

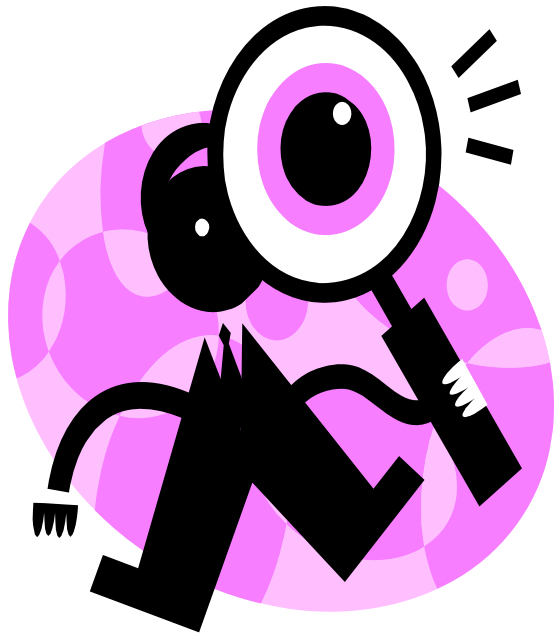
# Fond du Lac County Housing Authority

## Section 8 Orientation



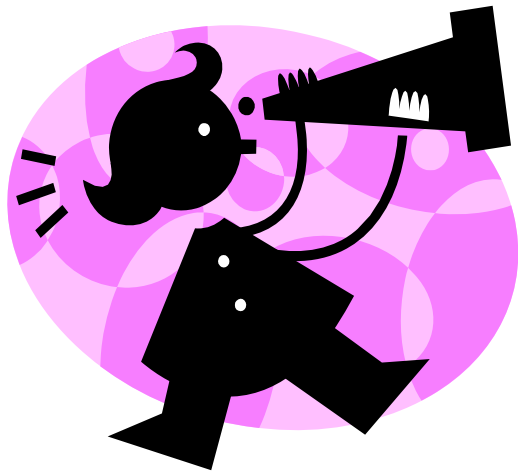
- Welcome!
- Ask personal questions after briefing

# FINDING A UNIT



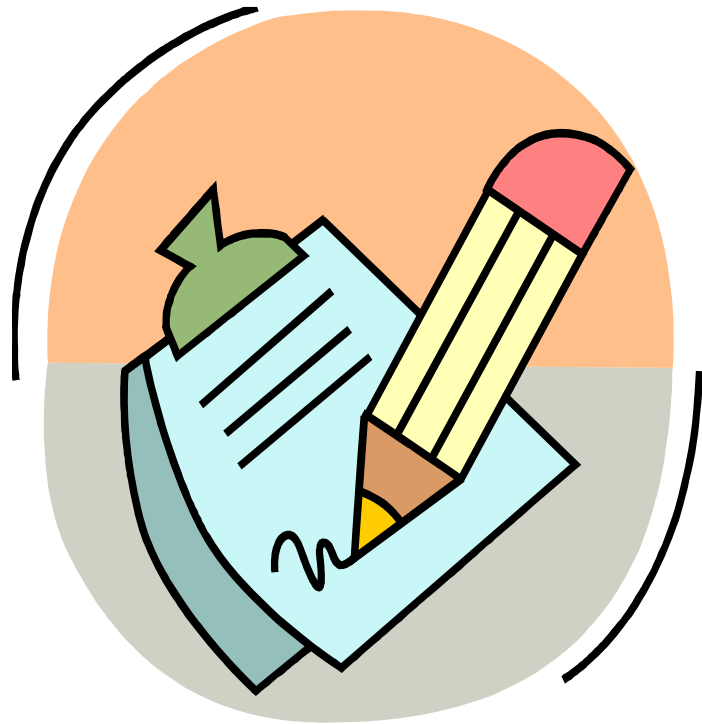
- The voucher allows you to locate a new unit or to remain in our current housing
- You are responsible to pay the Security Deposit
- You can find a unit anywhere in Fond du Lac County

# ITEMS TO HELP IN YOUR UNIT SEARCH



- Tenant's Rights
- Protect your family from Lead in Your Home
- Fair Housing
- A Good Place to Live
- It's one thing to get rental assistance ...
- A Clean Home is a healthy home

# VOUCHER FACTS



- Time limit to find units (60 days initially)
- Extensions of initial time limit (additional 30 days if approved)
- Request for voucher extension form
- Sign both vouchers
- Do not give your voucher to anyone

# Request for Voucher Extension

## REQUEST FOR VOUCHER EXTENSION


Name: \_\_\_\_\_

Voucher Issue Date: \_\_\_\_\_

I am requesting an extension of my voucher expiration date. Following is a list of units I have attempted to contact. I have turned in at least one "Request for Tenancy Approval" form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Date	Address & Telephone Number of Unit	Rent (& Utilities)	What happened?

# HOW MUCH DO YOU PAY?

- PHA determines a payment standard that is the amount generally needed to rent an average-priced unit in Fond du Lac County
- This amount is on the payment standard sheet and matches your voucher bedroom size

# HOW MUCH DO YOU PAY? (continued)

- The Fond du Lac Housing Authority uses the payment standard along with your income, to determine what your portion and our portion of rent will be.
- **By law, you can't rent a unit where you pay more than 40% of your adjusted monthly income for rent and utilities.**

# HOW MUCH DO YOU PAY? (continued)

- You may choose a unit with rent (plus tenant paid utilities) that is below or above the payment standard. **Check with your worker if you have questions regarding a unit over the payment standard.**
- Could you afford to continue living in the unit if rental assistance stopped?

# PAYMENT STANDARDS

## (Effective 10/1/2010)

<b>0 Bedroom (all utilities included)</b>	<b>\$455</b>
<b>1 Bedroom (all utilities included)</b>	<b>\$490</b>
<b>2 Bedroom (all utilities included)</b>	<b>\$600</b>
<b>3 Bedroom (all utilities included)</b>	<b>\$790</b>
<b>4 Bedroom (all utilities included)</b>	<b>\$840</b>
<b>5 Bedroom (all utilities included)</b>	<b>\$970</b>

# BEFORE RENT ASSISTANCE BEGINS



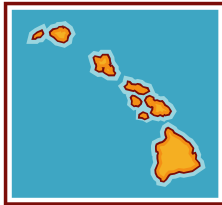
- **Request for Tenancy Approval form must be completed by the landlord and turned in to your case worker!!**
- Rent reasonable study
- Inspection scheduling 7 – 10 days
- Inspection *must* pass Housing Quality Standards **before** contract is signed by Section 8 Housing Specialist

# Rental Assistance Begins



- When inspection passes
- You will come to the office for rent calculation
- No payment will be made by us until the contract is signed by your landlord and the Section 8 Housing Specialist
- You will be required to recertify each year of program participation

# CAN I MOVE?



- You must lease-up in Fond du Lac County for the first year to be eligible to move to any area outside Fond du Lac County.
- Contact your worker if you are interested in moving (porting) to an area outside of Fond du Lac County

# Household Pledge of Responsibility

## True / False Questions

- Your boyfriend wants to move in. You do not have to notify us before he moves in.

True or False

# FALSE!

- You must request written permission from the Housing Authority before moving another adult into the unit. The Housing Authority must have signed authorizations, do a police check and get approval from the landlord before honoring such request. The Housing Authority will need birth certificates or identification cards, social security number, check stubs, etc.
- **You can have overnight visitors up to 14 days in a twelve month period.**

# True or False?

- You have no income. You have to come in to complete a zero income form by the 11<sup>th</sup> of every other month.

True or False

# FALSE

- You must report zero income by the 10<sup>th</sup> of the following month anytime you have no income (every 60 days). Failure to do so will result in termination.

# True or False?

- You have had enough of your neighbor. One year was too long to live next to her. On June 20<sup>th</sup> you gave a verbal notice to your landlord to move by June 30<sup>th</sup>. You will be in good standing to move out by July 1<sup>st</sup>.

# FALSE

- You must give your landlord and the Fond du Lac Housing Authority at least a 30 day written notice on or before the first day of the final month. Some landlords may require a 60 day notice.
- Also, a moving packet must be completed by you and your landlord. We cannot issue a voucher without this packet.

# True or False?

- You have had trouble paying your utilities. Alliant Energy turned your power off. You are in jeopardy of losing your housing assistance.

# TRUE!

- If your utilities are turned off, you will be terminated.

# True or False?

- A guest in your home was arrested for illegal possession of marijuana. Because he wasn't part of your household, you will not lose your housing.

# FALSE!

- You will lose your assistance if a guest visiting your unit engages in drug-related activity on the premises.

# True or False?

- You recently started receiving unemployment due to losing your job. You have 2 months to notify your worker of the unemployment income.

# FALSE!

- All changes in the income must be reported **in writing** within 30 days of the change.

# FINAL QUESTION:

- You were fired from your job on July 10<sup>th</sup>. You report it to your worker on July 21<sup>st</sup>. What month will your rent decrease
- A. August
- B. September
- C. January

# September

- If income decreases, you must provide written verification by the 20<sup>th</sup> of the month for your rent to be adjusted for the following month.

# STEPS TO FIND A UNIT

1. Briefing
2. Searching for unit – (We recommend not mentioning you have voucher until after you have seen the unit.)
3. You turn in a completed Request for Tenancy Approval form to Housing Authority
4. Approval of rent reasonableness
5. Inspection – Inspection must pass
6. Rent Calculation & Contract / Lease Preparation
7. Return of Contract / Lease
8. Payment of HAP to Landlord

# Key relationships – Section 8 Housing Choice Voucher Program

- **Housing Authority**

- Enters into contracts with owners and approves leases for families to provide Section 8 assistance
- Certifies & recertifies tenants
- Approves units and leases
- Issues HAP to owner
- Monitors program performance and compliance with Federal and local rules

# Key relationships – Section 8 Housing Choice Voucher Program

- **Tenant**

- Provides income/family information to Housing Authority
- Searches for housing
- Enters into lease with landlord
- Pays tenant portion of rent & utilities and adheres to lease requirements
- Cooperates with Housing Authority in annual inspections and reexaminations

# Key relationships – Section 8 Housing Choice Voucher Program

- **Owner**

- Selects tenant
- Enters into lease with tenant
- Enters into HAP Contract with Housing Authority
- Receives HAP payments
- Complies with HUD/Housing Authority requirements
- Maintains property
- Enforces Lease