

SECTION 8

HOUSING CHOICE VOUCHER PROGRAM

How do I apply?

Families wishing to apply for housing assistance shall complete an application for HCV Section 8 assistance online when it becomes open.

What happens after I apply for Section 8 HCV?

After you have applied for the program you will be placed on a waiting list. You will be contacted by mail when you are approaching the top of the waiting list in order to determine your eligibility. The Section 8 HCV program waiting list can vary from a few months to a year.

How is eligibility for Section 8 HCV determined?

Eligibility for the program is based on several factors. To be eligible, the applicant must be a U.S. Citizen or have eligible immigration status. Applicants must also be at or below the income guideline for the PHA's jurisdiction. Applicants are also screened for criminal history prior to admission to the Section 8 HCV program. Applicants must provide proper documentation to verify eligibility requirements as requested by the PHA. These documents will include, but are not limited to: Government issued photo ID's for all adults in the household and Social Security cards for everyone, verifications of all forms of household income and certification of assets. The Housing Authority will notify you when your determination of eligibility is complete.

No. of persons In the household	Income (not to exceed)
1	\$20,100
2	\$23,000
3	\$25,850
4	\$28,700
5	\$31,000
6	\$33,300
7	\$35,600
8	\$37,900

When do I receive my Housing Choice Voucher?

When your name is approaching the top of the waiting list you will be sent a letter requesting verifications documents. After you have been determined eligible for the program, you will be issued a voucher to search for a unit. You will also receive guidance on the rent amount that would be acceptable for your voucher and amount of income as you search for a suitable rental unit.

Your voucher size will depend on the number of people in your household allowing two (2) people per bedroom.

How much will my rent be?

The portion of rent you pay will depend on several factors, including the number of bedrooms needed for your family, the actual rent amount for the unit and the type of utilities you will pay for the unit, and your total household income. Generally, you pay 30% of your monthly adjusted income (not to exceed 40%), less any deductions for utility allowance. The rent calculation process will be explained in much greater detail by the Section 8 Coordinator as you go through the verification process.

Both the Housing Authority and the program participant pay their portions of the rent directly to the landlord. The landlord may charge program participants any applicable charges for late rent as they would any tenant.

Effective March 1, 2016	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Gross Rent	\$539	\$573	\$758	\$975	\$1,045
Tenant pays utilities (Est. only)	\$439	\$456	\$568	\$684	\$693

Will I be required to sign a lease?

Yes, all program participants must sign a lease for the unit they receive assistance for. Landlords are also required to sign a Housing Assistance Payment (HAP) contract which states the Landlord's obligations as a participant in the program.

Will I be required to pay utilities?

This will depend entirely upon the rental unit you choose. Any utilities that are considered tenant responsibility under the lease agreement must be turned on in the program participant's name and maintained at all times.

Will I be required to pay a Security Deposit?

Yes, a Security Deposit is required. The Security Deposit amount will depend on the rental unit you choose, but is generally equal to one month's rent. Program participants are responsible for the full Security Deposit amount, regardless of what their portion of rent will be. You must also pay your portion of the first month's rent before moving into unit.

Can I move and continue to receive housing choice voucher assistance?

A family's housing needs change over time with changes in family size, job locations, and for other reasons. The housing choice voucher program is designed to allow families to move without the loss of housing assistance. Moves are permissible as long

as the family notifies the PHA ahead of time, terminates its existing lease within the lease provisions, and finds acceptable alternate housing.

Under the voucher program, new voucher-holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the PHA issuing the voucher when the family applied for assistance. Those new voucher-holders not living in the jurisdiction of the PHA at the time the family applied for housing assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another PHA's jurisdiction must consult with the PHA that currently administers its housing assistance to verify the procedures for moving.

Roles - the tenant, the landlord, the housing agency and HUD

Once a PHA approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the PHA sign a housing assistance payments contract that runs for the same term as the lease. This means that everyone - tenant, landlord and PHA -- has obligations and responsibilities under the voucher program.

Tenant's Obligations: When a family selects a housing unit, and the PHA approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition and notify the PHA of any changes in income or family composition.

Landlord's Obligations: The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the PHA.

Housing Authority's Obligations: The PHA administers the voucher program locally. The PHA provides a family with the housing assistance that enables the family to seek out suitable housing and the PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. If the landlord fails to meet the owner's obligations under the lease, the PHA has the right to terminate assistance payments. The PHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards.

HUD's Role: To cover the cost of the program, HUD provides funds to allow PHAs to make housing assistance payments on behalf of the families. HUD also pays the PHA a fee for the costs of administering the program. When additional funds become available to assist new families, HUD invites PHAs to submit applications for funds for additional housing vouchers. Applications are then reviewed and funds awarded to the selected PHAs on a competitive basis. HUD monitors PHA administration of the program to ensure program rules are properly followed.