

Voucher Briefing Packet

The attached packet contains documents that are to be discussed thoroughly between you and your housing counselor. If you do not understand any of the enclosed information, please ask your counselor to explain it again. Information provided to all Voucher recipients consists of:

- _____ Request for Tenancy Approval.
- _____ HUD Required Lease/Tenancy Addendum.
- _____ Fair housing information and housing discrimination complaint forms.
- _____ Statement of Family Obligations.
- _____ Information regarding lead-based paint poisoning hazards, symptoms and prevention, the availability of blood lead level screening (including its advisability for children under seven years of age) and HUD's requirements for inspecting, testing, and, in certain circumstances, abating lead-based paint.
- _____ Details regarding the Voucher term and policies regulating extensions and suspensions of the term.
- _____ Information regarding eligible/ineligible housing and portability options.
- _____ Details regarding Payment Standards and information on how the total tenant payment and the tenant rent to owner is calculated.
- _____ Information concerning rent adjustments after the initial lease term.
- _____ The schedule of utility allowances.
- _____ Information on the HA's procedures for conducting informal hearings for participants. This information will contain the procedures for conducting informal hearings for participants in the Housing & Community Development Division program, including a description of the circumstances in which the HA is required to provide the opportunity for an informal hearing and of the procedures for requesting a hearing.
- _____ Information on the circumstances under which a family may request an exception to the occupancy standards.

- _____ A general information booklet explaining the basics of the rental program.

- _____ Procedures for notifying HUD or the HA of program abuses such as required side payments or other overcharges and Housing Quality violations in the unit; using forms such as "Things You Should Know."

- _____ The HUD brochure, A Good Place to Live.

- _____ Conditions and procedures for notifying the HA of changes which occur between recertifications.

- _____ Security Deposit Information
- _____ Family Certifications/Declarations
- _____ Legal Aid Lawyer Referral Service
- _____ Declaration of Citizenship

A current list of interested landlords and addresses of their available rental property are available on your request.

Head of Household

Date

Housing Counselor

Date