



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Marc Elrich
County Executive

Scott Bruton
Director Executive

February 21, 2025

Dear Workforce Housing Homeowner:

You are receiving this letter because you are listed as the primary homeowner of a Workforce Housing (WFH) residence. Montgomery County Code, Chapter 25B, Code of Montgomery County Regulations (COMCOR), Chapter 25B, and WFH covenants recorded on your property outline certain requirements to be met throughout your ownership of your WFH unit. Among other requirements, WFH homeowners must occupy their WFH residence as their primary residence during the 20 year control period, and must annually recertify their compliance with this occupancy requirement.

The following are excerpts from COMCOR and the WFH Covenants regarding the obligation of WFH unit homeowners to occupy their unit as their primary residence and to annually recertify such compliance:

County Code 25B.24.01.02.7 Primary Residence Requirement for WFH Units states:

“(a) Except for the Department and Commission, tenants and owners of WFH Units must occupy the WFH Unit as their Primary Residence and must execute and submit to the Department a signed Purchaser’s or Renter’s Agreement provided by the Department at the date of original sale or rental, which certifies that he/she must occupy the WFH Unit during the entire control period or until the unit is sold or is relinquished in accordance with the Workforce Housing Law and these regulations. The tenant or owner must submit an annual re- certification stating, under the penalty of perjury, that the WFH Unit is their primary residence. If a WFH Unit owner dies, at least one heir, legatee, or other person taking title by will or by operation of law must occupy the WFH Unit as their Primary Residence during the control period in order to fulfill the occupancy requirements of this Section.”

Division of Housing

Affordable Housing

Landlord-Tenant Affairs

Multifamily Housing

1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 • 240-777-0311 • 240-777-3691 FAX • www.montgomerycountymd.gov/dhca

montgomerycountymd.gov/311



240-773-3556 TTY

Article VI of Workforce Housing Covenants states:

“Purchasers of a WFH Unit must occupy the WFH Unit as their primary residence during the Control Period.”

To certify your compliance with the primary occupancy requirement, **please complete the attached form and return it together with supporting documents to Workforce.Housing@montgomerycountymd.gov or by mail to: Department of Housing and Community Affairs, Attn: Jamila Canty, 1401 Rockville Pike, 4th Floor, Rockville, Maryland 20852 the address below no later than **June 30, 2025**.** All emailed submittals will receive email confirmation of receipt. All mailed submittals may receive an email confirmation if an email address is on file for you.

When submitting your documents to the Department of Housing and Community Affairs, **do not submit original documents. A sample submittal has been included in this mailing.**

Sincerely,

Robert Love

Robert Love, Manager
Affordable Housing Programs Section



Certification of Residency Workforce Housing Program

2025

Purpose

As an owner of a Workforce Housing program (hereafter referred to as "WFH") the Department of Housing and Community Affairs (DHCA) requires you to certify that you occupy the WFH as your principal residence.

Kindly return this certification to DHCA at: WFH Program, 1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 or by email at Workforce.Housing@montgomerycountymd.gov.

Property Information

Name of Subdivision or Development: _____

Address: _____

Certification

I certify under penalty of perjury that the information provided in this form is complete and true to the best of my knowledge and I acknowledge that the making of false statement is punishable under law including the provisions of Chapter 25B of the Montgomery County Code, as amended.

I, as the WFH owner, certify that I continue to occupy the WFH as my principal residence.

My WFH has not been and will not be rented out without prior consent from DHCA.

I understand that I am required to contact DHCA's WFH Program Staff to obtain a maximum resale price and receive further instructions prior to refinancing or selling my WFH.

NOTE: To satisfy proof of current residency of the WFH, you must provide a copy of:

Your valid Driver's License or REAL ID Non-Driver's Identification Card.

AND TWO (2) of the following in which the WFH Owner's name and Unit address matches EXACTLY on all:

- Valid voter registration card
- Valid mortgage statement
- Valid homeowner insurance policy
- Property Tax Bill
(issued within the last 6 months)
- Utility Bill issues in the last 60 days
(only water, sewer, gas or electric bills are acceptable)
- Pay stub showing address and taxes withheld
(issued in the last 30 days)

Owner Information

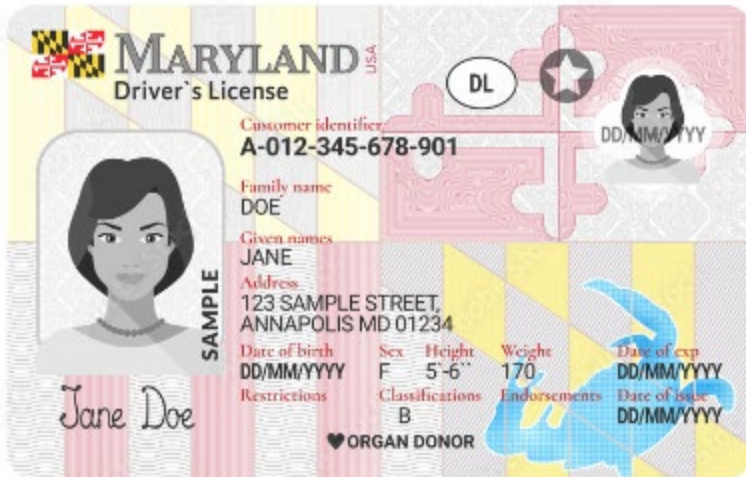
Owner names and signatures should match both the WFH certificate holder on file with our office at the time of purchase and the homeowners listed on the deed.

Owner Signature: _____ Print Name: _____

Owner Signature: _____ Print Name: _____

Phone: _____ Email Address: _____

Sample Document Submittal



Your electric bill - Jul 2017 for the period June 6, 2017 to July 6, 2017



Energy for a Changing World



PEPCO MD CUSTOMER R

Account number: **0123 4567 890**
Your service address: 123 MAIN ST
BETHESDA MD 20814
Bill Issue date: Jul 7, 2017

Date must be within the last 60 days of submission.

How to contact us

Customer Service (Mon-Fri, 7am - 8 pm) **202-833-7500**
Hearing Impaired (TTY) **202-872-2369**
Problemas con la factura? **202-872-4641**
Electric emergencies & outages (24 hours) **1-877-737-2662**

Visit pepco.com for service, billing and correspondence information.

Summary of your charges

Balance from your last bill	\$56.07
Your payment(s) - thank you	\$56.07-
Balance forward as of Jul 7, 2017	\$0.00
New electric charges	\$67.04
Total amount due by Jul 28, 2017	\$67.04

After Jul 28, 2017, a Late Payment Charge of \$1.40 will be added, increasing the amount due to \$95.69.

Your smart electric meter is read wirelessly. Visit My Account at pepco.com to view your daily and hourly energy usage.

If you are moving or discontinuing service, please contact Pepco at least three days in advance.

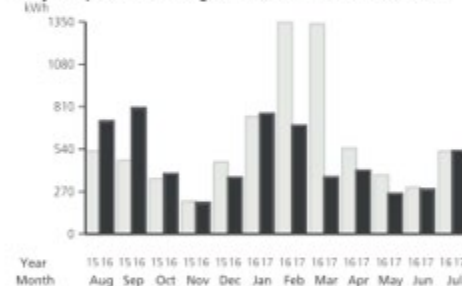
Information regarding rate schedules and how to verify the accuracy of your bill will be mailed upon request.

Follow us on Twitter at twitter.com/PepcoConnect. Like us on Facebook at facebook.com/PepcoConnect.

The EmPOWER MD charge funds programs that can help you reduce your energy consumption and save you money. For more information, including how to participate, go to pepco.com/saveenergy.

Your monthly Electricity use in kWh

Daily temperature averages: Jul 2016: 76° F. Jul 2017: 79° F



BREMER BANK

PO Box 1000
Lake Elmo, MN 55042-1000

Name and Address must be shown.

JOHN DOE
JANE DOE
123 BREMER LANE
BREMERVILLE MN 00123

LOAN STATEMENT

Statement Date: 02/12/2016
Cust: 908-BANK (2265)
Bremer.com

Date must be within the last 60 days of submission.

1

Account Number	123456789
Officer	JULIE CARLSON
Branch Number	14003
Payment Due Date	03/01/2016
Amount Due	\$1,611.00
After 03/16/16 a late charge of \$62.02 will be assessed.	

Explanation of Amount Due	
Principal	\$387.76
Interest	\$852.70
Escrow (Taxes and/or Insurance)	\$370.54
Regular Monthly Payment	\$1,611.00
Total Fees and Charges	\$0.00
Overdue Payment	\$0.00
Total Amount Due	\$1,611.00

Account Information	
Outstanding Principal	\$248,059.32
Interest Rate	4.125000%
Prepayment Penalty	No
Maturity Date	10/01/2044

Past Payments Breakdown		
	Paid Last Stmt Cycle	Paid Year to Date
Principal	\$561.80	\$561.80
Interest	\$854.64	\$854.64
Escrow (Taxes and/or Insurance)	\$370.54	\$370.54
Fees	\$0.00	\$0.00
Partial Payment (Unapplied)* (see separate page for more information)	\$0.00	\$0.00
Total	\$1,786.98	\$1,786.98

IF THIS IS YOUR MATURITY NOTICE PLEASE CONTACT 800-908-BANK (2265) FOR YOUR FINAL PAYOFF FIGURE.
IF YOU HAVE AN ERROR, PLEASE WRITE US AT BREMER SERVICE CENTER, MN-001-23FO, 8555 EAGLE POINT BLVD, LAKE ELMO, MN 55042

Please return the bottom portion of the statement with your loan payment.

When submitting documents we ONLY need the first page to verify the address, date, and first and last name of primary owner.