



**OCALA HOUSING AUTHORITY (OHA)
REQUIRED DOCUMENTATION LIST**

INTAKE INTERVIEW

****ALL ADULTS (18 AND OLDER) ARE REQUIRED TO ATTEND THE INTAKE INTERVIEWS****

****DIRECTIONS: THE BELOW DOCUMENTS (WHERE APPLICABLE) ARE REQUIRED TO BE WITHIN 60 DAYS OF APPT DATE****

GENERAL REQUIRED DOCUMENTS

| | |
|--|--|
| Driver's License or Photo ID | All adults must have a current/ valid picture ID |
| Birth Certificate | Birth Certificates are required for all household members |
| Social Security Card(s) | Social Security Cards are required for all household members |
| Marriage License or Divorce Decree (if applicable) | All pages of the document required |
| 214 Forms | Must have a 214 form for all household members (provided by OHA) |

FAMILY INCOME DOCUMENTATION

| | |
|-------------------------------|---|
| Employment Wages | You must bring consecutive pay stubs. 4 paystubs if paid bi-weekly or semi-monthly, 8 paystubs if paid weekly. If employment just began, bring a letter of hire from the employer with rate of pay and average hours worked weekly. If self-employed, income tax records (including schedule C) for previous year |
| SS or SSI | Social Security or SSI award letter |
| TANF (cash assistance) | TANF award letter or print out from department of children and families |
| Food Stamps | Food assistance award letter or printout from department of children and families |
| Child support income | Child support order or current court printout stating no support order |
| Contributions | Notarized letter from person(s) providing contributions. Letter must include full name, phone number, and address for verification purposes |
| Zero income ONLY | Zero income worksheet |
| Unemployment Benefits | Unemployment benefit award letter |
| Adoption/Foster care benefits | Letter from DCF caseworker stating full name, SSN, and DOB of child(ren) being cared for and monthly benefits received |
| Utility bills | Provide a copy of all utility bills required to pay per lease agreement |
| Tax Transcripts | All prior year tax transcripts for every adult in household (Even if you don't file taxes) 1-844-545-5640 |

HOUSEHOLD ASSETS

| | |
|---|---|
| Checking/Savings/Debit card/ prepaid accounts | 3 months most recent bank statements from all accounts. (cash app, Venmo, Zelle, PayPal, etc.) All pages required |
| CD/Stocks/Bonds | Copy of certificates of deposit |
| Real Estate | Deed for all real estate owned. Current tax and mortgage statements. |

HOUSEHOLD EXPENSES/ DEDUCTIONS

| | |
|---|---|
| Childcare expenses (Children Under 12) | Signed & notarized letter from childcare provider to include name of child(ren) cared for, amount paid, frequency, providers name, address and phone number |
| Medical Care expenses (Elderly/Disabled families) | Provide all medical bills not covered by insurance that's paid out of pocket |
| Full-time student status (adult members only) | Current school schedule validating full-time student status or letter from the school |

If you owe OHA any monies from previous participation, you must pay your account in FULL, or your application will be DENIED.



Ocala

Housing Authority

*Where we make our
houses, your home!*

HOUSING CHOICE VOUCHER (HCV) SECTION 8 PROGRAM BRIEFING

Contact us:

Physical Address:
1629 NW 4th Street
Ocala, FL 34475

Mailing Address:
P.O. Box 2468
Ocala, FL 34478

Phone: 352-369-2636

Fax: 352-369-2642

Email: ContactUs@ocalahousing.org

Web: www.ocalahousing.org

Dr. Gwendolyn B. Dawson, Chief Executive Officer





Ocala
Housing Authority

HOUSING CHOICE VOUCHER (HCV) SECTION 8 PROGRAM BRIEFING

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Ocala
Housing Authority

HOUSING PROGRAMS AND SERVICES

Housing Choice Voucher (HCV) Section 8 Program
Veterans Affairs Supportive Housing (VASH) Vouchers (Veterans Only)
Public Housing Program
Housing Choice Voucher (HCV) Section 8 Homeownership Program
Family Self-Sufficiency (FSS) Program
Resident Opportunity Self-Sufficiency (ROSS) Program
Section 3 Employment Opportunities
Summer Enrichment Programs
Credit Rebuilding Program
Capital Fund Program
Neighborhood Stabilization Program (NSP)
Tenant Integrity Program (TIP) (Fraud Investigations)

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Where we make our houses, your home!



WELCOME TO THE HOUSING CHOICE VOUCHER (HCV) SECTION 8 PROGRAM

The Ocala Housing Authority (OHA) has been serving the City of Ocala and Marion County area for over six decades. Presently, the OHA can assist 1,511 families through our Housing Choice Voucher (HCV) Section 8 Program, of which 158 are Veteran Vouchers (VASH). We also manage four housing communities consisting of 186 Public Housing Units, 44 open market properties, 51 Emergency Housing Vouchers (EHV), and 26 for the Family Unification Program (FUP).

We are dedicated to assisting families in becoming self-sufficient. Through our Family Self-Sufficient (FSS) Program, we coordinate with local agencies to provide supportive services such as job training, childcare, counseling, remedial education, higher education, substance abuse treatment and training in money management. Families participating in this program receive a matching escrow credit deposit monthly resulting from a rental increase due to increased earned income. The ultimate goal is to empower families into becoming totally self-sufficient and strive toward the American Dream of Home Ownership. Ask your Housing Counselor how this innovative program can help you provide a better future for your family.

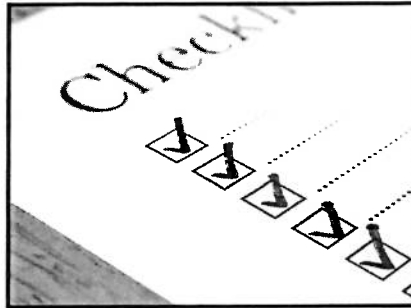
The OHA is committed to providing a quality rental assistance program for our community. If you have any questions or concerns, please do not hesitate to contact one of our Voucher Program Staff.

MISSION STATEMENT OF THE OCALA HOUSING AUTHORITY

The Ocala Housing Authority is committed to providing and expanding safe, decent and sanitary housing in the most cost-efficient manner, to the residents of Marion County; and to provide economic opportunities and housing free from illegal discrimination; and to build better neighborhoods by providing comprehensive opportunities for our residents through partnerships and networking within our community.

Where we make our houses, your home!

HOUSING CHOICE VOUCHER (HCV) SECTION 8 BRIEFING CHECKLIST



| | |
|--|---|
| Introduction to the Section 8 Program Housing Choice Voucher | HUD Lease Addendum |
| Voucher Issuance, BR size, Expiration & Extension Request | Maintenance of unit by landlord/owner and tenant |
| Standards for determining Bedroom size | Reporting changes of income or family composition |
| Portability Features of the Voucher | Participants Obligations |
| Choosing A Good Place to Live | Ineligibility for the program |
| Fair Housing Laws | HQS - Certification Process |
| Request for Tenancy Approval | Utility Schedule |
| Security Deposit Explanation | Lead base Paint Brochure |
| Housing Quality Standard, Inspections and Rent Reasonable | Housing Discrimination Complaint Form |
| Explanation of calculating family's portion of rent | Complaint & Appeals Procedures |
| Neighboring Housing Authorities | Florida Landlord/Tenant Laws |
| County Map | VAWA Information |
| Participating landlords and Apartment Complexes | OHA Programs |
| Briefing Instructional Video Viewed | |

| | | |
|---|------------|------|
| I have been explained or given the above information regarding the Housing Choice Voucher Section 8 Program. I understand my responsibilities and rights. | | |
| Signature of Participant | Print Name | Date |

| | | |
|--|------------|------|
| The above listed information has been explained or given to the HCV Section 8 participant. | | |
| Signature of OHA Representative | Print Name | Date |

OCALA HOUSING AUTHORITY PROCEDURES FOR LEASING A UNIT



| | |
|---------------|---|
| Step 1 | Locate Unit - Tenant must locate and secure the rental unit. Contact your HCV Section 8 Counselor to ensure the unit does not exceed the maximum amount of the voucher limit. Do not pay security deposit until this information has been confirmed by your Counselor. |
| Step 2 | Landlord Information - Tenant or Landlord must turn in the Landlord information packet for approval. Contact the HCV Section 8 Counselor to ensure the Landlord Information Packet is approved. |
| Step 3 | Utility Activation - Tenant must activate all utilities and turn in to the HCV Section 8 Counselor. |
| Step 4 | Inspection Ordered - When the HCV Section 8 Counselor receives proof of utilities, the information is forwarded to the HCV Section 8 Inspector. |
| Step 5 | Inspection - The HCV Section 8 Inspector will contact the landlord within 10 business days to setup an appointment for the inspection. Tenants are not required to be present during an inspection, but it is recommended. |
| Step 6 | Inspection Pass or Fail - For passed inspection, proceed to Step 7 . If the inspection fails, the landlord or tenant must contact the inspector when repairs are completed for re-inspection. |
| Step 7 | Housing Assistance Payment Contract (HAP) - The tenant must schedule an appointment with the HCV Section 8 Counselor to complete the move-in process by signing the HAP and receiving payment instructions. |
| Step 8 | Enforcing the Lease - The Housing Authority does not enforce the lease. The landlord must follow the rules of the Florida landlord/tenant laws for collection of rent, non-payment of tenant portion, lease violations, unit inspections, move-out inspections and damage claims. (Provide copies to the Housing Authority). |

Tenant: _____ Date: _____

CONGRATULATIONS

Your name has been selected from the Section 8 waiting list. Please read the following information carefully. Should you have any questions regarding the Housing Choice Voucher (HCV) Section 8 Program or your responsibilities, please contact your HCV Section 8 Housing Counselor.

INTRODUCTION

The rules and regulations for the Housing Choice Voucher (HCV) Section 8 Program are determined by the U.S Department of Housing and Urban Development (HUD). The purpose of the Housing Choice Voucher (HCV) Section 8 Program is to provide rental assistance to eligible low-income families.

REQUEST FOR ACCOMMODATION

Persons with disabilities may request reasonable accommodation in order to fully utilize this housing program, and any related services. The Ocala Housing Authority (OHA) will make all reasonable efforts in assisting persons with disabilities to participate in the program successfully.

Requests for accommodation will be verified to ensure that the accommodations are as follows:

- Home visit if your disability prevents you from visiting the OHA office.
- TDD or TDY Devices.
- Accessible format for FHA correspondence.
- The use of an advocate or interpreter.
- The family may request a current listing of accessible units known to the housing authority that may be available.

VOUCHER

You have been issued a voucher. Your voucher allows you sixty (60) days to find a suitable unit. In the event you cannot locate a rental unit in this period of time, you must notify your housing counselor by written notice requesting an extension of your voucher. You have been provided with a request for extension form that must be submitted to your housing counselor with a rental log as verification of your search efforts prior to the OHA granting you an additional (60) days. The total days issued cannot exceed one-hundred twenty (120) days.

VOUCHER SIZE

Your voucher indicates the number of bedrooms for which your family is eligible. The size is based on HUD Guidelines and the Ocala Housing Authority's written policy. The OHA may grant an exception of the established occupancy standards (the bedroom size of your voucher) if it is determined that a larger unit is justified due to the health, handicap, relationship of family members, or individual circumstances. Our policy is 2 heartbeats per room same sex regardless of age. If you are requesting an exception, please advise our office. You will be required to have a certification completed by a medical or social agency as documentation.

MINIMUM RENT

The OHA has set a minimum rent of \$50.00. In the event that your Total Tenant Payment TTP (30% of your monthly adjusted income) is less than \$50.00, the housing authority will use \$50.00 as your TTP. Exceptions will only be granted for documented hardship cases.

RESPONSIBILITIES

In order for the Housing Choice Voucher to work, the Ocala Housing Authority, the family and the landlord / owner must do the following:

THE OCALA HOUSING AUTHORITY'S RESPONSIBILITY:

- Review all applications to determine whether an applicant is eligible for the program.
- Explain all the rules of the program to all families who qualify.
- Issue a voucher and if necessary, assist the family in finding a place to live.
- Approve the unit, the owner and the tenancy.
- Ensure that both the family and the unit continue to qualify under the program.
- Ensure that owners and families comply with program rules.
- Provide families and owners with prompt, professional service.

THE FAMILY'S RESPONSIBILITY:

- Provide the Ocala Housing Authority with complete and accurate information.
- Make your best effort to find a place to live that is suitable for your family and qualifies for the program.
- Cooperate in attending all appointments scheduled by the housing authority.
- Take responsibility for the care of your housing unit.
- Comply with the terms of your lease with the owner.
- Comply with the family obligation of your voucher as explained in this packet.

THE OWNER'S RESPONSIBILITY:

- Screen the families who apply to determine if they will be good renters.
 - ✓ ***The OHA can supply the owner with the current and previous address and landlord information.***
- Comply with fair housing laws, and not discriminate against any family.
- Maintain the housing unit by making necessary repairs in a timely manner.
- Comply with the terms of the Housing Assistance Payment Contract with OHA.
- Collect the rent due by the family and otherwise enforce the lease.

SCREENING

In accordance with regulations the OHA does not screen a family for their suitability for tenancy. Such screening is the landlord / owner's responsibility. Therefore, the OHA recommends that all owners screen families prior to accepting them for tenancy. Upon the request of the landlord / owner the OHA will provide: your current address, the name and address of your current landlord and the name and address of your previous landlord(s) if known.

PORTABILITY

The OHA's area of jurisdiction is Marion County. One of the great features of the Housing Choice Voucher (HCV) Section 8 Program is that your assistance moves with you. You can use your assistance to move anywhere in the United States, provided funding is available to support you outside of Marion County, that offers a Housing Choice Voucher (HCV) Section 8 Program. To be eligible to transfer your assistance you must be a Marion County resident for a period of no less than one year or one initial lease term. We have attached a list of ***Neighboring Housing Authorities***.

FACTS YOU SHOULD KNOW ABOUT PORTABILITY:

- The Housing Authority where you want to move may have different rules, policies and deadlines.
- There may be a different payment standard.
- The new housing authority will probably have a different utility allowance that will affect the amount you pay for rent.
- A different size voucher may be issued.
- When you are first issued a voucher, you are always subject to the income limits of the Housing Authority where you live.

REQUEST FOR TENANCY APPROVAL (RFTA)

You have been given a request for tenancy approval form located in the packet marked landlord/owner return these forms to the OHA. The OHA will only accept one (1) RFTA at one given time. When this form is submitted to the OHA, the OHA will stop the clock on your voucher for 30 days. Should we be unable to execute a Housing Assistance Payment Contract (HAP) on your behalf, we will re-issue your voucher starting at the number of days when you submitted the form.

SECURITY DEPOSIT

You are obligated to pay a security deposit to the landlord. The security deposit cannot be in excess of private market practices or more than the landlord charges for unassisted units. When you move from the unit, the landlord is subject to state and local laws and may use the security deposit, including interest on the deposit, in accordance with the lease reimbursement for any unpaid rent payable by you, damages to the unit or other amounts owed by you under the lease. If the security deposit is insufficient to cover the amounts the landlord may seek to collect the remaining balance from you.

UTILITIES

You will be required to pay deposits to the utility company providing services to your new home. You are required to have the power (electric, gas, water) turned on in your name, and provide proof to OHA in order for the inspector to complete a Housing Quality Inspection.

LEASE

The housing authority will review the landlord's lease and attach a HUD required lease addendum. Before you sign the lease or any other document, **read it first**. The HAP contract must be executed no later than sixty (60) calendar days from the beginning of the lease term and passed inspection of the unit.

LEASING IN PLACE:

You may be eligible to receive assistance at your present unit if the unit qualifies. The unit must:

- Be the appropriate size for your family and voucher amount.
- Pass a Housing Quality Standard (HQS) Inspection.
- Have a reasonable rent.
- The landlord must be willing to except HCV Section 8.

MAINTENANCE

Any maintenance problems that you may have regarding your unit are to be directed to the landlord. Should the landlord fail to respond, our office will advise you to notify in writing and send a copy to our office. The OHA will complete a "special inspection" if the maintenance items are of an emergency nature. If the owner fails to maintain the unit in accordance with the Housing Quality Standards (HQS), the OHA must take prompt action to enforce the owner's obligations, which include termination of HAP payment. Payment cannot be made for a unit that does not meet HQS.

If a defect is life threatening the landlord must correct the defect within no more than 24 hours. For other defects, the landlord must correct the defect within no more than thirty (30) calendar days (or any other housing approved extension).

The landlord is not responsible for a breach of HQS that are caused by the tenant. For example, a breach of HQS by your failure to pay for any utilities, failure to provide and maintain appliances, or cause damage to unit by you or any family member or guest. If a HQS breach that is cause by the tenant is life threatening, it must be corrected within no more than 24 hours. For other tenant caused defects, the tenant must correct within no more than thirty (30) calendar days (or any other housing approved extension).

FAMILIES IN HIGH POVERTY AREAS

If you live in a high-poverty area, you may want to consider searching for a home in another area. There are many possible advantages to your family such as improved employment, and educational opportunities. The OHA jurisdiction consists of the entire county or Marion.

REQUIREMENTS BETWEEN ANNUAL RECERTIFICATION:

- Your income decreases (income adjustment).
- Your income increases more than \$100 or more per month.
- A family member moves out of the unit.
- If you consider having someone move into your unit.

These changes must be reported to the Ocala Housing Authority within thirty (30) business days from the date of the change. Failure to do so may result in the termination of your voucher.

FAIR HOUSING LAW

An owner cannot discriminate against a tenant based on race, color, religion, sex, handicap, familial status or national origin. If you are discriminated against, contact us immediately. You have been provided with a Discrimination Complaint Form and information on Fair Housing.

Should you have any questions regarding your rights as a tenant under the Florida Landlord Tenant Act, you may contact Central Florida Legal Advocacy at (352) 629-0105.

HOUSING ASSISTANCE PAYMENT - YOUR PORTION OF RENT

The OHA will pay a monthly payment to your landlord that is equal to the lower of:

1. The voucher payment standard minus your TTP (30% of your monthly adjusted income
- Or**
2. The gross rent (rent plus utility allowance) minus your ITP (30% of your monthly adjusted income).

Your TIP is 30% of your monthly adjusted income. The housing authority calculates your monthly adjusted income by subtracting any deductions that you are entitled to from your annual income, dividing by twelve (12 months), then multiplying by 30%. If 30% of your monthly adjusted income is less than **\$50.00**, then the housing authority uses a minimum rent amount of **\$50.00**. *HUD regulation does not permit families to pay more than 40% of their monthly income for rent.*

TENANT INTEGRITY

You must report any changes in your household's income or family composition (family members) within thirty (30) days from the date of the change. This includes while you are searching for housing. If a Housing Choice Voucher (HCV) Section 8 Participant deliberately withholds information and / or make false statements regarding their income, they may be charged with fraud under 414.39 of the Florida Statutes. This is punishable by imprisonment and / or a fine of \$10,000.00. **DO NOT COMMIT FRAUD.**

ANNUAL INCOME

Annual income is defined as the anticipated total income from all sources. Income includes: employment, unemployment, public assistance, pensions, and re-location payments. Child support (court ordered or not), SS, SSI, workers compensation, annuities, interest from assets, regular contributions/gifts, TANF, disability, alimony, military pay and net income from real estate.

WELFARE SANCTIONS/WELFARE TO WORK

If you receive TANF benefits and your benefits are reduced or terminated because of welfare sanctions and/or your failure to participate in Welfare to Work Program, **the housing authority will not reduce your portion of rent.**

ANNUAL REQUIREMENTS

HUD requires:

- Families to be re-certified annually.
- Inspection of unit annually.

YOU MUST:

- Be on time for your appointment.
- Return re-certification paperwork, verifications and/or documentation on time.
- Prepare for the HQS inspection.
- Make sure an adult is at home for inspection.
- Call in a timely manner to cancel all appointments.
- Make sure you re-schedule any missed appointments.

OBLIGATIONS OF PROGRAM PARTICIPANTS

The following are grounds on which the OHA may terminate your housing assistance due to your failure to act. If you and your family are terminated from the HCV Section 8 Program, you will be barred from receiving rental assistance for five (5) years.

- You are responsible for any tenant caused HQS violation of the lease.
- You may not commit any serious or repeated violations of the lease.
- You must notify the OHA and owner before vacating your unit or terminating your lease with a landlord.
- You must promptly provide the OHA with a copy of any owner eviction or foreclosure notice.
- You must use the assisted unit as a residence for your family. The unit must be your only place of residence.
- The persons living in your unit must be of approved by the OHA and your landlord. You must promptly inform the OHA of the birth, adoption, or court-awarded custody of a child. You must request OHA approval to add any other family members as occupants of your unit.
- You must promptly notify the OHA if any family member no longer resides in your unit.
- You or members of the household may engage in legal profiting activities in the unit if owner agrees and such activities are incidental to the primary use of the unit for residence by members of the family.
- You must not assign the lease or transfer the unit to another person.
- You must supply any information to the OHA or certifications requested by the OHA to verify that you and your family members are living in the unit or relating to family absence from the unit, including any OHA requested information or certification regarding the purpose of family absence. You must cooperate with the OHA for this purpose. You must promptly notify the OHA of absences from the unit. Written notification is required for any absence over thirty (30) calendar days.
- You must not own or have any interest in the unit unless the housing authority is advised and the purchase is in accordance with HUD regulations.
- The members of your family must not commit fraud, bribery, or any corrupt criminal acts in connection with the program.
- You or members of your household may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit under any duplicative (as determined by HUD in accordance with HUD requirements) Federal, State or Local housing assistance programs.

Requesting a Reasonable
ACCOMMODATION



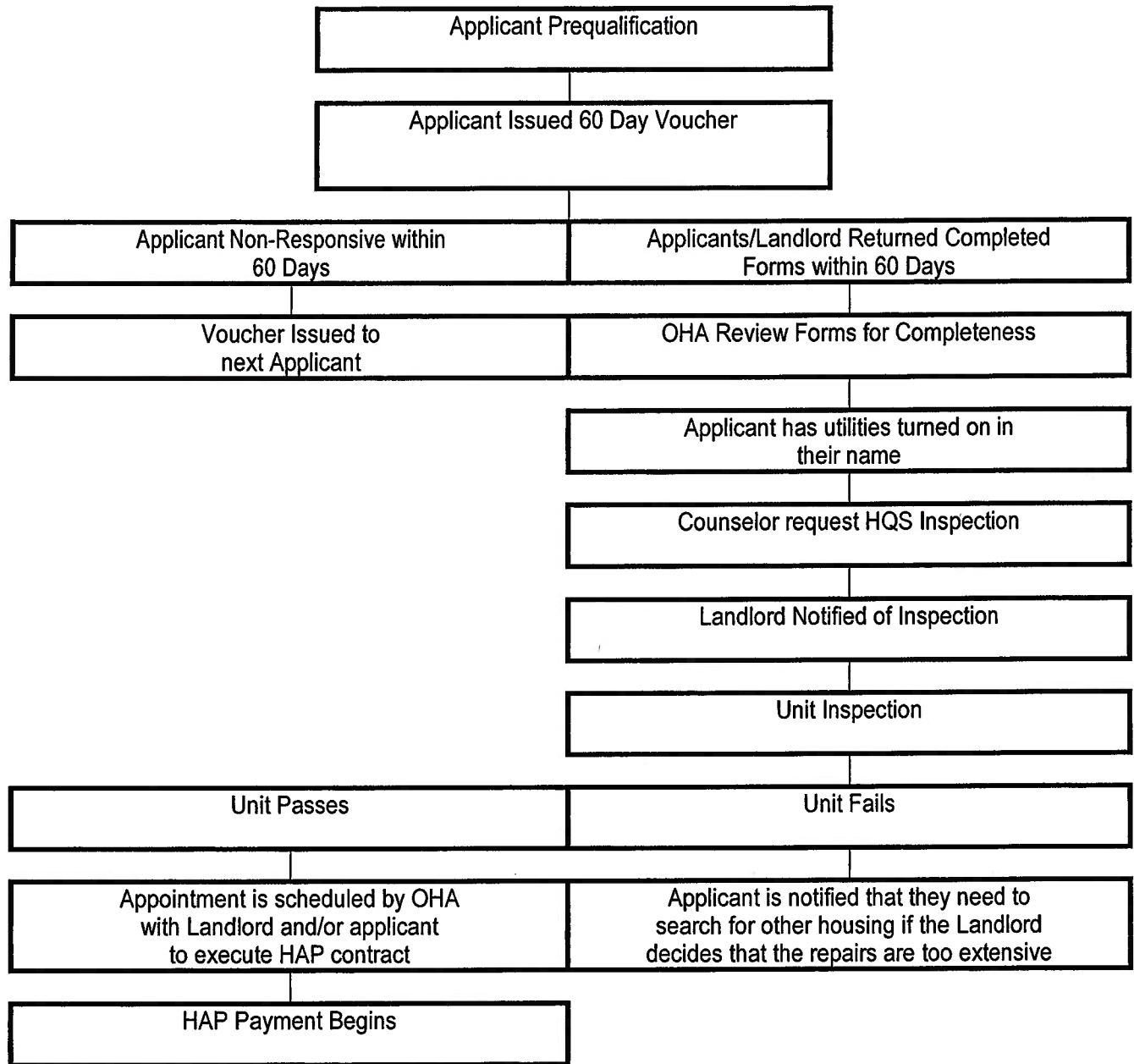
REASONABLE ACCOMMODATIONS

Persons with disabilities may request a reasonable accommodation in order to fully utilize the housing program and any related services. The Ocala Housing Authority will make all reasonable efforts to be flexible in assisting persons with disabilities to participate in the program successfully.

IF YOU ARE DETERMINED INELIGIBLE FOR THE PROGRAM

Should you be determined ineligible to participate in the Housing Choice Voucher (HCV) Section 8 Program due to violation (s) of your responsibilities as a HCV Section 8 Program participant (refer to Obligations of Program Participants) you will receive a thirty (30) day written notification stating your violation (s) and the date of termination of the housing assistance.

You will have the right to request an informal hearing, in writing with the counsel of your choice. The request must be in within ten (10) business days from the date of the Termination Notice. The hearing will be conducted by a committee in the Ocala Housing Authority office. You have been provided with a copy of the Complaints and Appeals Procedure for the Housing Choice Voucher / Section 8 Program that should answer any question you may have regarding this matter.





**RADON GAS
DISCLOSURE**

Pursuant to Section 404.056(8) Florida Statutes, you are hereby notified as follows:

Radon Gas is a naturally occurring radioactive gas that when it has been accumulated in a building in sufficient quantities, it may present health risks to persons who are exposed to it overtime. Levels of Radon that exceed federal and state guidelines have been found in buildings in Florida.

Additional information regarding Radon and Radon testing may be obtained from your County's Public Health Department.

| |
|-----------------------|
| Tenant's Signature: |
| Date: |
| Landlord's Signature: |
| Date: |

HOUSING CHOICE VOUCHER (HCV) SECTION 8 PROGRAM COMPLAINT AND APPEALS PROCEDURES

Complaint And Discrimination

The policies and procedures contained herein are applicable to all differences that arise between families and owner, families and the Public Housing Agency (PHA), and owners and the PHA as it pertains to the administration of the Section 8 Housing Assistance Program. The complaint must be filed with the PHA within 180 days of the alleged act of discrimination.

Complaint

The complainant, whether family or owner, shall request in writing within fifteen (15) business days to the Ocala Housing Authority (OHA) for an informal hearing to resolve the complaint without a formal hearing. Such request shall state the reasons for the informal hearing and the parties to the dispute.

Informal Hearing

Upon receipt of a written request for an informal hearing, the PHA shall set a date of the hearing as expeditiously as possible and shall notify all concerned parties as to time, date and location of the hearing. The hearing will be conducted by a designated person or persons other than the person who made or approved the decision under review or a subordinate of that person. The complainant may have as representation the counsel of his or her choice at the time of hearing. The OHA shall make a record of the complaint and such record shall be maintained in the complainant's file. All participants at the hearing shall receive a copy of the resolution of the complaint and it shall specify the procedure by which a hearing under paragraph 5 (FORMAL HEARING) may be obtained if the complainant is not satisfied.

Procedures to Obtain a Hearing

The complainant shall submit a written request for a hearing to the OHA within ten (10) business days from the receipt of the resolution of the informal hearing. The written request shall specify:

- The reason for the grievance; and
- Action or relief sought

Formal Hearing

Upon receipt of a written request for a formal hearing, the PHA shall set a date for the hearing as expeditiously as possible and shall notify all concerned parties as to the time, date and location of the hearing. The complainant may have as representation the counsel of his/her choice at the time of the hearing. The Compliance Director will preside as the Hearing Officer and will conduct the formal hearings, or at his/her discretion a designated Hearing officer may be appointed, who may be an employee or an officer of the PHA.

The person or persons designated will be other than the person who made or approved the decision under review or a subordinate of that person. All participants to the hearing shall receive a written copy of the resolution of the complaint.

The Hearing Officer may render a decision without proceeding with the hearing if the Hearing Officer determines that the issues have been previously in another proceeding.

The decision of any Hearing Officer shall be binding on the PHA, which shall take all actions or refrain from any actions deemed necessary to carry out the decision, unless the PHA Board of Commissioners determines within reasonable time distinct action and notifies the complainant of its determination, that:

The grievance does not require PHA action or failure to act in accordance with or involving the complainant's housing subsidy or PHA regulations, which adversely affect the complainant's right, duties, welfare or status. The decision of the Hearing Officer is contrary to applicable Federal and State or local laws, HUD regulations or requirements.

A decision of any Hearing Officer or Board of Commissioners in favor of the PHA or which denies relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner what so ever, any rights the complainant may have to a trial of judicial review in any judicial proceeding, which may thereafter be brought in this matter.

Failure to Request a Hearing

If the complainant does not request a hearing, the PHA's disposition of the grievance shall become final. However, the failure to request a hearing shall not constitute a waiver by the complainant of his/her right thereafter to contest the PHA's action in disposing of the complaint in appropriate judicial proceeding.

NOTE: The procedure of this Section does not preclude the parties to a dispute from exercising their other rights if they believe they are being discriminated against on the basis of race, color, religion, sex, handicap, familial status or national origin; or to their rights under the contractual lease agreement; or their rights as an individual with handicaps as defined in Section 504 of the Rehabilitation Act of 1973.

NEIGHBORING HOUSING AUTHORITIES

Listed below are neighboring housing authorities, if you are interested in transferring your assistance to another housing authority's jurisdiction. Each housing authority may require additional documentation. Please consult your housing counselor if you are interested in transferring.

| | |
|---|--|
| <p><i>Alachua County Housing Authority</i> 703 NE 1st Street Gainesville, FL 32601 P: 352-372-2549</p> <p><i>Gainesville Housing Authority</i> 1900 SE 4th Street Gainesville, FL 32641 P: 352-641-8791</p> <p><i>Lake County Housing Agency</i> 2008 Classique Lane Tavares, FL 32778 P: 352-742-6540</p> <p><i>Levy County Housing Authority</i> 611 S. Pine Street Bronson, FL 32621-6731 P: 352-486-5420</p> <p><i>Citrus County Housing Authority</i> 3600 W. Sovereign Path, Suite 147 Lecanto, FL 34461 P: 352-527-5377</p> <p><i>Volusia County Housing Authority</i> 123 W. Indiana Avenue, Suite 100 Deland, FL 32724-4615 P: 386-943-7039</p> | <p><i>Daytona Beach Housing Authority</i> 211 N. Ridgewood Avenue, Suite 200 Daytona Beach, FL 32114 P: 386-253-5653</p> <p><i>Orlando Housing Authority</i> 390 N. Bumby Avenue Orlando, FL 32803 P: 407-895-3300</p> <p><i>Orange County Housing Authority</i> 2211 Hillcrest Street Orlando, FL 32803 P: 407-894-0014</p> <p><i>Palatka Housing Authority</i> 3310 Crill Avenue Palatka, FL 32117 P: 386-328-2202</p> |
|---|--|

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA | | Unit Type: Apartment, Low-Rise/ Walk-Up | | | | | Date (mm/dd/yyyy) | |
|---|--------------------------|--|---------|---------|---------------------------|-----------|-------------------|--|
| Ocala Housing Authority, FL | | | | | | | June 1, 2025 | |
| Utility of Service | Fuel Type | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | |
| Heating | Natural Gas | \$15.00 | \$18.00 | \$18.00 | \$20.00 | \$22.00 | \$22.00 | |
| | Bottle Gas | \$57.00 | \$68.00 | \$68.00 | \$74.00 | \$79.00 | \$79.00 | |
| | Electric (avg) | \$7.00 | \$9.00 | \$10.00 | \$11.00 | \$12.00 | \$14.00 | |
| | Electric Heat Pump (avg) | \$6.00 | \$7.00 | \$9.00 | \$10.00 | \$11.00 | \$12.00 | |
| | Fuel Oil | | | | | | | |
| Cooking | Natural Gas | \$5.00 | \$5.00 | \$8.00 | \$10.00 | \$13.00 | \$15.00 | |
| | Bottle Gas | \$17.00 | \$17.00 | \$28.00 | \$40.00 | \$51.00 | \$57.00 | |
| | Electric (avg) | \$5.00 | \$6.00 | \$9.00 | \$12.00 | \$14.00 | \$17.00 | |
| Other Electric | (avg) | \$20.00 | \$23.00 | \$32.00 | \$41.00 | \$51.00 | \$60.00 | |
| Air Conditioning | (avg) | \$16.00 | \$19.00 | \$26.00 | \$33.00 | \$40.00 | \$47.00 | |
| Water Heating | Natural Gas | \$10.00 | \$12.00 | \$17.00 | \$22.00 | \$27.00 | \$32.00 | |
| | Bottle Gas | \$40.00 | \$45.00 | \$62.00 | \$79.00 | \$96.00 | \$119.00 | |
| | Electric (avg) | \$12.00 | \$14.00 | \$17.00 | \$21.00 | \$25.00 | \$28.00 | |
| | Fuel Oil | | | | | | | |
| Water | | \$20.00 | \$20.00 | \$22.00 | \$25.00 | \$27.00 | \$29.00 | |
| Sewer | | \$61.00 | \$62.00 | \$69.00 | \$76.00 | \$83.00 | \$90.00 | |
| Trash Collection | | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 | |
| Other specify: Electric Charge \$29.09 (avg) | | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 | |
| Other specify: Natural Gas Charge \$20.53 | | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | |
| Range/Microwave | | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | |
| Refrigerator | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | |
| Actual Family Allowances -May be used by the family to compute allowance while searching for a unit. | | | | | Utility/Service/Appliance | Allowance | | |
| Head of Household Name | | | | | Heating | | | |
| | | | | | Cooking | | | |
| | | | | | Other Electric | | | |
| | | | | | Air Conditioning | | | |
| Unit Address | | | | | Water Heating | | | |
| | | | | | Water | | | |
| | | | | | Sewer | | | |
| | | | | | Trash Collection | | | |
| | | | | | Other | | | |
| Number of Bedrooms | | | | | Range/Microwave | | | |
| | | | | | Refrigerator | | | |
| | | | | | Total | | | |



adapted from form HUD-52667
(04/2023)

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA Ocala Housing Authority, FL | | Unit Type: Row House/Townhouse/ Semi-Detached/Duplex | | | | Date (mm/dd/yyyy) June 1, 2025 | |
|---|---------------------------------|---|---------|---------|---------------------------|--|----------|
| Utility of Service | Fuel Type | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR |
| Heating | Natural Gas | \$18.00 | \$22.00 | \$23.00 | \$23.00 | \$25.00 | \$27.00 |
| | Bottle Gas | \$79.00 | \$96.00 | \$96.00 | \$108.00 | \$113.00 | \$119.00 |
| | Electric <i>(avg)</i> | \$11.00 | \$13.00 | \$14.00 | \$15.00 | \$16.00 | \$18.00 |
| | Electric Heat Pump <i>(avg)</i> | \$8.00 | \$9.00 | \$11.00 | \$12.00 | \$13.00 | \$14.00 |
| | Fuel Oil | | | | | | |
| Cooking | Natural Gas | \$5.00 | \$5.00 | \$8.00 | \$10.00 | \$13.00 | \$15.00 |
| | Bottle Gas | \$17.00 | \$17.00 | \$28.00 | \$40.00 | \$51.00 | \$57.00 |
| | Electric <i>(avg)</i> | \$5.00 | \$6.00 | \$9.00 | \$12.00 | \$14.00 | \$17.00 |
| Other Electric | <i>(avg)</i> | \$25.00 | \$29.00 | \$41.00 | \$52.00 | \$64.00 | \$75.00 |
| Air Conditioning | <i>(avg)</i> | \$16.00 | \$18.00 | \$31.00 | \$45.00 | \$58.00 | \$71.00 |
| Water Heating | Natural Gas | \$12.00 | \$13.00 | \$20.00 | \$27.00 | \$33.00 | \$38.00 |
| | Bottle Gas | \$45.00 | \$51.00 | \$74.00 | \$96.00 | \$125.00 | \$142.00 |
| | Electric <i>(avg)</i> | \$14.00 | \$17.00 | \$22.00 | \$26.00 | \$31.00 | \$36.00 |
| | Fuel Oil | | | | | | |
| Water | | \$20.00 | \$20.00 | \$22.00 | \$25.00 | \$27.00 | \$29.00 |
| Sewer | | \$61.00 | \$62.00 | \$69.00 | \$76.00 | \$83.00 | \$90.00 |
| Trash Collection | | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 |
| Other specify: Electric Charge \$29.09 (avg) | | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 |
| Other specify: Natural Gas Charge \$20.53 | | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 |
| Range/Microwave | | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 |
| Refrigerator | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Actual Family Allowances -May be used by the family to compute allowance while searching for a unit. | | | | | Utility/Service/Appliance | Allowance | |
| Head of Household Name | | | | | Heating | | |
| | | | | | Cooking | | |
| Unit Address | | | | | Other Electric | | |
| | | | | | Air Conditioning | | |
| | | | | | Water Heating | | |
| Number of Bedrooms | | | | | Water | | |
| | | | | | Sewer | | |
| | | | | | Trash Collection | | |
| | | | | | Other | | |
| | | | | | Range/Microwave | | |
| | | | | | Refrigerator | | |
| | | | | | Total | | |



adapted from form HUD-52667
(04/2023)

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA | | Unit Type | | | | | Date (mm/dd/yyyy) | |
|---|--------------------------|----------------------------|---------|---------|----------|---------------------------|-------------------|--|
| Ocala Housing Authority, FL | | Detached House/Mobile Home | | | | | June 1, 2025 | |
| Utility of Service | Fuel Type | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | |
| Heating | Natural Gas | \$22.00 | \$25.00 | \$27.00 | \$28.00 | \$30.00 | \$32.00 | |
| | Bottle Gas | \$79.00 | \$91.00 | \$96.00 | \$108.00 | \$113.00 | \$119.00 | |
| | Electric (avg) | \$13.00 | \$15.00 | \$17.00 | \$18.00 | \$19.00 | \$21.00 | |
| | Electric Heat Pump (avg) | \$9.00 | \$10.00 | \$12.00 | \$14.00 | \$15.00 | \$17.00 | |
| | Fuel Oil | | | | | | | |
| Cooking | Natural Gas | \$5.00 | \$5.00 | \$8.00 | \$10.00 | \$13.00 | \$15.00 | |
| | Bottle Gas | \$17.00 | \$17.00 | \$28.00 | \$40.00 | \$51.00 | \$57.00 | |
| | Electric (avg) | \$5.00 | \$6.00 | \$9.00 | \$12.00 | \$14.00 | \$17.00 | |
| Other Electric | (avg) | \$29.00 | \$34.00 | \$47.00 | \$61.00 | \$74.00 | \$88.00 | |
| Air Conditioning | (avg) | \$12.00 | \$14.00 | \$32.00 | \$50.00 | \$68.00 | \$86.00 | |
| Water Heating | Natural Gas | \$12.00 | \$13.00 | \$20.00 | \$27.00 | \$33.00 | \$38.00 | |
| | Bottle Gas | \$45.00 | \$51.00 | \$74.00 | \$96.00 | \$125.00 | \$142.00 | |
| | Electric (avg) | \$14.00 | \$17.00 | \$22.00 | \$26.00 | \$31.00 | \$36.00 | |
| | Fuel Oil | | | | | | | |
| Water | | \$20.00 | \$20.00 | \$22.00 | \$25.00 | \$27.00 | \$29.00 | |
| Sewer | | \$61.00 | \$62.00 | \$69.00 | \$76.00 | \$83.00 | \$90.00 | |
| Trash Collection | | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 | \$26.00 | |
| Other specify: Electric Charge \$29.09 (avg) | | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 | \$29.00 | |
| Other specify: Natural Gas Charge \$20.53 | | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | \$21.00 | |
| Range/Microwave | | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | \$11.00 | |
| Refrigerator | | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | |
| Actual Family Allowances -May be used by the family to compute allowance while searching for a unit. | | | | | | Utility/Service/Appliance | Allowance | |
| Head of Household Name | | | | | | Heating | | |
| | | | | | | Cooking | | |
| | | | | | | Other Electric | | |
| | | | | | | Air Conditioning | | |
| Unit Address | | | | | | Water Heating | | |
| | | | | | | Water | | |
| | | | | | | Sewer | | |
| | | | | | | Trash Collection | | |
| | | | | | | Other | | |
| Number of Bedrooms | | | | | | Range / Microwave | | |
| | | | | | | Refrigerator | | |
| | | | | | | Total | | |



adapted from form HUD-52667
(04/2023)



HOUSING CHOICE VOUCHER (HCV) PROGRAM PAYMENT STANDARDS – EFFECTIVE 11/01/2024

| UNIT SIZE | HUD's FY 2025 100% FMR | OHA'S REGULAR/FUP VOUCHERS PAYMENT STANDARDS (110% OF FMR**) | VASH VOUCHERS PAYMENT STANDARDS (120% OF FMR**) |
|-----------|------------------------|--|---|
| 0 | \$1,014 | \$1,115 | \$1,216 |
| 1 | \$1,094 | \$1,203 | \$1,312 |
| 2 | \$1,323 | \$1,455 | \$1,587 |
| 3 | \$1,691 | \$1,860 | \$2,029 |
| 4 | \$1,825 | \$2,008 | \$2,190 |
| 5 | \$2,099 | \$2,309 | \$2,518 |
| 6 | \$2,373 | \$2,610 | \$2,847 |

**** The payment standard amounts do not reflect the final voucher amount. ****

Rent is defined as the "Base Rent" charged for the unit. Payment standards are the maximum HUD will subsidize rent to an owner for the respective bedroom size unit. Utility allowances are the maximum HUD will subsidize for utilities for the respective bedroom size unit. ****A participant's final voucher and utility allowance amounts are calculated based on the family's adjusted monthly income, household size, bedroom size unit the family qualifies for, and type of utilities in the unit (gas, electric).** The Ocala Housing Authority's occupancy standards are two (2) heartbeats per room, based on the same gender in each room, regardless of age.

HUD allows each public housing authority (PHA) to reduce the payment standards to 90% of the established Fair Market Rent (FMR), or to exceed the FMR by up to 110%, without pre-approval from HUD.



For any questions, contact Ms. Janell Diaz, Housing Programs Director at 352-620-3378, or Jdiaz@ocalahousing.org.

Voucher
Housing Choice Voucher Program

**U.S. Department of Housing
and Urban Development**

OMB No. 2577-0169
(exp. 04/30/2026)

Office of Public and Indian Housing

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.05 hours, 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 collection of information is required for participation in the housing choice voucher program. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by 24 CFR § 982.302. 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. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

| | | |
|---|---------------------------------------|--|
| Please read entire document before completing form Fill in all blanks below. Type or print clearly. | | Voucher Number |
| 1. Insert unit size 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. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family. | | 2. Issue Date (mm/dd/yyyy) |
| 3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date Voucher is issued. (See Section 6 of this form.) | | 3. Expiration Date (mm/dd/yyyy) |
| 4. Date Extension Expires (if applicable)(mm/dd/yyyy) (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) |
| 7. Name of Public Housing Agency (PHA) | | |
| 8. Name and Title of PHA Official | 9. Signature of PHA Official | Date Signed (mm/dd/yyyy) |

1. Housing Choice Voucher Program

- A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determine the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

2. Voucher

- A. When issuing this voucher the PHA expects that if the family finds an approval unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.
- B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

3. PHA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (of the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. **Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**
- B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provision of the HUD tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HAP contract until the PHA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the PHA and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the HUD-prescribed tenancy addendum.
- E. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish two copies of the HAP contract to the owner.
 1. The owner and the family must execute the lease.
 2. The owner must sign both copies of the HAP contract and must furnish to the PHA a copy of the executed lease and both copies of the executed HAP contract.
 3. The PHA will execute the HAP contract and return an executed copy to the owner.
- F. If the PHA determined that the unit or lease cannot be approved for any reason, the PHA will notify the owner and the family that:
 1. The proposed unit or lease is disapproved for specified reasons, and
 2. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit or lease will be approved.

4. Obligations of the Family

- A. When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.
- B. The family must:
 1. Supply any information that the PHA or HUD determined to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly schedule reexamination or interim reexamination of family income and composition.

2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
 3. Supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
 4. Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.
 5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.
 6. Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
 7. Use the assisted unit for residence by the family. The unit must be the family's only residence.
 8. Promptly notify the PHA in writing of the birth, adopting, or court-awarded custody of a child.
 9. Request PHA written approval to add any other family member as an occupant of the unit.
 10. Promptly notify the PHA in writing if any family member no longer lives in the unit. Give the PHA a copy of any owner eviction notice.
 11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The family (including each family member) must not:
1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
 2. Commit any serious or repeated violation of the lease.
 3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
 4. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
 5. Sublease or let the unit or assign the lease or transfer the unit.
 6. Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
 7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
 8. Receive housing choice voucher program housing assistance while residing in a unit owned by a 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 rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
 9. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex (including sexual orientation and gender identity), disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone. The PHA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of the voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

If the family needs and requests an extension of the initial voucher term as a reasonable accommodation, in accordance with part 8 of this title, to make the program accessible to a family member who is a person with disabilities, the PHA must extend the voucher term up to the term reasonably required for that purpose.



Name: _____

VOUCHER ESTIMATED CALCULATION SHEET

Adjusted Income

- 1. Annual Income _____
- 2. Minus Deductions: _____
 - a. \$400.00 Elderly/Disabled Family _____
 - b. \$480 Dependent (\$480 x ____ =) _____
 - c. Allowable Medical Expense _____
 - d. Allowable Disability Assistance _____
 - e. Child Care Allowance _____
- 3. Annual Adjusted Income (Annual Income minus deductions) \$ 0

| BR SIZE | PAYMENT STANDARD |
|---------|------------------|
| 0 | \$ 1,115 |
| 1 | \$ 1,203 |
| 2 | \$ 1,455 |
| 3 | \$ 1,860 |
| 4 | \$ 2,008 |
| 5 | \$ 2,309 |

Total Tenant Payment (TTP)

- 4. Annual Adjusted Income (Line 3) \$ 0
- 5. Annual Adjusted Income Divided by 12 Months (Line 4 divided by 12) \$ 0
- 6. Monthly Adjusted Income multiplied by 30% (Line 5 x 30%) \$ 50
- 7. Monthly Adjusted Income multiplied by 40% (Line 5 x 40%) \$ 0
- 8. Family's TTP (Greater of Line 6 or Line 7) _____

| BR SIZE | UTILITY SCHEDULE |
|---------|------------------|
| 0 | \$ 210 |
| 1 | \$ 226 |
| 2 | \$ 283 |
| 3 | \$ 339 |
| 4 | \$ 394 |
| 5 | \$ 452 |

Payment Standards

- A. Payment Standard _____
- B. Minus 30% of Adjusted Income \$ 50
- C. Estimated Housing Assistance _____

Utility Allowance

- D. Utility Allowance _____

Adjusted Income

- E. 30% of Adjusted Income \$ 50
- F. 40% of Adjusted Income \$ 0

Maximum Rent

- G. Maximum Rental Amount (C+F-D=) _____
- H. Recommended Amount _____ to _____

****A family cannot pay more than 40% of their Monthly adjusted income toward rent and utilities****
****The utility schedule is used for calculating estimated housing assistance. ****

New Calculation Date: _____

Included in Rent:

- Water _____
- Sewer _____
- Trash _____

Maximum Rent Amount _____

**Authorization for the Release of Information/Privacy Act Notice to the U.S. Department of Housing and Urban
Development and the Housing Agency/Authority (HA)**

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

PHA or IHA requesting release of information (full address, name of contact person, and date):

Authority: Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544. This law requires you to sign a consent form authorizing: (1) HUD, and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; and (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service.

Section 104 of the Housing Opportunity and Modernization Act of 2016. The relevant provisions are found at 42 U.S.C. 1437n. This law requires you to sign a consent form authorizing the HA to request verification of any financial record from any financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401)), whenever the HA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits.

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that is obtained based on the consent form.
Private owners may not request or receive information authorized by this form.

Who Must Sign the Consent Form: Each member of your family who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the family or whenever members of the family become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- Public Housing
- Housing Choice Voucher
- Section 8 Moderate Rehabilitation

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.

Revocation of consent: If you revoke consent, the PHA will be unable to verify your information, although the data matches between HUD and other agencies will continue to automatically occur in the Enterprise Income Verification (EIV) System if the family is not terminated from the program.

Sources of Information to be Obtained

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received when I have received assisted housing benefits.)

U.S. Social Security Administration (HUD only) (This consent is limited to the wage and self-employment information and payments of retirement income as referenced at Section 6103(I)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income [i.e., interest and dividends].)

Information may also be obtained directly from: (a) current and former employers concerning salary and wages; and (b) financial institutions as defined in the Right to Financial Privacy Act (12 U.S.C. 3401), whenever the HA determines the record is needed to determine an applicant's or participant's eligibility for assistance or level of benefits. I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information.

Consent: I consent to allow HUD or the HA to request and obtain income information from the sources listed on this form for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAS that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was, whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

This consent form remains effective until the earliest of (i) the rendering of a final adverse decision for an assistance applicant; (ii) the cessation of a participant's eligibility for assistance from HUD and the PHA; or (iii) The express revocation by the assistance applicant or recipient (or applicable family member) of the authorization, in a written notification to HUD or the PHA.

Signatures:

| | | | |
|---|--|--|--|
| _____ Head of Household | | _____ Date | |
| _____ Social Security Number (if any) of Head of Household | | _____ Other Family Member over age 18 | |
| _____ Spouse | | _____ Date | |
| _____ Other Family Member over age 18 | | _____ Date | |
| _____ Other Family Member over age 18 | | _____ Date | |
| _____ Other Family Member over age 18 | | _____ Date | |

Privacy Advisory. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). Purpose: This form authorizes HUD and the above-named HA to request income information to verify your household's income in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Penalties for Misusing this Consent: HUD and the HA (or any employee of HUD or the HA) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on the form HUD 9886 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains, or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the HA for the unauthorized disclosure or improper use.

OMB Burden Statement. The public reporting burden for this information collection is estimated to be 0.16 hours for new admissions and .08 hours for household members turning 19, including the time for reviewing, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information income and assets is required for program eligibility determination purposes. The submission of the consent form is necessary (form-HUD 9886) so that PHAs can carry out the requirements of Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993 (42 U.S.C. 3544) and Section 104 of HOTMA to ensure that HUD and PHAs can verify eligibility and income information for applicants and participants. This information collection is protected from disclosure by the Privacy Act. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US, Department of Housing and Urban Development, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0295. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

TENANCY ADDENDUM
Section 8 Tenant-Based Assistance
Housing Choice Voucher Program
(To be attached to Tenant Lease)

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

OMB Approval No. 2577-0169
exp. 04/30/2026

OMB Burden Statement. The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reading the contract. No information is collected on this form. The form is required to establish contract terms between the participant family and owner and is required to be an addendum to the lease (24 CFR § 982.308(f)). Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

1. Section 8 Voucher Program

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

2. Lease

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

3. Use of Contract Unit

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

4. Rent to Owner

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:
 - (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or

- (2) Rent charged by the owner for comparable unassisted units in the premises.

5. Family Payment to Owner

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

6. Other Fees and Charges

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

7. Maintenance, Utilities, and Other Services

a. Maintenance

- (1) The owner must maintain the unit and premises in accordance with the HQS.
- (2) Maintenance and replacement (including redecoration) must be in accordance with the

standard practice for the building concerned as established by the owner.

b. Utilities and appliances

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
 - (a) Pay for any utilities that are to be paid by the tenant.
 - (b) Provide and maintain any appliances that are to be provided by the tenant.

c. Family damage. The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

d. Housing services. The owner must provide all housing services as agreed to in the lease.

8. Termination of Tenancy by Owner

a. Requirements. The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

b. Grounds. During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

- (1) Serious or repeated violation of the lease;
- (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
- (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
- (4) Other good cause (as provided in paragraph d).

c. Criminal activity or alcohol abuse

(1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:

- (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
- (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
- (c) Any violent criminal activity on or near the premises; or
- (d) Any drug-related criminal activity on or near the premises.

(2) The owner may terminate the tenancy during the term of the lease if any member of the household is:

- (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place

from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d. Other good cause for termination of tenancy

(1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.

(2) During the initial lease term or during any extension term, other good cause may include:

- (a) Disturbance of neighbors,
- (b) Destruction of property, or
- (c) Living or housekeeping habits that cause damage to the unit or premises.

(3) After the initial lease term, such good cause may include:

- (a) The tenant's failure to accept the owner's offer of a new lease or revision;
- (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
- (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).

(4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.

(5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:

- (a) Will occupy the unit as a primary residence; and
- (b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or additional protections for tenants.

9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

- a. **Purpose:** This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.
- b. **Conflict with other Provisions:** In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.
- c. **Effect on Other Protections:** Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.
- d. **Definition:** As used in this Section, the terms “actual and imminent threat,” “affiliated individual,” “bifurcate,” “dating violence,” “domestic violence,” “sexual assault,” and “stalking” are defined in HUD’s regulations at 24 CFR part 5, subpart L. The terms “Household” and “Other Person Under the Tenant’s Control” are defined at 24 CFR part 5, subpart A.
- e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the “Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).
- f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**
 - (1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).
 - (2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant’s Household or any guest or Other Person Under the Tenant’s Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).
 - (3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other “good cause” for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).
- g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property

(including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant’s Household. 24 CFR 5.2005(d)(1).

- h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).

i. Actual and Imminent Threats:

- (1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an “actual and imminent threat” to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: “Actual and imminent threat” refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).
- (2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).

- j. **Emergency Transfer:** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA’s emergency transfer plan. 24 CFR 5.2005(e). The PHA’s emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant’s dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;
For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an

emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.

- k. **Bifurcation:** Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant's Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may "bifurcate" the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program. 24 CFR 5.2009(a).

If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

- (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;
- (2) Establish eligibility under another covered housing program; or
- (3) Find alternative housing.

- l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.

- m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.

- (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and
- (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from

further violence if he or she remained in the dwelling unit. 24 CFR 982.354.

n. **Confidentiality.**

- (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.
- (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.
- (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

10. Eviction by court action

The owner may only evict the tenant by a court action.

11. Owner notice of grounds

- a. At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- b. The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- c. Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

12. Lease: Relation to HAP Contract

If the HAP contract terminates for any reason, the lease terminates automatically.

13. PHA Termination of Assistance

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

14. Family Move Out

The tenant must notify the PHA and the owner before the family moves out of the unit.

15. Security Deposit

- a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the

security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.

- c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.
- d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

16. Prohibition of Discrimination

In accordance with applicable nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, familial status or disability in connection with the lease. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

17. Conflict with Other Provisions of Lease

- a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

18. Changes in Lease or Rent

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
 - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
 - (2) If there are any changes in lease provisions governing the term of the lease;
 - (3) If the family moves to a new unit, even if the unit is in the same building or complex.
- c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days

before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

19. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

20. Definitions

Contract unit. The housing unit rented by the tenant with assistance under the program.

Family. The persons who may reside in the unit with assistance under the program.

HAP contract. The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

Household. The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

Housing quality standards (HQS). The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

HUD. The U.S. Department of Housing and Urban Development.

HUD requirements. HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

Lease. The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

PHA. Public Housing Agency.

Premises. The building or complex in which the contract unit is located, including common areas and grounds.

Program. The Section 8 housing choice voucher program.

Rent to owner. The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

Section 8. Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

Tenant. The family member (or members) who leases the unit from the owner.

Voucher program. The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.

Are You a

Victim of

Housing

Discrimination?

Fair Housing is Your Right!

If you have been denied your
Housing rights...you may have
experienced unlawful discrimina-
tion.



U.S. Department of Housing and Urban Development

WHERE TO MAIL YOUR FORM OR INQUIRE ABOUT YOUR CLAIM

**For Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and Vermont:**
NEW ENGLAND OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8320 or 1-800-827-5005
Fax (617) 565-7313 • TTY (617) 565-5453
E-mail: Complaints_office_01@hud.gov

For New Jersey and New York:
NEW YORK/NEW JERSEY OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 264-1290 or 1-800-496-4294
Fax (212) 264-9829 • TTY (212) 264-0927
E-mail: Complaints_office_02@hud.gov

**For Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, and West Virginia:**
MID-ATLANTIC OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450
E-mail: Complaints_office_03@hud.gov

**For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-
sippi, North Carolina, South Carolina, and Tennessee:**
SOUTHEAST/CARIBBEAN OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091
Fax (404) 331-1021 • TTY (404) 730-2654
E-mail: Complaints_office_04@hud.gov

**For Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin:**
MIDWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone (312) 353-7776 or 1-800-765-9372
Fax (312) 886-2837 • TTY (312) 353-7143
E-mail: Complaints_office_05@hud.gov

For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:
SOUTHWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
801 North Cherry, 27th Floor
Fort Worth, TX 76102
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876 or 5851 • TTY (817) 978-5595
E-mail: Complaints_office_06@hud.gov

For Iowa, Kansas, Missouri and Nebraska:
GREAT PLAINS OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 • TTY (913) 551-6972
E-mail: Complaints_office_07@hud.gov

**For Colorado, Montana, North Dakota, South Dakota,
Utah, and Wyoming:**
ROCKY MOUNTAINS OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • TTY (303) 672-5248
E-mail: Complaints_office_08@hud.gov

For Arizona, California, Hawaii, and Nevada:
PACIFIC/HAWAII OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1300
Telephone (415) 489-6524 or 1-800-347-3739
Fax (415) 489-6558 • TTY (415) 436-6594
E-mail: Complaints_office_09@hud.gov

For Alaska, Idaho, Oregon, and Washington:
NORTHWEST/ALASKA OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 • TTY (206) 220-5185
E-mail: Complaints_office_10@hud.gov

*If after contacting the local office nearest you, you still have ques-
tions – you may contact HUD further at:*
U.S. Dept. of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone (202) 708-0836 or 1-800-669-9777
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: www.hud.gov

PLACE
POSTAGE
HERE

MAIL TO:

Public Reporting Burden for this collection of information is estimated to average 20 minutes 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.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Instructions: (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name

Your Address

City

State

Zip Code

Best time to call

Your Daytime Phone No

Evening Phone No

Who else can we call if we cannot reach you?

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

What happened to you?

How were you discriminated against?

For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?

State briefly what happened.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

2 Why do you think you are a victim of housing discrimination?

Is it because of your:

· race · color · religion · sex · national origin · familial status (families with children under 18) · disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name

Address

Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address

City

State

Zip Code

When did the last act of discrimination occur?

Enter the date

____ / ____ / ____

Is the alleged discrimination continuing or ongoing?

Yes No

Signature

Date

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.



It is Unlawful to Discriminate in Housing Based on These Factors...

- Race
- Color
- National origin
- Religion
- Sex
- Familial status (families with children under the age of 18, or who are expecting a child)
- Handicap (if you or someone close to you has a disability)

If You Believe Your Rights Have Been Violated...

- HUD or a State or local fair housing agency is ready to help you file a complaint.
- After your information is received, HUD or a State or local fair housing agency will contact you to discuss the concerns you raise.

Detach here. Fold and close with glue or tape (no staples)

Keep this information for your records.

Date you mailed your information to HUD: _____/_____/_____

Address to which you sent the information:

Office _____

Telephone _____

Street _____

City _____

State _____

Zip Code _____

If you have not heard from HUD or a State or local fair housing agency within three weeks from the date you mailed this form, you may call to inquire about the status of your complaint. See address and telephone listings on back page.

ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

"The American Dream of having a safe and decent place to call 'home' reflects our shared belief that in this nation, opportunity and success are within everyone's reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability."

Alphonso Jackson
Secretary

HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

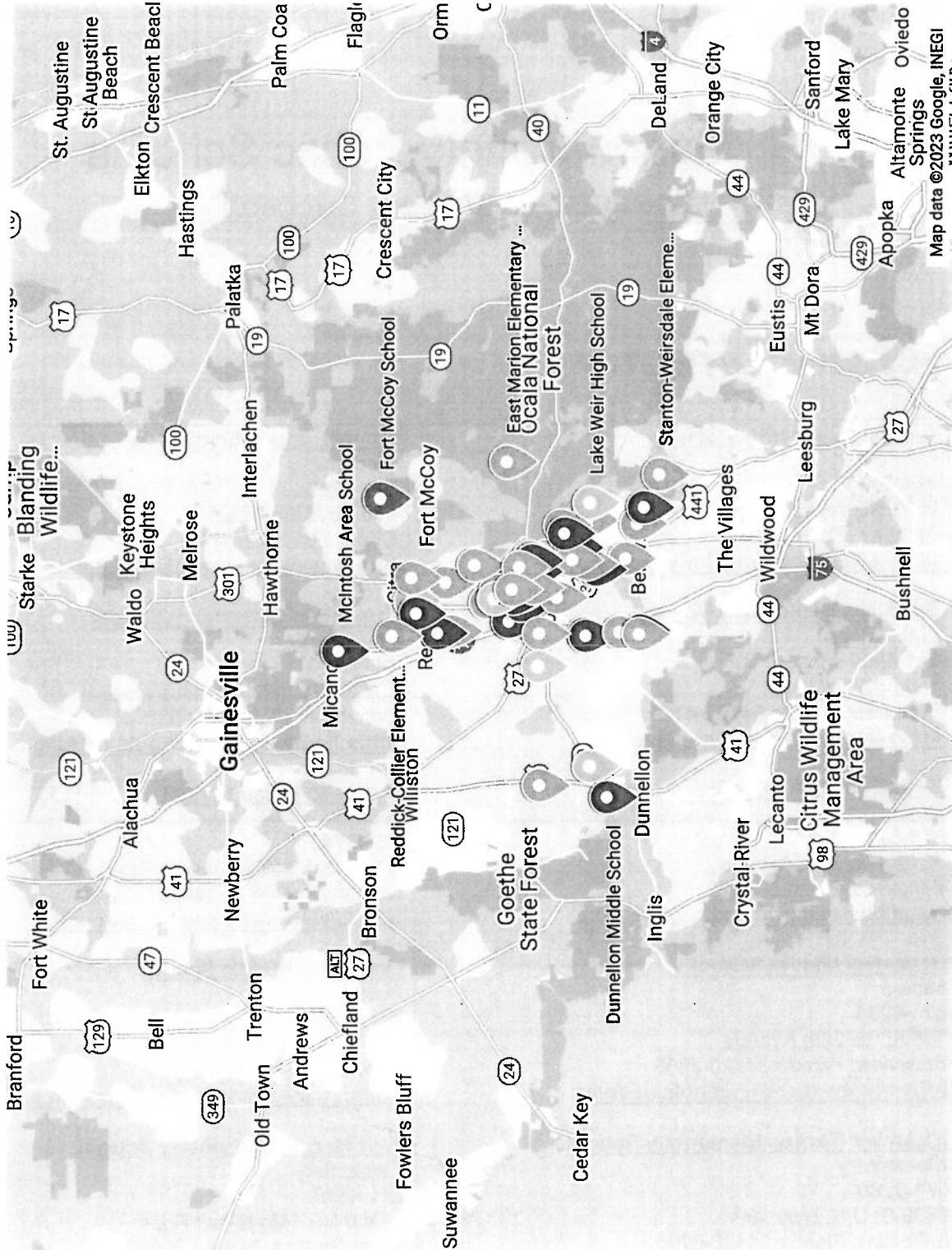
- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights

Marion County Public Schools

Marion County Public Schools

-  Elementary
-  Other
-  Middle
-  High
-  PK-8

Locations of all Marion County Public Schools





Marion County Public Schools

"Helping Every Student Succeed"

School Directory

Anthony Elementary School

Elementary
671-6000
9501 NE Jacksonville Road
Anthony, Florida 32617
<https://www.marionschools.net/aye>

Belleview Elementary School

Elementary
671-6100
5556 SE Hwy. 484
Belleview, Florida 34420-4380
<https://www.marionschools.net/bve>

Belleview High School

High
671-6210
10400 SE 36th Avenue
Belleview, Florida 34420
<https://www.marionschools.net/bhs>

Belleview Middle School

Middle
671-6235
10500 SE 36th Avenue
Belleview, Florida 34420-2866
<https://www.marionschools.net/bms>

Belleview-Santos Elementary School

Elementary
671-6260
9600 S. U.S. Hwy. 441
Belleview, Florida 34420-6200
<https://www.marionschools.net/bse>

College Park Elementary School

Elementary
291-4040
1330 SW 33rd Ave
Ocala, Florida 34474
<https://www.marionschools.net/cpe>

Dr. N.H. Jones Elementary

Elementary
671-7260
1900 SW 5th Street
Ocala, Florida 34471
<https://www.marionschools.net/nhj>

Dunnellon Elementary School

Elementary
465-6710
10235 SW 180th Avenue Road
Dunnellon, Florida 34432
<https://www.marionschools.net/dne>

Dunnellon High School

High
465-6745
10055 SW 180th Avenue Road
Dunnellon, Florida 34432
<https://www.marionschools.net/dhs>

Dunnellon Middle School

Middle
465-6720
21005 Chestnut Street
Dunnellon, Florida 34431
<https://www.marionschools.net/dms>

East Marion Elementary School

Elementary
671-4810
14550 NE 14th Street Road
Silver Springs, Florida 34488
<https://www.marionschools.net/eme>

Eighth Street Elementary School

Elementary
671-7125
513 SE Eighth Street
Ocala, Florida 34471
<https://www.marionschools.net/ese>

Emerald Shores Elementary School

Elementary
671-4800
404 Emerald Road
Ocala, Florida 34472
<https://www.marionschools.net/ems>

Fessenden Elementary School

Elementary
671-4935
4200 NW 89th Place
Ocala, Florida 34482
<https://www.marionschools.net/fde>

Fordham Early Learning Academy

Elementary
671-4925
4000 West Anthony Road
Ocala, Florida 34475
<https://www.marionschools.net/fel>

Forest High School

High
671-4700
5000 SE Maricamp Road
Ocala, Florida 34480
<https://www.marionschools.net/fhs>

Fort King Middle School

Middle
671-4725
545 NE 17th Avenue
Ocala, Florida 34470
<https://www.marionschools.net/fkm>

Fort McCoy School

PK-8
671-6325
16160 NE Highway 315
Fort McCoy, FL 32134-2100
<https://www.marionschools.net/fms>

Greenway Elementary School

Elementary
671-4845
207 Midway Road
Ocala, Florida 34472
<https://www.marionschools.net/gwe>

Hammett Bowen Elementary School

Elementary
291-7900
4397 SW 95th Street
Ocala, Florida 34476
<https://www.marionschools.net/hbe>

Harbour View Elementary School

Elementary
671-6110
8445 SE 147th Place
Summerfield, Florida 34491-2599
<https://www.marionschools.net/hve>

Hillcrest School

Other
671-6800
3143 SE 17th Street
Ocala, FL 34471
<https://www.marionschools.net/hce>

Horizon Academy at Marion Oaks

Middle
671-6290
365 Marion Oaks Drive
Ocala, Florida 34473
<https://www.marionschools.net/ham>

Howard Middle School

Middle
671-7225
1655 NW 10 Street
Ocala, Florida 34475
<https://www.marionschools.net/hms>

Ina A. Colen Academy

Other
352-304-6787
5080 SW 66th Court Road Ocala, FL 34474
Ocala, FL 34481
<https://iacafi.org/>

Lake Weir High School

High
671-4820
10351 SE Maricamp Road
Ocala, Florida 34472
<https://www.marionschools.net/lwh>

Lake Weir Middle School

Middle
671-6120
10220 SE Sunset Harbor Road
Summerfield, Florida 34491
<https://www.marionschools.net/lwm>

Legacy Elementary School

Elementary
671-0800
8496 Juniper Road
Ocala, Florida 34480
<https://www.marionschools.net/les>

Liberty Middle School

Middle
291-7930
4773 SW 95th Street
Ocala, Florida 34476
<https://www.marionschools.net/lms>

Madison Street Elementary

Elementary
671-7250
401 NW Martin Luther King Jr. Avenue
Ocala, Florida 34475
<https://www.marionschools.net/mse>



Protect Your Family From Lead in Your Home



 **EPA** United States
Environmental
Protection Agency

 United States
Consumer Product
Safety Commission

 United States
Department of Housing
and Urban Development

March 2021

Where we make our houses, your home!

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

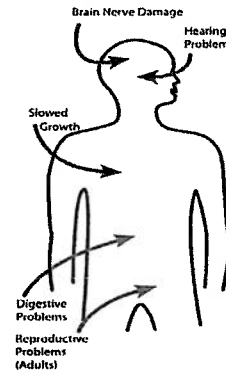
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm²), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples

- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

Abatement is designed to permanently eliminate lead-based paint hazards. However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

13 * Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/lead

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
March 2021

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

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

A Good Place to Live!

Where we make our houses, your home!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to ensure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or an apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows, or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read ***A Good Place to Live***. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the ***Request for Lease Approval*** process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

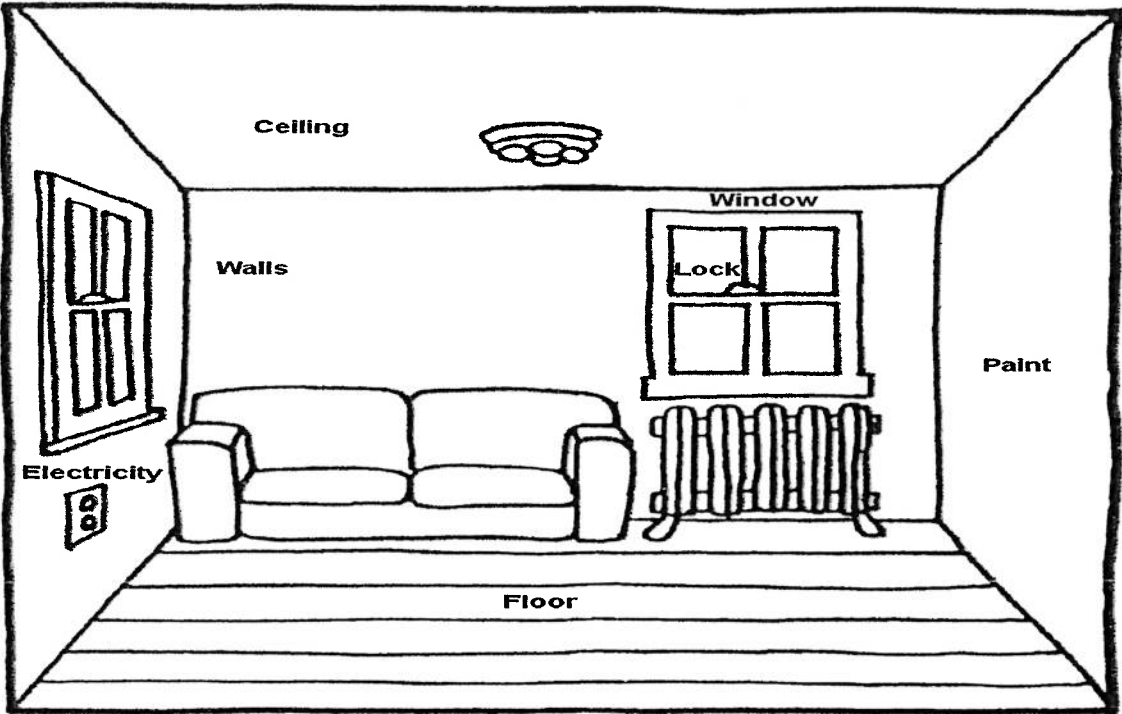
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

- The types of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper.
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?



Where we make our houses, your home!

2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant).

Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

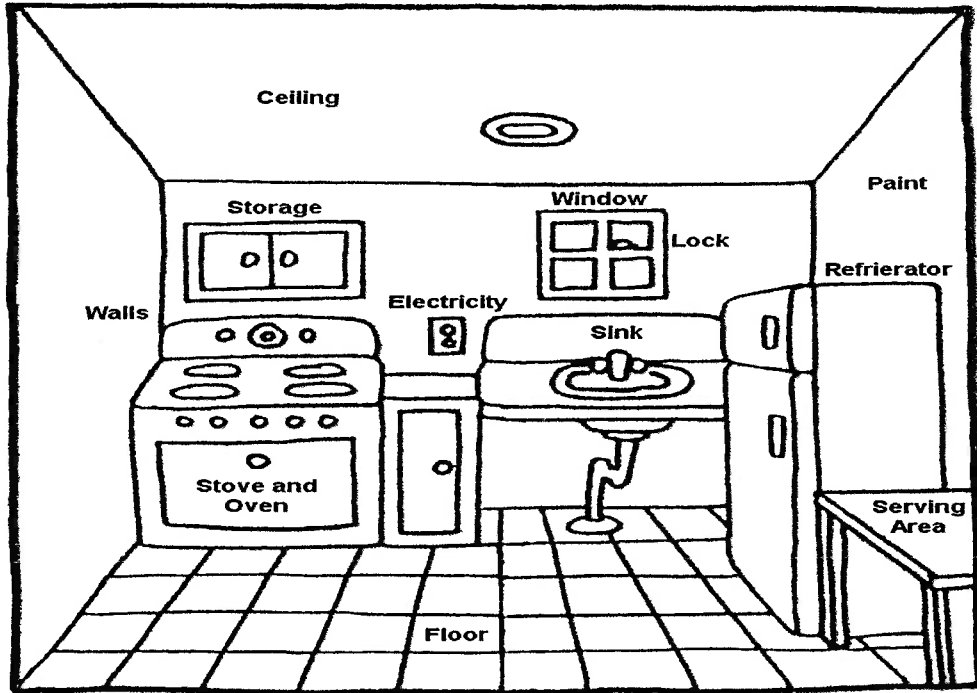
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



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3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

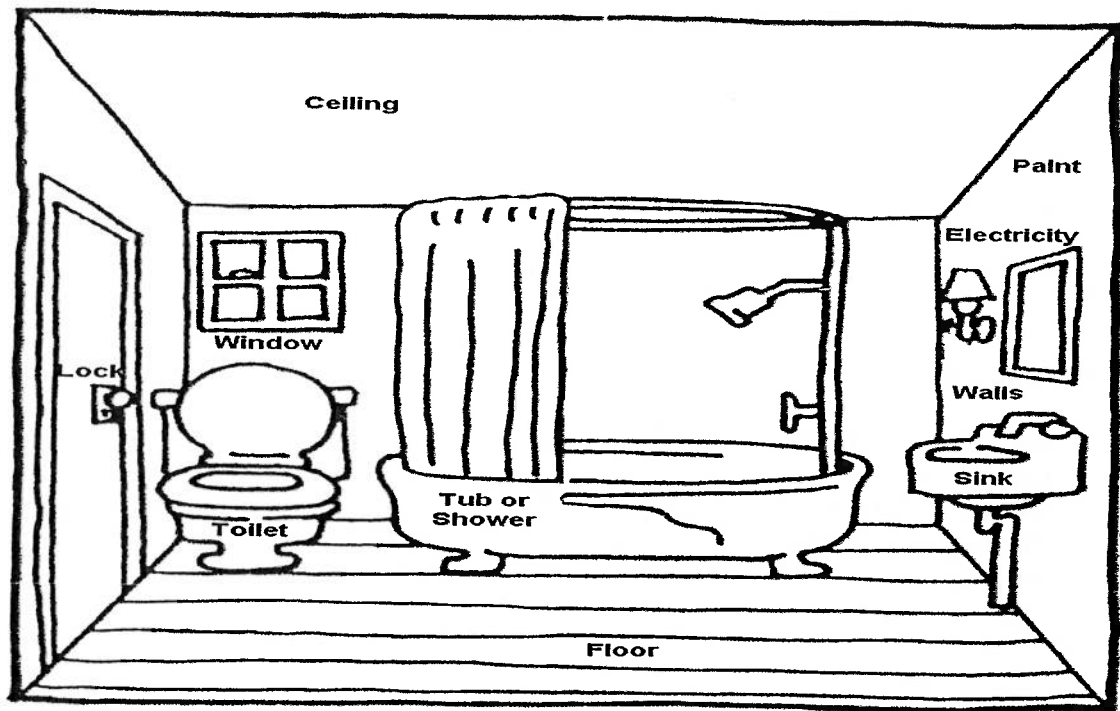
Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



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4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

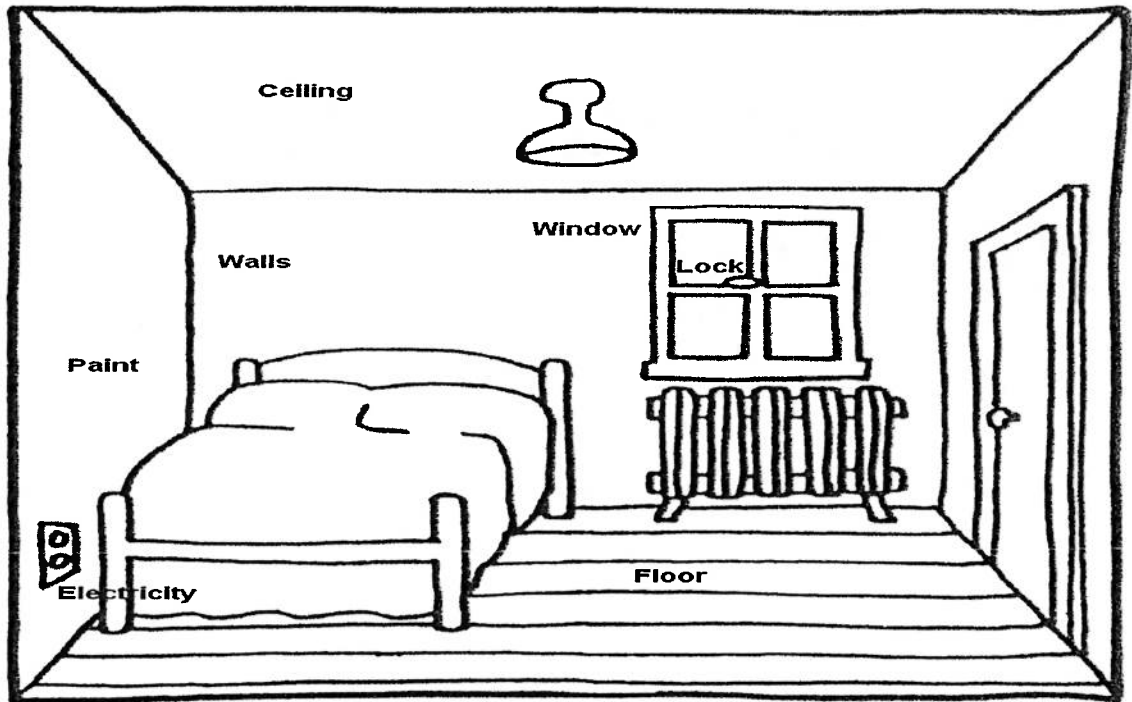
At least one window, which must be operable if it was designed to be opened, in every room used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling) since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper.
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?



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5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

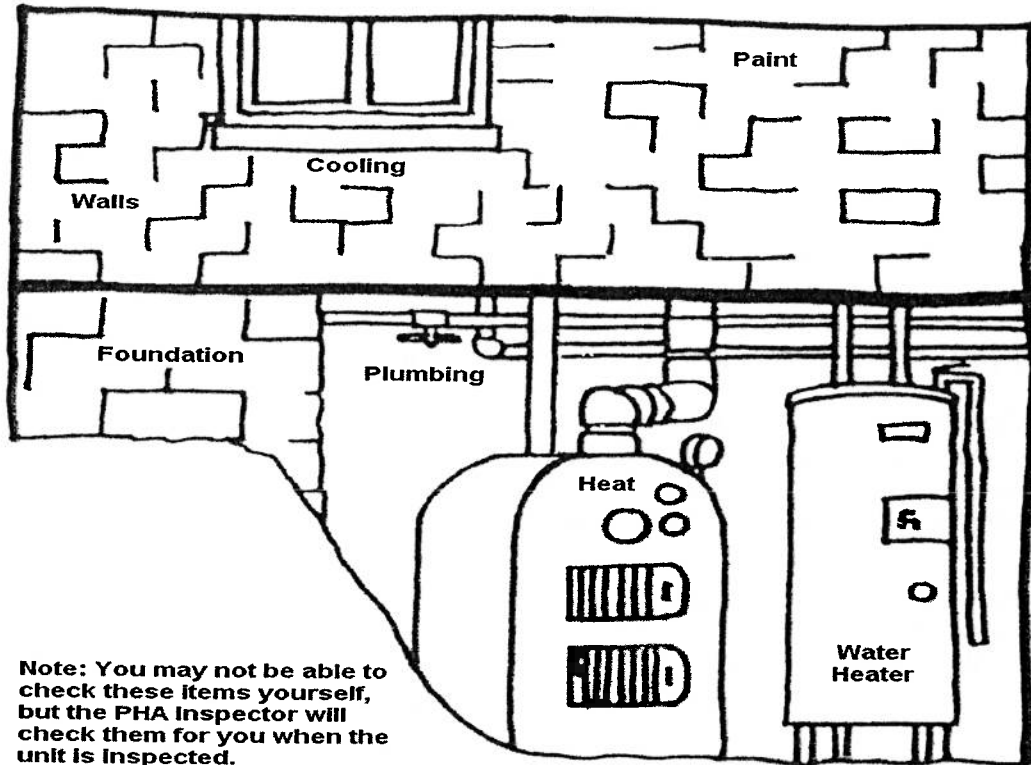
Heat

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its effect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution

No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin

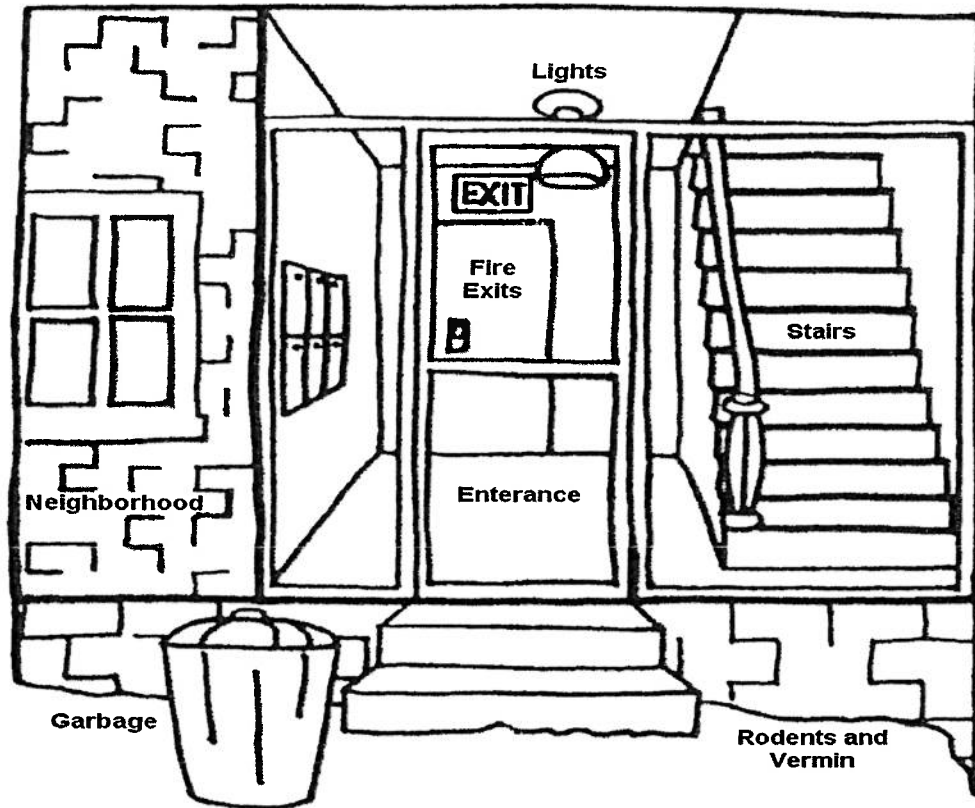
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
--Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
--Are there stores nearby?
--Are there schools nearby?
--Are there hospitals nearby?
--Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the ***Request for Lease Approval*** and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.

