

**481—68.12 (231B) Occupancy agreement.**

**68.12(1)** The occupancy agreement shall be in 12-point type or larger, shall be written in plain language using commonly understood terms and shall be easy for the tenant or the tenant's legal representative to understand.

**68.12(2)** In addition to the requirements of Iowa Code section 231B.5, the written occupancy agreement shall include, but not be limited to, the following information in the body of the agreement or in the supporting documents and attachments:

- a.* The telephone number for filing a complaint with the department.
- b.* The telephone number for the office of the tenant advocate.
- c.* The telephone number for reporting dependent adult abuse.
- d.* A copy of the program's statement on tenants' rights.
- e.* A statement that the program will notify the tenant at least 90 days in advance of any planned program cessation, which includes voluntary decertification, except in cases of emergency.
- f.* A copy of the program's admission and transfer criteria.

**68.12(3)** The occupancy agreement shall be reviewed and updated as necessary to reflect any change in services or financial arrangements.

**68.12(4)** A copy of the occupancy agreement shall be provided to the tenant or the tenant's legal representative, if any, and a copy shall be kept by the program.

**68.12(5)** A copy of the most current occupancy agreement shall be made available to the general public upon request. The basic marketing material shall include a statement that a copy of the occupancy agreement is available to all persons upon request.