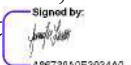




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

OFFICE OF MULTIFAMILY HOUSING

MEMORANDUM FOR: Multifamily Regional Directors
Multifamily Satellite Office Directors
Multifamily Asset Management Division Directors
Performance Based Contract Administrators

FROM: Jennifer Larson, Director, Office of Asset Management and
Portfolio Oversight 

SUBJECT: Owner-Created HOTMA Lease Addenda

Purpose:

This memorandum provides a clarification on the submission of lease addenda to implement provisions of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). HUD will neither review nor approve HOTMA-related lease addenda until the Office of Management and Budget (OMB) has approved the new model leases and related forms.

Summary:

We are aware that some Owners/Agents (O/A) have requested HUD's review of lease addenda to implement provisions of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). These requests were made prior to HUD's recent extension of the HOTMA mandatory compliance date from January 1, 2026, to January 1, 2027,¹ and are consistent with program regulatory provisions and HUD Handbook 4350.3 guidance that requires an O/A to obtain approval from HUD prior to revising a lease via a lease addendum.

HOTMA model leases and related forms are under administrative review by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act of 1995 (PRA). HUD will neither review nor approve HOTMA-related lease addenda until such time as OMB has approved the new leases and related forms. Until that time, HUD encourages O/As to continue following existing guidance regarding manual rent calculations and TRACS reporting.

¹ [Housing Notice 2025-07: Revised Compliance Date: Implementation of Sections 102 and 104 of HOTMA \(Issued 12/17/2025\)](#)