



# **Section 8 Housing Choice Voucher Briefing**

# Welcome!

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Please **turn off** or **silence** your cell phone.

Please **no texting** during the presentation.

Please provide us your **full attention**.

## What You Will Learn

- Moving Packet
  - Voucher Dates
  - How your rent portion is calculated
- How to Search for a Unit
- Next Steps Once You Find a Unit
- Family Obligations

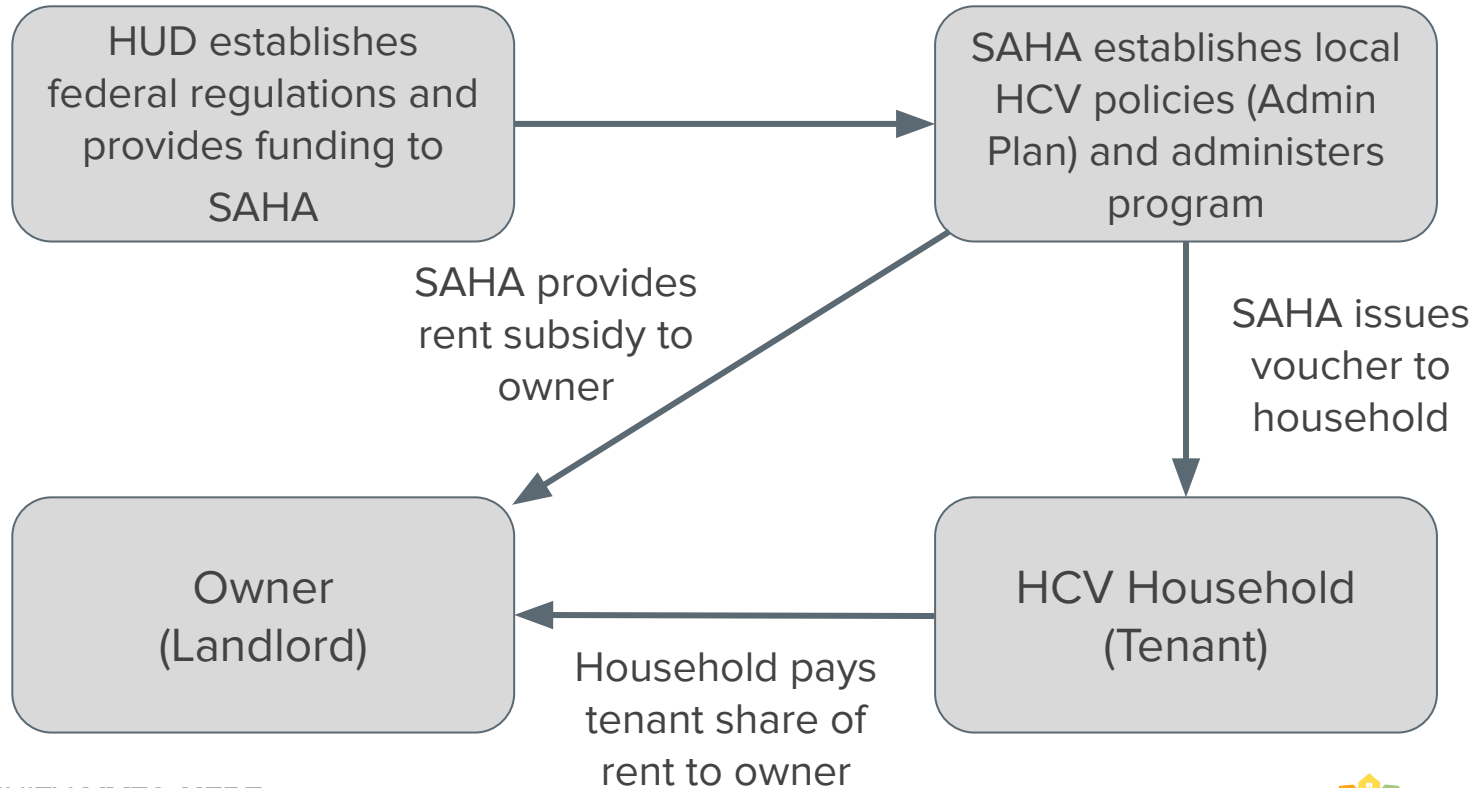
# Housing Choice Voucher Program

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- The U.S. Department of Housing and Urban Development (HUD) administers the Housing Choice Voucher (HCV) Program, which offers the opportunity for low-income families to choose affordable housing.
- The HCV program provides tenant-based assistance rather than unit-based assistance, allowing the family to move without losing assistance.
- Through this program, individuals and families receive a voucher, which represents a subsidy that can be used to rent any housing that meets HCV program requirements.
- The rules and regulations of the HCV program are determined by HUD. SAHA is afforded choices in the operation of the program included in SAHA's Administrative Plan, a document approved by SAHA's Board of Commissioners.

# Housing Choice Voucher Program

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# Portability

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- Transferring your voucher to another jurisdiction is called **Portability**.
- To qualify, you must be an eligible program participant in good standing.
- You may only “port out” of SAHA’s jurisdiction:
  - After the initial term of your lease
  - If you have not ported within the past 12 months
- If you are interested in porting out of SAHA’s jurisdiction, please email **Portability@saha.org**.

# Moving Packet

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## Left Side

- **Owner Packet**
- Request for Tenancy Approval Form (RTA)
- Lease Requirements
- Tenancy Addendum
- Lead-Based Paint Disclosure Form
- W-9 Form
- Direct Deposit Form
- Family Rental History Form

## Right Side

- **Participant Information**
- Housing Choice Voucher
- Shopping Allowance
- Participant Guide
- Are You a Victim of Housing Discrimination Form?
- Things You Should Know Form
- Family Obligations Form
- VAWA Forms

# Looking for a Unit

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## Where To Look

- [www.gosection8.com](http://www.gosection8.com)
- Rental ads in the San Antonio Express newspaper
- Friends, family and coworkers
- Neighborhoods you would like to live in: “For Rent” signs

## How To Look

- Call potential landlords and make an appointment to see the unit.

# Looking for a Unit

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## Viewing The Unit

- Read “A Good Place to Live” booklet as a guide to what the inspection will include.
- Take a list of previous rental history
- Ask the following questions during your appointment:
  - What is the rent and what utilities will I need to pay?
  - Who will be providing the stove and refrigerator?
  - Are pets allowed? If so, are there any restrictions?
- Inspect the unit:
  - Drive around the neighborhood during day and night.



# Request For Tenancy Approval (RTA)

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## RTA Form

- When you have found a unit, meet with the landlord to sign the Request for Tenancy Approval (RTA) Form.
- The RTA Form indicates the following:
  - Proposed Rent,
  - Security Deposit,
  - Date the unit is available for inspection, and
  - Utility/Applicant Responsibility.
- Both you **and** the landlord **must** sign.

### Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0165  
(exp. 03/30/2017)

Public reporting burden for this collection of information is estimated to average .06 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 5 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the form is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA) San Antonio Housing Authority			2. Address of Unit (street address, apartment number, city, State & zip code)				
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection		
9. Type of House/Apartment <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached / Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden / Walkup <input type="checkbox"/> Elevator / High-Rise							
10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(B)(R) <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Home <input type="checkbox"/> Tax Credit <input type="checkbox"/> Other (Describe Other Subsidy, Including Any State or Local Subsidy)							
11. Utilities and Appliances The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.							
Item	Specify fuel type					Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Bottle gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	N/A	
Cooling	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Bottle gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	N/A	
Water/Heating	<input type="checkbox"/> Natural gas	<input type="checkbox"/> Bottle gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other	N/A	
Other Electric						N/A	
Water						N/A	
Sewer						N/A	
Trash Collection						N/A	
Air Conditioning						N/A	
Refrigerator						N/A	
Range/Microwave						N/A	
Other (specify)							

# Request For Tenancy Approval (RTA)

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## RTA Form

### 11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other	N/A	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other	N/A	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other	N/A	
Other Electric		N/A	
Water		N/A	
Sewer		N/A	
Trash Collection		N/A	
Air Conditioning		N/A	
Refrigerator			N/A
Range/Microwave			N/A
Other (specify)			

# Request For Tenancy Approval (RTA)

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## RTA Form

### 12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

### c. Check one of the following:

\_\_\_\_ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

\_\_\_\_ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

\_\_\_\_ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. **The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

- Owner's Certification must be completed for owners with properties that have more than four units.

# Request for Tenancy Approval

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## RTA Appointment

- Upon receipt of completed owner/landlord moving packet, you must call the phone number provided in your packet to make an RTA appointment.
- You **must** bring the following items completed to your appointment:
  - Request for Tenancy Approval Form (RTA),
  - Copy of Lease,
  - Lead-Based Paint Disclosure Form, and
  - Owners certification
  - W-9 and Direct Deposit
  - Proof of Ownership and/or Management Agreement (if applicable)

# Request for Tenancy Approval

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## Inspection

- If your Request for Tenancy Approval is approved, the landlord will be contacted to schedule an inspection of the unit.
- If the unit does not pass inspection, the landlord will be notified of any items that need repair.
- SAHA **cannot** make any Housing Assistance Payments (HAP) if the unit has not passed inspection.
- If the unit does not pass inspection, it may cause delay in your assistance.

# Plan To Move

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## Costs

- Security deposit
- Your portion of the first month's rent
- Possible utility deposits and hook-up fees
- Cost of moving

## When To Move

- Always wait to move in **AFTER** the unit passes inspection.
- If the landlord refuses to make the necessary repairs to meet inspection requirements and you have already moved in, you will need to move out and find a new unit.

# Moving In

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## Get Information From Your Landlord

- Who should you contact for repairs?
- Who should you contact in case of emergency when they're not available?

# Remember!

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Once you have possession of the unit:

- You are responsible for notifying the landlord about maintenance problems.
- Keep a contact log with your landlord about needed repairs for your records.
- SAHA will get involved with maintenance issues only after you have given written notice to the landlord with a copy to SAHA, and only if the landlord does not respond.



# Family Obligations

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- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>■ Use the Housing Choice Voucher</li><li>■ Supply all accurate information</li><li>■ Attend all appointments</li><li>■ Allow for inspections</li><li>■ Pay your rent portion</li><li>■ Maintain Housing Quality Standards (HQS)</li><li>■ Live in the unit for the initial year: you may not move during this time</li></ul> | <ul style="list-style-type: none"><li>■ Have the unit be your only place of residency</li><li>■ Report any changes in family composition</li><li>■ Report any decreases in income</li><li>■ If you are an FSS, Homeownership or Zero-Income Participant, report any increases in income</li><li>■ Cannot be absent for greater than 45 days</li></ul> |
|--|---|

# “The Big Three”

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## 1. Report Changes in Income

- If you have a decrease in income or if you have an increase in income (for special participants), submit a completed “Change of Income Request Form” in person or through email/fax within 10 business days.

## 2. Report Changes In Family Composition

- Notify SAHA of any absences, or if any household member stops residing in the unit, within 10 business days by submitting a completed “Change of Family Composition - Remove Household Member Packet” in person or through email/fax.
- Any additions to the household must be approved by SAHA before the household member moves in. Submit a completed “Change of Family Composition - Add Household Member Packet” in person or through email/fax.

# “The Big Three”

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## 3. Visitors

- You may have guests as long as they have a different permanent address and do not spend more than 7 consecutive days in your unit.
- You must follow your landlord’s rules on visitors, detailed in the lease.
- You are responsible for the actions of anyone in your unit.

# Termination

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- When a decision is made to terminate your rental assistance, the family is sent written notice of that decision, which states:
  - the program violation;
  - how to request an Informal Hearing; and
  - the time frame you have to request the Informal Hearing.
- If the family does not request a hearing within the specified time, the decision will be upheld.
- Hearings are conducted by an individual not involved in making the decision to terminate.
- The family is strongly encouraged to bring supporting documentation of their case to the Informal Hearing.

# Fair Housing

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- Under the Fair Housing Act, it is against the law to base any housing decision on the following:
  - Race
  - Color
  - Religion
  - Sex
  - Handicap
  - Familial Status
  - National Origin
- If you feel anyone has refused to rent to you for any of these reasons refer to and or complete the Housing Discrimination Information form in your Applicant Packet.

# VAWA

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## Violence Against Women Act (VAWA)

- VAWA provides protections for victims of domestic violence, dating violence, sexual assault or stalking.
  - For all individuals, regardless of sex, gender identity or sexual orientation.
- You cannot be denied admission, denied assistance, terminated or be evicted from rental housing because you are a victim.
- If you are a victim of domestic violence, dating violence, sexual assault or stalking, you may request an emergency transfer.
- SAHA may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA.
- SAHA must keep all VAWA information confidential.

# Current Lessee

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- Must give written 30-Day Notice to your landlord. All Public Housing residents must provide a copy when submitting your RTA
- Turn in all keys upon moving out of your unit
- Settle all outstanding accounts
  - Not settling your account may lead to termination of your housing assistance

# Voucher

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## Housing Choice Voucher

- Your **Housing Choice Voucher** indicates your eligibility to participate in the HCV Program and enables you to search for a decent, safe and sanitary unit.
- Your voucher will expire in **60 days**. You must find a suitable unit within that time frame.
- You may only request a voucher extension with **good cause**.

### Voucher Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB No. 2577-0169

Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.

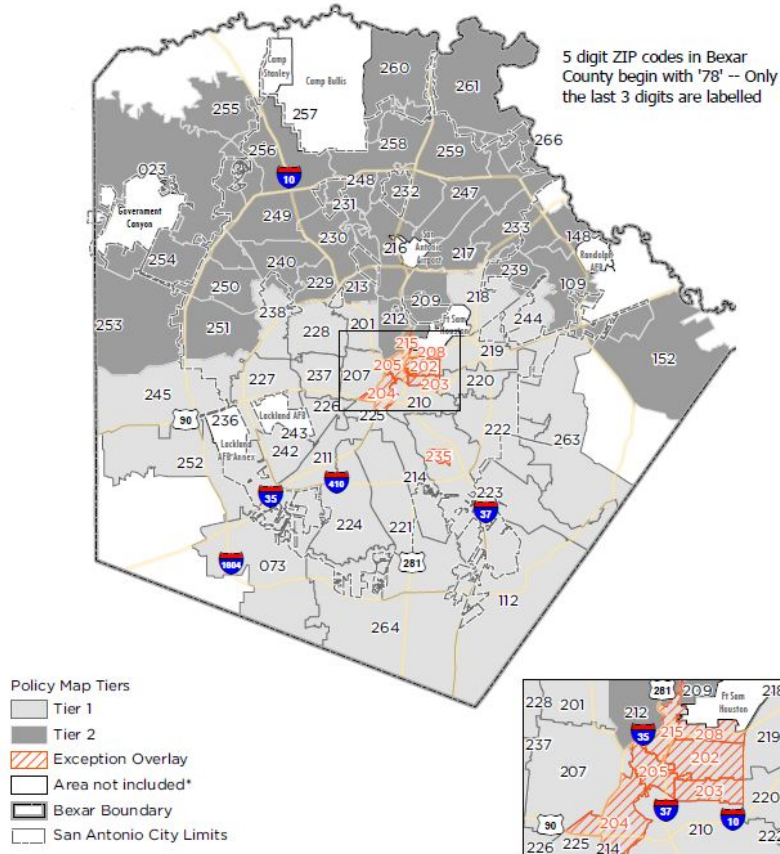
**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.

Please read <b>entire</b> document before completing form Fill in all blanks below. Type or print clearly.		Voucher Number
1. Insert <b>unit size</b> in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size
2. <b>Date Voucher Issued (mm/dd/yyyy)</b> Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy)
3. <b>Date Voucher Expires (mm/dd/yyyy)</b> Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy)
4. <b>Date Extension Expires (if applicable)(mm/dd/yyyy)</b> (See Section 6. of this form)		4. Date Extension Expires (mm/dd/yyyy)
5. Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)



# SAHA Jurisdiction and SAFMRs

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## What is a Small Area Fair Market Rent (SAFMR)?

SAFMRs are Fair Market Rents calculated at the ZIP code level rather than for the entire metropolitan region. The main benefit is that, through setting payment standards at more a local level, households will be able to afford homes in areas of high opportunity.

# SAFMR Shopping Allowance

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- **Myth:** The less income I make, the more subsidy I receive!
  - Housing Assistance Payment (HAP) is not only determined by income.
- The Shopping Allowance provides your maximum family contribution to rent.
- You must select a unit that best suits your needs according to the zip codes listed on your shopping estimate.

## [SAFMR Zip Code Map](#)

# SAFMR Shopping Allowance

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**Example:**

Contract Rent & Maximum Family Contribution Shopping Allowance (Rent Simplification)			
Bedroom Size:		2	
Maximum Rent to Owner:		Tenant Pays Utilities	Owner Pays All Utilities
Maximum Family Contribution:			
Zip Code Tier 1			
78002, 78069, 78073, 78112, 78201, 78202, 78203, 78204, 78205, 78207, 78208, 78210, 78211, 78214, 78215, 78218, 78219, 78220, 78221, 78222, 78223, 78224, 78225, 78226, 78227, 78228, 78235, 78236, 78237, 78238, 78242, 78243, 78244, 78245, 78252, 78263, 78264		\$885	\$1,010
Zip Code Tier 2			
78006, 78015, 78023, 78101, 78108, 78109, 78124, 78148, 78152, 78154, 78209, 78212, 78213, 78216, 78217, 78229, 78230, 78231, 78232, 78233, 78239, 78240, 78247, 78248, 78249, 78250, 78251, 78253, 78254, 78255, 78256, 78257, 78258, 78259, 78260, 78261, 78266		\$985	\$1,110

# QUESTIONS?

A question and answer session will  
be held at the end of Early  
Engagement Program orientation!