Section 8 Housing Choice Voucher Briefing
Welcome!

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
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

HUD establishes federal regulations and provides funding to SAHA

SAHA establishes local HCV policies (Admin Plan) and administers program

SAHA provides rent subsidy to owner

SAHA issues voucher to household

Owner (Landlord)

HCV Household (Tenant)

Household pays tenant share of rent to owner

SAHA provides rent subsidy to owner
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

<table>
<thead>
<tr>
<th>Left Side</th>
<th>Right Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Packet</td>
<td>Participant Information</td>
</tr>
<tr>
<td>Request for Tenancy Approval Form (RTA)</td>
<td>Housing Choice Voucher</td>
</tr>
<tr>
<td>Lease Requirements</td>
<td>Shopping Allowance</td>
</tr>
<tr>
<td>Tenancy Addendum</td>
<td>Participant Guide</td>
</tr>
<tr>
<td>Lead-Based Paint Disclosure Form</td>
<td>Are You a Victim of Housing Discrimination Form?</td>
</tr>
<tr>
<td>W-9 Form</td>
<td>Things You Should Know Form</td>
</tr>
<tr>
<td>Direct Deposit Form</td>
<td>Family Obligations Form</td>
</tr>
<tr>
<td>Family Rental History Form</td>
<td>VAWA Forms</td>
</tr>
</tbody>
</table>
Looking for a Unit

Where To Look

- 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

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.
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 (RTA)

### 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Specify fuel type</th>
<th>Provided by</th>
<th>Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Cooking</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Water Heating</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Other Electric</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Trash Collection</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Air Conditioning</td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Range/Microwave</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Owner’s Certification must be completed for owners with properties that have more than four units.

12. Owner’s Certification:

b. 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.

<table>
<thead>
<tr>
<th>Address and unit number</th>
<th>Date Rented</th>
<th>Rental Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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)
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

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

Get Information From Your Landlord

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

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the Housing Choice Voucher</td>
<td>Have the unit be your only place of residency</td>
</tr>
<tr>
<td>Supply all accurate information</td>
<td>Report any changes in family composition</td>
</tr>
<tr>
<td>Attend all appointments</td>
<td>Report any decreases in income</td>
</tr>
<tr>
<td>Allow for inspections</td>
<td>If you are an FSS, Homeownership or Zero-Income Participant, report any</td>
</tr>
<tr>
<td>Pay your rent portion</td>
<td>increases in income</td>
</tr>
<tr>
<td>Maintain Housing Quality Standards (HQS)</td>
<td>Cannot be absent for greater than 45 days</td>
</tr>
<tr>
<td>Live in the unit for the initial year: you may not move during this time</td>
<td></td>
</tr>
</tbody>
</table>
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.
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**

- 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.
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.
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

- 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.
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**.
SAHA Jurisdiction and SAFMRs

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

- **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

### Example:

**Contract Rent & Maximum Family Contribution Shopping Allowance (Rent Simplification)**

<table>
<thead>
<tr>
<th>Bedroom Size:</th>
<th>2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum Rent to Owner:</th>
<th>Tenant Pays Utilities</th>
<th>Owner Pays All Utilities</th>
<th>Maximum Family Contribution:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Zip Code Tier 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78002, 78059, 78073, 78112, 78201, 78202, 78203, 78204, 78205, 78207, 78208, 78210, 78211, 78214, 78215, 78218, 78219, 78220, 78221, 78222, 78223, 78224, 78225, 78226, 78227, 78228, 78233, 78235, 78236, 78237, 78239, 78242, 78243, 78244, 78245, 78252, 78263, 78264</td>
<td>$885</td>
<td>$1,010</td>
<td>$667</td>
</tr>
<tr>
<td><strong>Zip Code Tier 2</strong></td>
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<tr>
<td>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</td>
<td>$985</td>
<td>$1,110</td>
<td>$667</td>
</tr>
</tbody>
</table>
QUESTIONS?

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