an assisted family living in shared housing is the pro-rata share of the utility allowance for the shared housing unit.

HUD FMRs/Payment Standards include utilities. If TBRA recipients pay separately for utilities, they must be credited their pro-rata share of the local HUD-approved utility allowance.

Example One – Adding Roommate:

Rental Unit:	2 bedrooms
Assisted Household Members:	3 members utilizing 1.5 bedrooms
Number of Roommates	1 roommate utilizing .5 bedrooms

% of Unit Occupied by Assisted Household: 75%

Current Rent \$1500

FMR for 2 Bedroom Unit \$1454

Pro-Rata Portion of Rent is Allowed – Household Share is less than FMR:

Assisted Household	\$1,125
Roommate	\$ 375

Example 2 – Moving to Larger Unit to Include a Roommate:

Rental Unit:	4 bedrooms
Assisted Household Members:	3 members utilizing 3 bedrooms
Number of Roommates:	1 roommate utilizing 1 bedrooms

% of Unit Occupied by Assisted Household: 75%

Asking Rent: \$2,700 for the 4 bedroom

FMR for Maximum Unit Size Allowed for Household: \$1934 for 3 bedroom

Pro-Rata Portion of Rent Based on Asking Rent:

Assisted Household	\$2,025
Roommate	\$ 675

Formula for Allowable Pro-Rata Share of the Rent:

Total maximum allowable rent would be the lesser of:

- The pro-rata share $\frac{3}{4}$ (75%) of \$2,700 = \$2,025
- Or
- 3-bedroom FMR = \$1,934

Allowable Pro-Rata Share

Assisted Household Share of Rent:	\$1,934
Roommate Share of Rent:	\$ 766

Option: If roommate does not want to pay more than 75% of the rent, the household and roommate will need to look for a unit not exceeding approximately \$2575.