



RULES & PROCEDURES

HUD'S Fair Market Rent (FMR): The Housing Choice Voucher 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.

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 until unpaid bill(s) are settled with the owner/agent. Participants are required to report Eviction Notices to housing. Housing assistance may be denied if participant or any one in the participant's unit engages in drug-related or violent criminal activities.

Adding Members to Household: Participants are not allowed to move additional people into units without prior permission from SAPHA and the owner/agent. A statement of approval from the owner/agent will also be required, as well as, the following:

1. Photo I.D. of all adults, Birth Certificates, Social Security Card, Marriage License, etc.
2. Also, each additional adult will be subject to a Criminal Background Check that will determine if they may be added to the lease.

Denial/Termination: Housing assistance can be denied if the participant, other family members, or guests in the participant's unit engage in drug-related or violent criminal activities to include sexual assault. Assistance can also be denied 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.

Interims: Participants must notify their assigned housing representative 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. All interims will be processed and made effective 30-60 days after a request has been submitted.

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.

Moving with Assistance: To move to another unit, a participant must fulfill their initial lease. Only one move per year is allowed. If participant would like to move to a different unit, the following must occur:

1. Notify assigned housing official of intent to move by completing Intent to Move form sixty (60) days prior to move out date.
2. Provide copy of written 30-day notice given to owner/agent.

Portability: Participant may have the option to locate a unit outside of the San Angelo Public Housing Authority's jurisdiction. To be eligible to transfer to any city or state that has a federal funded housing authority, the following must occur:

1. Live in San Angelo, Texas for a minimum of twelve (12) months or,
2. Lived in San Angelo, Texas when was added to the Section 8 housing waiting list.

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 Official

Date