

Phelps County Public Housing Agency

#4 Industrial Drive

St. James, Missouri 65559

573-265-4200

Fax 573-265-3550

www.meramecregion.org/phelpscpha

Housing Choice Voucher Program Tenant Briefing Packet

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Things You Should Know

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Are You A Victim of Housing Discrimination? HUD-903.1

Voucher Worksheet

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Certification Information Regarding Manufacture of Methamphetamine

Lead-Based Paint Rule

Common Problems of Housing Units, Discovered During HUD Inspections

Request For Tenancy Approval HUD-52517

A Good Place To Live HUD-593

Protect Your Family From Lead in Your Home

The Phelps County PHA is an Equal Opportunity Housing Agency Serving Crawford, Dent,
Gasconade, Maries, Phelps and Washington Counties

Voucher Term and PHA Policy On Extension Of Voucher

The Voucher term is 120 days. Extensions past 120 days will be granted as a reasonable accommodation for disabled households. Requests for an extension must be made in writing to the family's coordinator, prior to the expiration date of the voucher.

The time left on your Voucher is suspended when you submit a Request For Tenancy Approval and ends when the PHA notifies the family in writing whether the request has been approved or denied.

Determination Of Housing Assistance Payments

Your Total Tenant Payment (TTP) is the amount you will have to pay toward your total housing costs which include rent and utilities.

In order to determine what your TTP will be, we must first determine your Annual Income. This is the amount of your yearly gross income, before any deductions for taxes, Medicare payments, insurance, etc. Your annual income must be figured on all income for the household for the year. Examples include wages, tips, child support, TANF, Social Security and Supplemental Security payments, Veteran Administration, Social Security and SSI income received on behalf on a child, etc. Income earned by a minor (who is not head of household) will not be considered in calculating your annual income. However, you must report all income to the Phelps County PHA.

After your annual income has been determined, you are given a \$480 deduction for any minors and/or baby sitting expenses you might have while you are at work. Elderly, handicapped or disabled head of household or spouse are allowed a \$400 deduction for medical expenses and if medical expenses for the household are over 3% of the annual income, the difference is deducted from the income. The amount after these deductions is your Adjusted Annual Income. This amount is then divided by 12 for the Adjusted Monthly Income.

The minimum TTP is \$50. Your adjusted monthly income is multiplied by 30%. This is subtracted from the payment standard, which is the lower of the gross rent (rent and utility allowance) or the actual payment standard. This is the estimated amount of assistance. If the rent is less than the estimated amount of assistance, you will receive a utility assistance check. If the rent is more than the estimated amount of assistance, you will owe the portion of the rent which is more than the estimated housing subsidy. You can not pay 40% or more of your monthly adjusted income towards the rent and utilities.

Determination Of Maximum Rent For An Assisted Unit

HUD establishes the Fair Market rents for the Section 8 Tenant-Based Housing Choice Voucher Program. The FMR is used to calculate a Voucher Payment Standard for calculation of rent subsidy. Under the HCV program, if you rent/lease a unit that is at or under the Payment Standard for the area and the size of the unit, your portion of the rent should be approximately thirty percent (30%) of your monthly adjusted income. If you choose a unit that has a market rent that is higher than the Payment Standard, your portion of the rent will be higher. Your coordinator will calculate rent portions. Remember that the unit you choose must have a reasonable rent in comparison to other rentals in the area. In addition, your portion of the rent must be a reasonable amount for you to pay. The housing agency cannot allow you to pay more than forty percent (40%) of your income for your portion of the rent.

What The Family Should Consider In Deciding Whether To Lease A Unit

- Condition of unit
- Whether the rent is reasonable
- The cost of any tenant-paid utilities and whether the unit is energy efficient.
- Location of the unit, including proximity to public transportation, centers of employment, schools, shopping and medical facilities.

Where Family May Lease A Unit

The family may lease a unit in Crawford, Dent, Gasconade, Maries, Phelps and Washington counties, with the exception of the City of Rolla. The PHA maintains a partial list of participating landlords. Known accessible units are listed on the landlord list. Families are encouraged to contact real estate offices that offer rental management. Check newspapers and online classifieds for available units. If you find a unit and the landlord has never participated in the program, contact the PHA to obtain a landlord packet.

The Housing Agency must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HA determines that approving the unit would provide reasonable accommodations for a family member who is a person with disabilities.

Portability

Some families may qualify to transfer their Voucher outside the PHA's six county jurisdiction.

1. If you were a resident in our jurisdiction at the time you filled out your initial application and you can provide documentation to verify your residency, you can request to transfer.
2. Acceptable documentation – You must provide one of the following:
 - a. Lease Agreement
 - b. Utility Bill
 - c. Drivers License
 - d. Voters Registration

Portability gives families the option to move from higher poverty areas to better housing opportunities. Surrounding Public Housing Agencies and Authorities are provided on the landlord list.

Under portability, the family is subject to the receiving PHA's policies if they move to its jurisdiction. This could represent a major change for the family. For example, the family will be issued a voucher to find a unit in the receiving PHA's jurisdiction based on the receiving PHA's subsidy standards, not the initial PHA's. This could potentially mean a decrease in the family's voucher size.

The family is also subject to the receiving PHA's screening criteria, which may be different from the initial PHA's. A family who is eligible for assistance in one jurisdiction may not necessarily be eligible in another based on a new screening being performed. The receiving PHA may also have different payment standards than the initial, which may affect the family's ability to afford a unit in the receiving PHA's jurisdiction.

An applicant who does not reside within the jurisdiction of the PHA at the time (s)he completes the preliminary application must rent a unit within the jurisdiction of the Phelps County PHA for at least twelve months from the time the voucher holder receives assistance. After that time, the family may exercise portability.

Families may move more than once using their portability, however, the PHA limits family moves to not more than one in any twelve month period, under the voucher program;

If the Phelps County PHA has a family moving into another voucher area, it will notify the receiving PHA of the family's eligibility and confirm that a voucher has been issued to the family;

Request For Tenancy Approval

Once you have found a dwelling, a Request for Tenancy Approval will have to be filled out and signed by both you and your prospective landlord.

The Request for Tenancy Approval serves three purposes:

1. It is written agreement from the landlord for placement of their property on the program and gives permission for an inspection of the property to be conducted;
2. It states the monthly rental cost of the unit; and
3. It clearly outlines who is responsible for what utilities in the unit.

Once this form is filled out and signed, both the landlord and the tenant are agreeing to its contents and if the unit is approved for placement on the program, the information contained in the Request for Tenancy Approval will be used in preparing the Lease Agreement, the HUD required Tenancy Addendum and Housing Assistance Payments (HAP) Contract.

The Request for Tenancy Approval is simply a request by the tenant and landlord for consideration of the unit for placement on the program. You can receive assistance at your present rental unit if it meets all the program requirements. It is not always a requirement that you move in order to receive assistance. The unit must pass the Housing Quality Standards Inspection before the PHA can enter into a HAP Contract on behalf of the tenant family.

Security Deposits

The Housing Choice Voucher program allows an owner to collect the full amount of a security deposit from you. The owner may not collect more than the amount allowed by law or what is normally collected from their tenants in the open market. The housing agency will not reimburse your owner for any damages that you may cause to the rental unit.

Statement Of HA Policy On Providing Information About A Family To Prospective Owners

- At or before the PHA approval to lease a unit, the PHA must inform the owner that the PHA has not screened the family's behavior or suitability for tenancy and that such screening is the owner's own responsibility.
- The family's current address (as shown in PHA family file).
- The name and address (if known) of current and prior landlord.
- Information concerning number of persons in the household.
- The PHA may offer the owner other information in the PHA possession, about the family, including information about the tenancy history of family members, or about drug-trafficking by family members

HA Subsidy Standards, Including When and How Exceptions Are Made

FAIR MARKET RENTS

Effective October 1, 2015

	EFF	1 BR	2 BR	3 BR	4 BR
Crawford	\$489	\$492	\$659	\$857	\$1034
Dent	\$437	\$480	\$643	\$810	\$881
Gasconade	\$424	\$465	\$623	\$908	\$1057
Maries	\$424	\$538	\$623	\$906	\$1036
Phelps	\$426	\$515	\$690	\$916	\$1167
Washington	\$468	\$472	\$623	\$773	\$931
Sullivan City Limit	\$551	\$637	\$830	\$1096	\$1269

VOUCHER PAYMENT STANDARD

Effective December 1, 2015

	EFF	1 BR	2 BR	3 BR	4 BR
Crawford	\$489	\$492	\$659	\$857	\$1034
Dent	\$437	\$480	\$643	\$810	\$881
Gasconade	\$424	\$465	\$623	\$908	\$1057
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Washington	\$468	\$472	\$623	\$773	\$931
Sullivan City Limit	\$551	\$637	\$830	\$1096	\$1269

The PHA will approve a higher payment standard as a reasonable accommodation.

Information Of Federal, State And Local Equal Opportunity Laws

This is to provide you with Equal Opportunity Information concerning your rights under federal laws Title VI of the Civil Rights Act of 1964, Executive Order 110633, Title VIII of the Civil Rights Act of 1968 and the State of Missouri's implementing directive to the Civil Rights Act of 1964.

Any person who has reason to believe that he or she has been discriminated against in his/her search for housing or as a program participant, on the basis of race, color, creed, religion, sex, age, disability, handicap, political affiliation or national origin, may contact the Phelps County PHA at #4 Industrial Drive, St. James, Missouri 65559, or any of the following:

Missouri Human Rights Commission
3315 West Truman Blvd.
P.O. Box 1129
Jefferson City, MO 65102-3325
(573) 751-3325

Department of Housing and Urban Development
Equal Opportunity Office
1222 Spruce Street
St. Louis, MO 63103-2836
(314) 539-6327

U.S. Commission on Civil Rights
911 Walnut St., Room 3103
Kansas City, MO 64105
(816) 374-3548

Families encountering discrimination or similar difficulties will be provided all appropriate services available from the MRPC and other applicable referral agencies. Grievances will be acted on by the housing staff upon receipt of a request for assistance.

Complaints by landlords about tenants or by tenants about landlords may be referred to the housing manager. If the housing manager cannot resolve the problems, an appeal may be made to the Phelps County PHA Advisory Board, if necessary.

If a family includes a disabled person, the family may request a current listing of accessible units known to the housing agency, also known as handicapped accessible units are listed on the counties' list of landlords.

Family Obligation Under The Program

Tenants must report to the PHA immediately when a change in family composition occurs. Additional household members must be approved in writing by the landlord and by the PHA. A change in family composition occurs when any person, adult or child, is added to or leaves the household. This action must be reported to Phelps County PHA within 10 days of occurrence. A re-evaluation of household income will be conducted by the PHA at this time.

Tenants must enter into a Re-examination Agreement with the PHA when declaring zero income or when their income is of unstable nature. The PHA shall designate on this agreement when the tenant must return to the office for re-evaluation of income. Tenants claiming zero income shall be required to report quarterly until an income source is established. If a family is not elderly, handicapped or disabled, an income source must be established within six months or reasons showing why an income cannot be established. Exceptions to the six month rule are as follows:

1. A disability which makes the tenant unemployable and there is a social security claim pending;
2. Accident or illness that prevents employment.

Supplying required information -

- The family must supply any information that the Housing Agency (HA) or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 812). "Information" includes any requested certification, release of other documentation.
- The family must supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
- The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with 24 CFR part 760 and 24 CFR part 813.
- The family must submit birth certificates for all family members.
- Any information supplied by the family must be true and complete.

The family is responsible for any Housing Quality Standards breach caused by the family as described in §982.404(b).

The family must allow the HA to inspect the unit at reasonable times and after reasonable notice.

The family may not commit any serious or repeated violations of the lease.

The family must notify, in writing, the HA and the owner before the family moves out of the unit, or terminates the lease on notice to the owner.

The family must immediately give the HA a copy of any owner eviction notice.

Use and occupancy of unit. (Family Obligations)

- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the HA. The family must immediately inform the HA of the birth, adoption or court awarded custody of a child. The family must request HA approval to add any other family member as an occupant of the unit.
- The family must immediately notify the HA if any family member no longer resides in the unit.
- If the HA has given approval, a foster child or a live-in-aide may reside in the unit. The HA has the discretion to adopt reasonable policies concerning residence by additional family members, foster child or a live-in-aide, and defining when HA consent may be given or denied.
- Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by member of the family.
- The family must not sublease or let the unit.
- The family must not assign the lease or transfer the unit.
- The family may not receive Section 8 HCV program while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the HA has determined (and 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.

The family must supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absence from the unit, including any HA-requested information or certification on the purposes of family absences. The family must immediately notify the HA of absence from the unit.

The family must not own or have any interest in the unit.

The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.

The members of the family may not engage in drug-related criminal activity, or violent criminal activity.

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, state or local housing assistance program.

Grounds On Which The HA May Terminate Assistance For a Participant Family Because Of Family Action Or Failure To Act

- Violation of Family Obligation
- Families who fails to report to the PHA and to provide information regarding their income or family composition after written notice to do so shall be terminated from the program.
- Any applicant who has misrepresented family income, assets, composition or allowance or have failed to report a change in family composition, as defined in Chapter 12 of the PHA's Administrative Plan, shall be terminated.
- If a tenant or landlord is suspected, with good cause, of fraud or abuse of the program and fails to cooperate by providing the requested information, assistance shall be terminated at the earliest possible date as described in Chapter 12 of the PHA's Administrative Plan.
- Default on Repayment Agreement
- Drug-related criminal activity or violent criminal activity or abuse alcohol that threatens the health safety or right to peaceful enjoyment of the premises by other residents.
- If any member of your family has engaged in or threatened abusive or violent behavior toward our office personnel.
- If you fail to comply with the Family Self-Sufficiency Contract without good cause.
- Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- The family must pay utility bills and supply appliances that the owner is not required to supply under the lease.
- The family must maintain the unit in a clean and sanitary manner.

HA Informal Hearing Procedure

Any PHA decision regarding participant's eligibility, issuance of Voucher, termination or reduction of housing assistance payments can be contested by the tenant through an informal hearing process. Tenants shall be provided written notification of PHA decisions and shall be given ten days from the date of notification to appeal the decision.

If the aggrieved party wishes to request an informal hearing, they must notify the housing staff in writing. Upon receipt of a request for a hearing, the housing staff shall inform the hearing officer. In the event the hearing officer is unable to act, another hearing officer will be designated by the MRPC executive director.

Participants in the informal hearing shall include but not be limited to the following: a hearing officer; the aggrieved party or parties and counsel (if desired); PHA staff assigned to the case. The Hearing Officer shall provide a forum for review of the circumstances leading to the PHA decision and the aggrieved party's objections to the decision.

The Hearing Officer shall notify the aggrieved in writing within five (5) days of the date of the informal hearing of the decision to either uphold the PHA decision or overturn it. The notification shall also contain any subsequent terms as conditions for reinstatement if appropriate.

If the aggrieved party is not satisfied with the judgment of the hearing officer, they may appeal the decision to the MRPC executive director. The executive director will make a decision based on PHA and HUD regulations. If the decision of the executive director is still unsatisfactory to the complainant, they may contact the Department of Housing and Urban Development in St. Louis, MO, with any further objections.

Policies And Procedures Concerning Program Fraud

Incidence of fraud, willful misrepresentation, or intent to deceive with regard to the Section 8 Housing Assistance Program are criminal acts. If you are suspected of committing any fraudulent actions, we are required to refer the matter to the Inspector General for investigation and could result in your being accused of a Federal crime.

These cases are rare in our Housing Assistance Program. However, the tenant, landlord and PHA staff must be aware of their responsibility in this matter. Each new tenant entering the program is given a notice with examples of fraud. Landlords are also given a notice concerning fraud.

Examples of fraud involving owners/managers include:

- Requiring extra (side) payments in excess of the family's share of rent. Any payment in excess of the rent must receive prior approval of the PHA.
- Collecting assistance payments for unoccupied units.
- Bribing employees to certify substandard units or to conceal "side" payments.

Examples of tenant fraud include:

- Making "side" payments in excess of the rent to owner/manager.
- Not reporting ALL income received by ALL members of the family regardless of age.
- Not reporting all persons living in the home, or expected to live in the home.

Examples of PHA employee fraud include:

- Willfully misrepresenting information on any HUD form used in this program.
- Initiating other agreements between tenant and owner which conflict with the terms as stated in the Housing Assistance Payments Contract and Lease Agreement.

Please report to the PHA Staff any time you feel you are being charged in excess of the amount you are to pay for your rent, or if you feel your landlord is requiring you to pay other amounts that are not outlined in your lease agreement with him. Only by reporting any such incidence by your landlord or PHA staff member can you protect yourself against prosecution for fraud.

PHA Procedures For Families Who Wish To Move

- A. If a family is required to move because the Owner chooses not to renew the lease, or if the unit does not meet HQS and the Owner refuses to make improvements, or a change in family size necessitates the move, or if the Owner demands a rent increase in excess of FMR and it is not rent reasonable, the PHA will issue a Voucher to the Family and assist them in finding another unit, making best effort to avoid a break in participant's Housing Assistance.
- B. If an assisted family wishes to move and is not required to do so by the PHA or the Owner, they must meet certain requirements.
 1. After the first year, tenant may terminate lease at any time, by giving at least a 30 calendar days notice, in writing, to the Owner, with copy to the PHA.
 2. Tenant must submit a Satisfactory Unit Condition Report and Request To Transfer and must provide "GOOD CAUSE" for moving. "GOOD CAUSE" is defined to include the following types of reasons:
 - a. Owner refusal to make repairs
 - b. Utility bills are abnormal
 - c. Unit is too small to accommodate additional household members.

- d. Improve transportation and access to employment.
- e. Sale of property
- f. Resolve tenant/owner conflicts relating to Owner moral judgment or personality conflicts.

C. A Family will not be issued a Voucher to transfer to other housing if:

- 1. Family can not show "good cause" to move.
- 2. Family moves without notice to Owner and PHA.
- 3. Family is evicted for "good cause", which is defined to include, but not limited to, the following reasons:
 - a. Disturbance of neighbors.
 - b. Destruction of property.
 - c. Living or housekeeping habits that cause damage to the unit or premises.
 - d. Other violations of provisions in Lease Agreement.
 - e. Drug-related criminal activity or violent criminal activity

D. The PHA reserves the right to cancel a Voucher for a tenant who initially was in good standing with the PHA and Owner at the time they requested a Voucher to Transfer to other housing. If, upon move-out day, the Voucher Holder does not vacate according to the terms of the Lease, they may be denied assistance in the new dwelling. In any circumstance, the tenant is required to meet all of their responsibilities under any lease agreement.

E. It will be the responsibility of the housing staff to make initial determination of "good cause" transfers. Where good cause cannot be shown, the Housing Coordinator will notify participate in writing of their ineligibility and the reason why.

F. The Housing Coordinator reserves the right to make final decisions regarding individual cases which are disputable under any of the above listed policies.

The PHA Staff is here to help you. Do not hesitate to contact us, if you have any questions or need help during your transfer. Stay in close communication with us during your housing search to avoid any break in your assistance.

Minimum Rent Exceptions

A federal law passed on October 21, 1998, created new "hardship exceptions" to the minimum rent requirement.

Households may qualify for an exception if they're having trouble paying minimum rent for one or more of the following reasons:

- The household has lost eligibility for a federal, state, or local assistance program;
- The household has applied for a federal, state, or local assistance program and is waiting for a determination by program officials as to its eligibility for assistance;
- The household would face eviction if forced to pay minimum rent;
- Household income has decreased; or
- There has been a death in the household.

Households that can't afford to meet their minimum rent obligation for one or more of the reasons listed above may request a hardship exception.

Only households paying the \$50 minimum rent can claim hardship exceptions (households paying more than minimum rent may be entitled to interim recertifications in appropriate circumstances, but don't qualify for the above exceptions).

We must verify the hardship. We will do this in the same way that we normally verify facts affecting assistance payments.

We will also verify that the hardship situation is likely to continue for a long time. HUD regulations require households that are facing a short-term hardship, to a grace period of no more than three months. Then households must repay the overdue minimum rent.

Resident Advisory Board

If you are interested in serving on a Resident Advisory Board, please inform your housing coordinator. The Board will assist with the development of the Agency's Plan. Meetings will be held during regular office hours at the PHA office.

Violence Against Women Act (VAWA) - Notification of Rights and Obligations

Admissions: That an applicant who is or has been the victim of domestic violence, dating violence or stalking is not an appropriate basis on which to deny program assistance, or for denial of admission if the applicant otherwise qualifies for assistance or admission.

Lease terms:

- An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy or occupancy rights of the victim of that violence.
- Additionally, your tenancy, assistance or occupancy rights will not be terminated as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of your household, a guest or another person under your control, and you or an immediate family member is the victim.

Limitations to these protections:

- Your tenancy and/or assistance *may be* terminated if the owner, manager, or housing authority can demonstrate "an actual and imminent threat" to other tenants or to persons employed at or providing services to the dwelling.
- So long as the owner, manager or housing authority does not apply a more demanding standard to you than to other tenants, your tenancy and/or assistance *may be* terminated for lease violations that are not based on an incident or incidents of domestic violence, dating violence or stalking for which VAWA provides protections.
- If you claim protection under VAWA against termination of your tenancy or assistance, the owner, manager or housing authority will require you to deliver a certification concerning the incident or incidents that you believe raises the VAWA protections. If you do not deliver this certification within the time allowed, you will lose your legal protections under VAWA.

Certification: There are three ways to certify if the owner, manager or housing authority requests you to do so. The law allows you to fill out a HUD-approved form, which will be delivered to you by the housing authority, or you may provide a police report or court record, or you may have a professional person whom you consulted about the domestic violence, dating violence or stalking provide documentation. You must deliver the certification in one of these three ways within 14 business days after your receipt of the owner, manger or housing authority's request for certification.

Confidentiality: Information provided by you about an incident or incidents of domestic violence, dating violence or stalking involving you or a member of your household will be held by the owner, manager or housing authority in confidence and not shared without your consent, except that this information may be disclosed in an eviction proceeding or otherwise as necessary to meet the requirements of law.

Removal of Termination of Assistance to Perpetrator of Physical Violence: VAWA contains a new provision of federal law that allows the owner or manager to terminate the tenancy of and evict a tenant or other lawful occupant, and/or the housing authority to terminate assistance to a participant in the Section 8 program, who engages in criminal acts of physical violence against family members or others. This action may be taken against the individual alone, without evicting, terminating the tenancy of, removing, denying assistance to or otherwise penalizing other household members.

Portability/Moving to Another Location: If you are otherwise in compliance with your lease and other Section 8 requirements and you must relocate in order to protect the health or safety of a person who was or is the victim of domestic violence, dating violence or stalking you may move to another location even though you are breaking your lease when doing so. However, the victim must have a reasonable belief that he or she is imminently threatened by harm from further violence if he or she remains in the present location.

For additional information and questions, please contact your County Coordinator.

THINGS YOU SHOULD KNOW

Tenant Copy

Don't risk your chances of losing your rental assistance by providing false, incomplete, or inaccurate information to Phelps County PHA.

Penalties For Committing Fraud The U. S. Dept. of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be: evicted from your apartment, trailer, or house; required to repay all overpaid rental assistance you received; fined up to \$10,000; imprisoned for up to 5 years; and/or prohibited from receiving future assistance.

Income - You must report in writing any changes in income within 10 days of the change. Income includes but is not limited to all sources of money you and any member of your family receives (wages, welfare, alimony, social security, pension, etc.); any money you receive on behalf of your children (child support, social security for children, etc.); income from assets (interest from a savings account, credit union, or certificate of deposit, dividends from stock, etc.); earnings from a second job or a part time job; any anticipated income (such as a bonus or pay raise you expect to receive, or money given to you on a regular basis). You must also report excluded income.

HUD continues to provide Phelps County PHA with matching information for employment wages and social security benefits. Failure to report, in writing, changes in income and family composition may result in termination of your rental assistance and/or repayment of all assistance received during the time the participant's income was different than the income reported.

Assets All bank accounts, savings bonds, certificate of deposit, stocks, real estate, etc. that are owned by you or any adult member of your family household who will be living with you. Any business or asset you sold in the last two years for less than its full value, such as your home to your children.

Family Members The names of all of the people (adults and children) who will actually be living with you whether or not they are related to you.

Signing Do not sign any form unless you have read it, understand it and are sure everything is complete and accurate. When you sign any application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.

Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal State or private agencies to verify that it is correct.

Recertification You must provide updated information **in writing** when there is a change in income or family household composition **within 10 days of the change. An adjustment may be made to your portion of rent.** You must report on recertification forms: all income changes, such as pay increases or benefits, change of job, loss of job, loss of benefits, etc., for all adult family household members; any family household member who has moved in or out; all assets that you or your family household members own and any asset that was sold in the last two years.

Beware of Fraud You should be aware of the following fraud schemes: do not pay for anything not covered by your lease; get a receipt for any money you pay; get a written explanation if you are required to pay any money other than rent (such as maintenance charges).

Reporting Abuse If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your PHA or you can also write to the HUD HOTLINE, rent 8254, 451 Seventh Street S. W. Washington, DC 20410.

Additional Household Members No person(s) other than those listed on the lease and application shall live/stay in the unit other than on a temporary basis and/or not exceeding 14 days. This is to insure that the Gross Family Contribution is accurately based on the total monthly income of the household unit.

If this situation should arise during the term of the lease, I agree to contact the PHA within 10 days. I realize that failure to do this could result in an eviction, loss of rental assistance, repayment of the rent, and possible theft and fraud charges under the state and federal law.

I understand the above statement. There is no other person(s) living/staying in the unit now other than whose name is on the application and lease. I agree to notify the PHA within 10 days if the composition of my household should change.

Portability In accordance with Federal regulations, a family may move to the jurisdiction of any other housing agency administering a tenant-based program, subject to the following limitations: An applicant who resides within the jurisdiction of Phelps County PHA at the time (s)he completes the preliminary application may exercise portability, with proof of residency, upon receipt of a voucher. An applicant who does not reside within the jurisdiction of the PHA at the time (s)he completes the preliminary application must rent a unit within the jurisdiction of the Phelps County PHA for at least 12 months from the time the voucher holder receives assistance. If sufficient funding is available the PHA will honor portability.

Perspective Landlord Phelps County PHA, at landlords' request, will divulge family's current address, Prior landlord, information concerning number of persons in the household, payment of rent, caring for a unit and premises, respecting the rights of others to the peaceful enjoyment of their housing and criminal activity including preponderance of evidence for drugs.

Utilities If a utility for which a family is responsible is cut off due to non-payment, the family will be given the maximum time period to get service restored or the rental assistance will be terminated. From November 1 - March 31, the maximum period allowed for gas/electric service is 2 calendar days. April 1 - October 31, the maximum period allowed for gas/electric service is 10 calendar days.

I certify that I have read and received a copy of this form.

Tenant Copy

Allowances for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp. 04/30/2016)

See Public Reporting Statement and Instructions on back

Utility or Service	Unit Type					Date (mm/dd/yyyy)
	0 BR	1 BR	2 BR	3 BR	4 BR	
Heating	17	24	31	38	48	55
a. Natural Gas	32	44	57	70	88	101
b. Bottle Gas	27	38	48	59	75	86
c. Oil	26	36	46	56	72	82
d. Electric	4	5	6	8	10	11
Other Electric	7	10	13	15	20	22
Other Electric	5	7	9	11	14	16
Other Electric	15	21	27	33	42	48
Air Conditioning	10	13	17	21	27	30
Water Heating a. Natural Gas	18	25	32	39	49	56
b. Bottle Gas	16	22	29	35	45	51
c. Electric	18	25	32	39	49	56
Sewer	17	24	31	37	48	54
Trash Collection	17	17	17	17	17	17
Range/Microwave	3	3	3	3	3	3
Refrigerator	5	5	5	5	5	5
Other -- specify						
Actual Family Allowances To be used by the family to compute allowance.						
Complete below for the actual unit rented.						
Name of Family						Utility or Service
Address of Unit						Heating
						Cooking
						Other Electric
						Air Conditioning
						Water Heating
						Water
						Sewer
						Trash Collection
						Range/Microwave
						Refrigerator
						Other
Number of Bedrooms						Total
						\$

Allowances for Tenant-Furnished Utilities and Other Services

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

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See Public Reporting Statement and Instructions on back

Utility or Service	Unit Type					Date (mm/dd/yyyy)
	0 BR	1 BR	2 BR	3 BR	4 BR	
Heating	19	27	35	43	54	62
a. Natural Gas	36	50	64	78	100	114
b. Bottle Gas	30	42	54	66	84	96
c. Oil	29	40	52	63	81	92
d. Electric	4	5	6	8	10	11
Other Electric	7	10	13	15	20	22
Other Electric	5	7	9	11	14	16
Other Electric	15	21	27	33	42	48
Air Conditioning	10	13	17	21	27	30
Water Heating a. Natural Gas	18	25	32	39	49	56
b. Bottle Gas	16	22	29	35	45	51
c. Electric	18	25	32	39	49	56
Sewer	17	24	31	37	48	54
Trash Collection	17	17	17	17	17	17
Range/Microwave	3	3	3	3	3	3
Refrigerator	5	5	5	5	5	5
Other -- specify						
Actual Family Allowances To be used by the family to compute allowance.						
Complete below for the actual unit rented.						
Name of Family						Utility or Service
Address of Unit						Heating
						Cooking
						Other Electric
						Air Conditioning
						Water Heating
						Water
						Sewer
						Trash Collection
						Range/Microwave
						Refrigerator
						Other
Number of Bedrooms						Total
						\$

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
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Locality	Utility or Service	Unit Type					Date (mm/dd/yyyy)	
		0 BR	1 BR	2 BR	3 BR	4 BR		5 BR
Crawford, Dent, Gasconado, Manies, Phelps & Washington							05/01/2016	
	Heating	a. Natural Gas	24	33	43	52	66	76
		b. Bottle Gas	43	61	78	96	122	139
		c. Oil	37	52	66	81	103	118
		d. Electric	35	49	63	77	99	113
	Cooking	a. Natural Gas	4	5	6	8	10	11
		b. Bottle Gas	7	10	13	15	20	22
		c. Electric	5	7	9	11	14	16
	Other Electric		15	21	27	33	42	48
	Air Conditioning							
	Water Heating	a. Natural Gas	10	13	17	21	27	30
		b. Bottle Gas	18	25	32	39	49	56
		c. Electric	16	22	29	35	45	51
	Water		18	25	32	39	49	56
	Sewer		17	24	31	37	48	54
	Trash Collection		17	17	17	17	17	17
	Range/Microwave		3	3	3	3	3	3
	Refrigerator		5	5	5	5	5	5
	Other - specify							
Actual Family Allowances To be used by the family to compute allowance								
Complete below for the actual unit rented								
Name of Family								
Address of Unit								
Number of Bedrooms								
Utility or Service	Heating							
	Cooking							
	Other Electric							
	Air Conditioning							
	Water Heating							
	Water							
	Sewer							
	Trash Collection							
	Range/Microwave							
	Refrigerator							
	Other							
Total								

Previous editions are obsolete

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Form HUD-52667 (04/15)
ref. Handbook 7420.9

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
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OMB Approval No. 2577-0169
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See Public Reporting Statement and Instructions on back

Locality	Utility or Service	Unit Type					Date (mm/dd/yyyy)	
		0 BR	1 BR	2 BR	3 BR	4 BR		5 BR
Crawford, Dent, Gasconado, Manies, Phelps & Washington							05/01/2016	
	Heating	a. Natural Gas	22	30	39	47	60	69
		b. Bottle Gas	40	55	71	87	111	126
		c. Oil	34	47	60	74	94	107
		d. Electric	32	45	58	70	90	102
	Cooking	a. Natural Gas	4	5	6	8	10	11
		b. Bottle Gas	7	10	13	15	20	22
		c. Electric	5	7	9	11	14	16
	Other Electric		15	21	27	33	42	48
	Air Conditioning							
	Water Heating	a. Natural Gas	10	13	17	21	27	30
		b. Bottle Gas	18	25	32	39	49	56
		c. Electric	16	22	29	35	45	51
	Water		18	25	32	39	49	56
	Sewer		17	24	31	37	48	54
	Trash Collection		17	17	17	17	17	17
	Range/Microwave		3	3	3	3	3	3
	Refrigerator		5	5	5	5	5	5
	Other - specify							
Actual Family Allowances To be used by the family to compute allowance								
Complete below for the actual unit rented								
Name of Family								
Address of Unit								
Number of Bedrooms								
Utility or Service	Heating							
	Cooking							
	Other Electric							
	Air Conditioning							
	Water Heating							
	Water							
	Sewer							
	Trash Collection							
	Range/Microwave							
	Refrigerator							
	Other							
Total								

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