



HASA RULES & PROCEDURES

HUD’S Fair Market Rent (FMR): The Housing Choice Voucher (HCV) contract rent can exceed HUD’s FMR. Participants are allowed to pay an additional amount above Total Tenant Payment. However, participants must have sufficient income to cover the higher amounts. Participants will receive rent limits to indicate what they qualify for in rent.

Eviction by Owner/Agent: Participants who are evicted for unpaid rent, damages, unpaid utility bills, or other good cause will not be eligible for rental assistance for 3 years from the termination date and/or until unpaid debts are settled with the owner/agent, whichever comes later. Participants are required to report Eviction Notices to the PHA.

Adding Members to Household: Participants are not allowed to move additional people into the unit without prior permission from HASA and written permission from the owner/agent. An approval packet to add another adult to the household must be completed and all required documents provided for eligibility screening including signed authorization forms and identifying documents. All adults are subject to a background check including national and local criminal history.

Denial/Termination: Housing assistance can be denied/terminated if the participant, other family members, or guests in the participant’s unit engage in drug-related, violent, or sexual criminal activities. Assistance can also be denied/terminated if any household member is or becomes a registered sex offender.

Attending Appointments: Participants must attend required appointments or make arrangements for a second appointment within ten (10) days from the dated letter. Participant’s assistance may be terminated if an appointment is missed. In some cases, paperwork may be completed electronically or via mail in lieu of an in-person meeting but this will be specified in the notice to the participant. All participants are required to recertify their housing assistance at least annually to include a housing inspection of the assisted unit.

Interims: Participants must notify their assigned housing caseworker in writing of any changes in rent, income, or family status within ten (10) days of the effective date of change by submitting an interim change form. The participant has the duty to report all changes. All changes will be reviewed and documented/processed as appropriate within 30 days of submission assuming all required paperwork is received.

Ending Housing Assistance: Participants who want to voluntarily end their housing assistance must give a written thirty (30) day notice to their housing official prior to ending assistance. If participant fails to do this, they may not be eligible for assistance in the future for up to three (3) years from the termination date. If the participant family vacates without notice to the HASA, assistance will be terminated effective the month of the move.

Moving with Assistance: Participants with the HCV program may choose to move to another unit once the initial lease is complete. Only one move per year is allowed unless required as a reasonable accommodation, as a result of the conditions of the unit, or other extenuating circumstance approved by the HASA. In order to move, the following must occur:

- 1. Notify assigned housing caseworker of intent to move by completing Intent to Move form sixty (60) days prior to move out date.
- 2. Complete recertification paperwork and provide required documents to determine qualifications.
- 3. Provide copy of written 30-day notice given to owner/agent.

Portability: Participants with the HCV program may have the option to locate a unit outside of the HASA’s jurisdiction. To be eligible to transfer to any city or state that has a federal funded housing authority, the following must occur:

- 1. The participant lives in the HASA’s jurisdiction for a minimum of twelve (12) months, or,
- 2. The participant lived in the HASA’s jurisdiction when they were added to the HCV/Section 8 housing waiting list.
- 3. Intent to Move process must be completed to move from the currently assisted unit.
- 4. A Portability Request form must be completed including the information for the other housing authority.

Note: Portability is not an option available to the Project Based Voucher (PBV) program.

I have read the above carefully and I fully understand the rules and procedures. I understand that I am also obligated to follow all the Federal Guidelines for the Housing Choice Voucher program.

Participant/Applicant Signature

Date

Housing Caseworker

Date