Housing Choice Voucher Program

The Participant's Handbook

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How the Section 8 Housing Choice voucher Program Works



The Section 8 Housing Choice voucher (HCV) Program is federally funded and administered locally by housing authorities. The rules and regulations are determined by the U.S. Department of Housing and Urban Development (HUD) as approved by the U.S. Congress

The program provides rental assistance that is paid directly to landlords on behalf of lowincome families residing in approved rental units.

Once a family is determined eligible for assistance and receives a Housing choice voucher (voucher), the family must find an acceptable rental unit. After a rental unit is selected, the family and the landlord complete and return the paperwork provided to the family by the Housing Authority. Then, the Housing authority must approve the rent, approve the owner, approved the location, inspect and approve the unit, and sign a contract with the landlord. Finally, the family must sign a lease with the landlord with the same terms and conditions as the contract.

The landlord will collect two payments each month-one from the Housing Authority and the

other from the family. The assistance the family receives is based on the family's income, the number of bedrooms on the voucher and in the unit, and the rent and utilities paid by the family.

The family pays a minimum of 30 percent of its monthly-adjusted income for rent and utilities. However the family may not pay more than 40 percent of its monthly-adjusted income for rent and utilities at the time the unit is initially approved.

To continue to receive assistance, the family must follow the rules of the program. If the family fails to comply with program requirements, such as failing to pay rent for any reasons, the family's participation is the program may be terminated and/or the family may be required to repay assistance provided on behalf of the family.

The program provides for family mobility and the family is entitled to transfer its voucher anywhere in the United States that has a Housing Authority to administer the family's assistance.



A Three-Way Partnership Within the Section 8 Housing Choice Voucher Program

The three-way partnership within the Section 8 HCV Program is between the Housing Authority, the tenant, and the landlord.

Responsibilities of the Housing Authority	Responsibilities of the Owner	Responsibilities of the Family
Determine if an applicant is eligible for rental assistance.	Conduct all tenant screening, selection and leasing activities	Provide complete and accurate information to the Housing Authority
Explain all the rules of the program to all qualified families.	Comply with the terms of the Housing Assistance Payments Contract and lease.	Make a reasonable effort to find a place to live that is suitable and qualified for the program.
Issue a Housing Choice voucher and, if necessary, assist the family in finding a place to live.	Collect from the tenant any security deposit, share of the rent, and charges for tenant damages to the unit.	Cooperate in attending all appointments scheduled by the Housing Authority.
Approve the unit, the owner, and the lease.	Enforce tenant obligations under the lease.	Take responsibility for the care of the assisted housing unit.
Make housing assistance payments to the owner in a timely manner.	Pay for utilities and services (unless paid by the tenant under the lease).	Comply with the terms of the lease with the owner.
Ensure annually that both the family and the unit continue to qualify for the program	Maintain the unit in accordance with housing quality standards, except for conditions that are the tenant's responsibility.	Comply with the Family Obligations of the Housing Choice Voucher, such as reporting all changes in income, assets and family composition within 14 days.
Ensure that owners and families comply with the program rules and the owner complies with the contract.	Comply with all Fair Housing laws.	Not engage in criminal activities
Provide families and owners with prompt and professional service.	Ensure a safe and secure living environment	Obtain permission for the landlord and the housing authority prior to allowing someone to move in.
Upon request, provide a reasonable accommodation to a disabled family member.	Agree to allow reasonable modifications for a disabled tenant at the disabled tenant's expense.	Never withhold rent for any reason while you are being assisted under the Section 8 HVC Program

Responsibilities

Your Responsibilities. An important responsibility is to always keep the Housing Authority up-to-date on your household status. In other words, the Housing Authority must be notified whenever there is a change in your household income, composition, or assets. Failure to report a change within 30 days of its occurrence may result in termination of your rental assistance benefits and/or repayment of housing assistance payments.

WHEN IN DOUBT, CALL YOUR HOUSING REPRESENTATIVE!!

Reporting Procedures

You must report changes in **writing** to your housing representative at the Housing Authority offices. You may give the information directly to your housing representative at their office or mail the information. The information will be placed your file and you will be notified if more information is needed or if there are any changes to your assistance.

Changes in income include, but are not limited to:	Changes in household composition include, but are not limited to:	Changes in assets include, but are not limited to:
 New job (even if it's a second job); Termination of job; Pay raise or overtime pay; Child or spousal support; Pension, SSA, & SSI Any lump-sum payments; Regular payment of bills or other expenses by someone not living in the assisted household; Regular monetary or nonmonetary gifts by someone not living in the assisted household; Business income 	 New Baby; A death in the family; Any person who lives with you (sleeps, eats, bathes in your unit) must be reported. A guest must have another residence and is limited on the number of days per year s/he can stay with you; Any Person who moves out of your unit; Additions to your household (you must always obtain your landlord's and Housing Authority's approval before someone moves in). 	 New bank accounts; Changes in banks or accounts; Inheritance; Stocks, bonds, or certificates of deposit; Insurance settlement; Life insurance with a cash value; Gifts; Collections for investment, such a stamp or coin collection Annuities; Lottery or gambling winnings.

Rules and Policies You Must follow

Your participation in the renal assistance program may be terminated if you or any member of your household commits any of the following violations:

- ➤ Fail to allow the Housing Authority to inspect your unit at a reasonable time after you have received reasonable notice;
- Commit serious or repeated violations of the lease;
- ➤ Fail to notify the Housing Authority and the property owner (landlord), in writing, at least 30 days before you move out of your unit;
- ➤ Fail to promptly give the Hosing Authority a copy of any eviction notice received from the property owner (landlord):
- Reside in another residence other than the assisted unit;
- Allow people not approved by the Housing Authority to reside in your unit. The Housing Authority must approve any new residents before they move in and you must report immediately if anyone moves out of your unit;
- ➤ Fail to notify and receive approval of the Housing Authority prior to taking in a foster child or a live-in aide;
- ➤ Fail to receive Housing Authority and the property owner's approval before engaging in a legal profit making business activities in the unit. These activities by family members may be allowed if they are incidental to the primary use of the residence;
- Sublease, assign, transfer, or otherwise re-rent the unit. You may not rent out rooms in the unit;

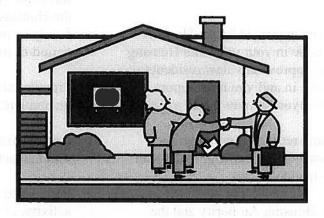
- Withhold rent without Housing Authority knowledge and permission.
- Fail to supply any information or certification requested by the Housing Authority to verify that (1) your family is living in the unit, or (2) your family is absent from the unit, including any information or certification on the reason(s) for the absences. The Housing Authority must be notified within fourteen (14) day of any absence from the unit;
- > Own or have any financial interest in the unit;
- Receive other federal, state, or local housing subsidies for the unit;
- ➤ Fail to (1) supply any information that the Housing Authority or HUD deems to be necessary, (2) disclose and verify social security numbers, (3) sign and submit consent forms for obtain information, and (4) notify the Housing Authority in writing when the family is sway form the unit for an extended period of time;
- Provide information that is untrue and/or incomplete;
- Commit fraud, bribery, or any other corrupt or criminal act in connection with the program;
- Participate in illegal drug, violent criminal activity, or sex offenses;
- Rent a unit from an owner who is your, or any member of your family's, parent, stepparent, child, grandparent, grandchild, sister or brother, unless you receive Housing Authority approval that the unit would provide reasonable accommodation for a family member with disabilities.

Grounds for Termination

Grounds for termination include, but are not limited to, violation of any items set forth in this section or sections on Zero Tolerance for crime, drugs, drug trafficking, gangs, and/or property damage.

The Housing Authority may deny program assistance for an applicant, or terminate program assistance for a participant, for any of the reasons listed below:

- If the family violates any family obligations;
- If any member of the family has ever been evicted from low income assisted living;
- If any member of the family participated in illegal drug or violent criminal activity, including sexual offenses;
- If any member of the family commits fraud, bribery, or any other corrupt or criminal acts in connection with any federal housing program;
- If the family currently owes any money to the Housing Authority or another Housing Authority in connection with Section 8 or Public Housing Programs;
- If the family breaches an agreement with Housing Authority to pay amount owed to a Housing Authority, or amounts paid to an owner by a Housing Authority;
- If the family engaged in or threatened abusive or violent behavior toward Housing Authority personnel;
- If there are serious or repeated violations of the lease; or
- If the family fails to pay or withholds its portion of the rent for any reason.

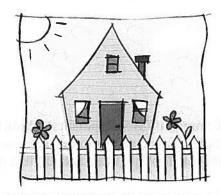


Zero Tolerance of Property Damage

The Housing Authority of the State of Indiana maintains a policy of zero tolerance for property damage. Any intentional, careless, or reckless damage by you, your guests, or your family to your Section 8 rental unit will not be tolerated. As a participant in the Section 8 HCV Program, you must agree to support the Housing Authority's zero tolerance policy. For your part, you are required to:

- Maintain the residence in a clean and sanitary condition at all times;
- Teach young children to help care for and value the home they live in; and
- Avoid and prevent any use of the unit by you, your family, or guests that could result in damage to the residence.

You will be responsible for paying the costs of any damage (beyond normal wear and tear) and you may be terminated from the Section 8 HCV Program as a result of causing or allowing property damage and/or failing to promptly pay for your damages. You must allow your landlord to make repairs at reasonable times and upon reasonable notice.



Zero Tolerance of Drugs, Crime, and Gangs

The Housing Authority maintains a policy of zero tolerance for gang activity, violent activity, sexual crimes, illegal drug activity, or fraud involving public monies. This means that the commission of a crime such as fraud, bribery or theft, or any acts of violence, sexual offenses or drug activity, whether or not they are gang related, will not be tolerated.

- **Fraud.** Any attempt at fraud, intentional deceit, or bribery as it relates to any government funds, is grounds for termination from the program.
- **Drug use.** The Housing Authority may terminate assistance for possession and/or use of a controlled substance by any family member or guest.

- Drug sales (trafficking) or manufacture. The manufacture, sale, distribution, or the possession with intent to manufacture sell, or distribute a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802 is strictly prohibited.
- Alcohol/Personal Use of a controlled Substance. The Housing Authority will deny participation in the program in cases where the Housing Authority determined there is reasonable cause to believe that the person is illegally using a controlled substance, or abuses alcohol in a way that may interfere with the health, safety or right to peaceful occupancy by other residents. This includes cases where the Housing

- Authority determines that there is a pattern of illegal use of a controlled substance, or of alcohol abuse.
- Gangs. Gang activity by any family member will not be tolerated.
- Violence. Violence of any kind is strictly prohibited. There will be no tolerance for the use or threatened use of physical force against any individual inside or outside the residence. This includes assault, battery chick abuse, domestic violence, murder, or any other kind of violence against another person or their property.
- Sex crimes. Sexual offenses are prohibited.

The Indiana Housing and Community Development Authority requires a Program Review and Tenant Integrity review for all complaints received from outside sources such as HUD. The purpose is to assure that public funds are paid on behalf of qualified and eligible participants.

In addition to conducting investigations in suspected program abuse, conferences are conducted with participants suspected of violating program requirements. These conferences reinforce the housing assistance participants' obligation to comply with program regulations. Program Review staff conducts independent inspections and random audits of housing assistance files. Confirmation and verification of participant information and housing quality standards is obtained by visual inspection of units and file examination.

It is important that you understand that all information provided to the housing Authority must be true and complete and is subject to additional review by Indiana Housing and Community Development Authority. You should understand the purpose of the Review and you must agree to cooperate with any required verifications, inspections, and/or conferences. Do not risk losing your Section 8 rental assistance by providing false, incomplete, and/or inaccurate information on your application and recertification forms.

Informal Hearing Process

If the Housing Authority sends a "Notice of Termination" to you, the notice will contain a brief explanation of the reasons for termination of program participation. You have 15 calendar days from the date of the notice to request an informal hearing if you disagree with the notice.

You must request an informal hearing in writing and state why you are requesting on informal hearing. At the hearing, you will be given an opportunity to present written or oral objections. The hearing officer will notify you of the final decision and provide a brief explanation for the decision.





You may also request an Informal Hearing to discuss any of the following issues:

- A determination of the family's annual or adjusted income and the use of such income to compute the housing assistance payment.
- A determination to terminate assistance for a participant family because of the family's action or failure to act.
- A determination to terminate assistance for a participant family because a family member violated a household responsibility.
- A determination to terminate assistance because the participant family has been absent from the assisted unit for a period of time that is greater than 30 consecutive days.

Important Note:

The Indiana Housing and Community Development Authority is not bound by the decision of the hearing officer if the decision exceeds the authority of the hearing officer or if it is contrary to HUD regulations or federal state, and/or local laws.

After you have received the decision of the Hearing Officer you will be given an additional opportunity to request a review of the hearing from the Indiana Housing and Community Development Authority.

Your request must be in writing and it must be received within 10 business days of the final decision letter date.

Annual Activities

Annual Recertification

HUD requires that all families be reviewed annually to determine continued program eligibility and the appropriate amount of assistance. This process is called the annual "recertification." Approximately eight months after you are first approved for assistance, you will receive a recertification letter and packet from the Housing Authority. It is important that you promptly complete and return your packet and all requested information by the deadline. If you fail to return the requested information by the deadline, you will be notified that your assistance will be terminated. It is important that you promptly contact your housing authority representative if you receive a notice to terminate benefits.

Annual Inspection

The Housing Authority must inspect your housing nit at least annually. Approximately eight months after you are first approved for assistance, you will be notified by letter of the date and time of your annual inspection. It is your responsibility to make sure that the head of the household or spouse is available to allow the inspector to enter the premises. You must cooperate to avoid an interruption in or termination of you housing assistance. The inspector may not be able to answer questions regarding your case. You should contact your assigned hosing representative to report changes in your situation or to ask questions about your case.

Interim Review

Certain changes in your status may require a review by the Housing Authority. A review of your eligibility and the level of your benefits may take place when your household composition or your income changes. In addition, the Housing Authority may review you status when it receives information indicating that you have dilated your program obligations.

Enterprise Income Verification System

Income and employment information reported by assisted households is compared to the income and employment information reported to HUD's Enterprise Income Verification (EIV) system. If there is a discrepancy between the income and employment information reported by you to the Housing Authority and the income and employment information reported to HUD's EIV System by employers and agencies providing benefits, it will be your responsibility to verify the information is inaccurate. The Housing Authority will take the appropriate action if it is found that income and employment information was not reported, underreported, or reported late.

Moving Procedures

Before you move, you must notify the Housing Authority and the landlord in compliance with state law and the lease. The Housing Authority must approve your move in advance and the Housing Authority will not transfer your assistance more than once in a 12-month period.

Follow these steps to transfer your assistance:

- After your lease term and with Housing Authority approval, give your landlord an advance thirty to sixty (30-60) day written notice as required by State law and send a copy to your housing authority representative.
- If your landlord gives you notice to move, send a copy to your housing authority representative. The Housing Authority will not advise on tenant-landlord law. If you believe your notice is deficient and you intend to not comply with the notice, you should seek legal advice and notify the Housing Authority of your intention.
- Make sure all of your belongings are removed from your unit by the end of the notice period.
- Lease the unit clean and in good condition.
- Never allow yourself to be evicted because you will lose your assistance.

Deciding where you want to live.

As you search for suitable housing, try to select a place that meets your family's needs because you must remain at the new location at least one year.

<u>Schools.</u> If you have school-aged children, consider the various school districts that are available, as well as the distance from the housing unit to the school.

<u>Safety</u>. Consider the neighborhood and its surroundings. Avoid high crime areas.

Work. Consider the distance between your workplace and the location of the housing unit.

<u>Child Care.</u> Consider childcare availability in the area of the housing unit. If you work, what is the distance between the housing unit, the childcare provider, and your work location?

<u>Public Transportation.</u> If you do not have a vehicle, what is the access to public transportation in the area of the housing unit?

<u>Premises and Neighborhood.</u> Is there a place for children to play outside safely? Is the unit in a high crime area? What is the general condition of the neighborhood? Are you close to essential services (e.g., medical, police, fire)? Is there a church nearby? Is there adequate parking for you and your guests? Is the area/building well lit at night?

If you live in a high-poverty area, you should consider searching for a housing unit in another area. A low-poverty area may provide possible advantages to your family, such as improved employment and educational opportunities.

New Unit

- Pay the full security deposit and your portion of the rent to your new landlord.
- All moving costs and utility hookup charges are your responsibility.
- The initial lease period must be for a minimum of twelve months.
- The Housing Authority will not transfer your assistance more than once in a 12-month period. So make sure that you are willing to stay at least one year.
- The Housing Authority cannot begin assistance on a new unit until it inspects and passes the unit and executes a contract with the landlord. If you move into a unit before this is done, you are responsible for full rent until the unit is approved.

Releasing Information to Prospective Owners. The Housing Authority will, upon request, provide the prospective landlord/manager your current address and the name and address of your current and previous owners. The Housing Authority will, upon request, also provide any documentation in your file reflecting a history of eviction, damage to rental units, or drug trafficking.

Jurisdiction. The Indiana Housing and Community Development Authority currently serves 82 counties. You must contact the Indiana Housing and Community Development Authority to get further information.

Portability. Portability is the HUD term for the ability to move outside your housing agency's jurisdiction with continued rental assistance.

You can usually use your voucher across town or anywhere in the United States that has a housing authority to accept your voucher.

The Housing Authority may limit moves under portability, so contact your housing representative regarding the portability feature.

<u>Facts About Portability</u>. Keep in mind that different housing authorities may have different policies and deadlines. Different housing authorities may have different voucher payment standards and utility allowances that could affect the amount you pay for rent. You may also receive a different size voucher based on the new housing authority's occupancy standards.

The New Housing Authority must conduct a criminal history and sex offender background check before your rental assistance can be started in a new location. You may not qualify for their program if you have a criminal history that is not acceptable to their agency.

As a new admission to the program, you will not be eligible for portability until you have resided in your current jurisdiction for one year.

INSPECTION CHECKLIST

It is necessary for the unit where you plan to receive rental assistance pass a housing qualify standards (HQS) inspection before payments will be made. The unit will also need to pass inspection each year for rental assistance payments to continue. A filed inspection could delay the start of payments or endanger the continuation of payments. You must notify your housing representative if you landlord fails to make repairs within a reasonable period of time to conditions that affect the habitability of your assisted unit.

The Housing authority will inspect the following eight areas for Housing Quality Standards (HOS).

Living Room
Kitchen
Bathroom(s)
Other Rooms Used for Living
Secondary Rooms

Building Exterior
Heating and Plumbing
General Health and Safety
Garage
Outbuildings

The following is a listing of the conditions that must be verified by the Housing Inspector:

- All major utilities (electricity, gas, water) must be turned on.
- The cooking stove and oven must be clean and in working condition. There must be burner control knobs.
- The refrigerator must be clean and in working condition.
- The heating unit must be properly installed and vented and otherwise in good working order.
- There must be hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that is in good working condition.
- There must be a flush toilet that works and does not leak.
- The bathroom must have a window or working ventilation fan.
- There must be no plumbing leaks or plugged drains.
- All accessible outside doors and windows must have working locks.
- At least one exit door must be without a double-keyed deadbolt lock.
- All electrical outlets must have cover plates in good condition with not cracks.

- There must be no missing, broken or badly cracked windows/window panes.
- The roof must not leak
- The hot water tank for the unit must have a pressure relief valve and downward discharge pipe.
- There can be no tears, holes, or loose seams in carpeting or linoleum, which may cause tripping.
- Stairs and railings, inside and out must be secure. A stairway of four or more steps requires a railing.
- There can be no mice, rats, or insect infestation.
- There MUST be a properly operating smoke detector on every level of the unit, including the basement.
- No cracking, chipping, scaling, or loose paint anywhere, inside or outside the unit if a child under the age of six resides or is expected to reside in the unit.
- No excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint can, or old appliances.
 Derelict vehicles must be removed from the premises.

Lead-Based Paint Hazard

Be aware that your family can be poisoned by lead based paint. Lead poisoning causes serious physical harm, particularly to small children.

Your family may be at greatest risk if:

- You have children under the age of six;
- You have selected a unit built prior to January 1, 1978; and,
- Your pre-1978 unit has chipping, peeling, scaling, and/or loose paint inside or outside.

If you live in a pre-1978 unit, be aware of the conditions of the unit. Although not all pre-1978 units contain lead-based paint, lead poisoning of your children may occur if the unit contains lead-based paint and:

- You children eat paint chips;
- Your children chew on painted surfaces such as moldings or window frames;
- Your children play in soil underneath painted areas, such as eaves or painted siding that are, or had been deteriorating;
- Your children breathe dust created by deteriorating pointed surfaces.

Your children may be suffering from lead poisoning if they show the following symptoms:

- Crankiness or irritability over a long period of time.
- Little or no appetite.
- Frequent stomach aches.
- Frequent vomiting.

Sometimes your children may not appear sick at all, but they are being poisoned in a way that could damage their minds and bodies. If you believe your children have been exposed to lead-based paint, seek immediate medical

attention. Your health care provider can test your children for lead poisoning.

You may receive Section 8 rental assistance in a pre-1978 unit, but the Housing Authority will not approve the unit if your children are under the age of six, and the unit's point surfaces show signs of deterioration as indicated by cracking, scaling, chipping or peeling paint.

If the unit fails a Housing authority inspection, your landlord will be given information on how to correct the problems. Your landlord must make the repairs in accordance with special lead-based paint rules and regulations. Your landlord must take all necessary steps to keep your family safe from harm.



Federal Privacy Statement

The U. S. Department of Housing and Urban Development (HUD) collects and discloses data on applicants and participants in the Section 8 HCV Program in accordance with the U.S. Privacy Act of 1974. The information is released to appropriate federal, state, or local agencies to verify information relevant to participation in the rental assistance programs and, when applicable, to other civil, criminal, or regulatory bodies.

For every participant, the Housing Authority completes a data collection from (HUD 50058) with information about household size, cost of rent, income and assets, and social security numbers. HUD uses this information to develop budgets, evaluate, plan, monitor programs, and prepare reports to the President and Congress. The information is also used to verify accuracy and completeness of income information and detect fraud.

HUD is permitted to ask for the information by the U.S. Housing Act of 1937 as amended, 42 USC, 1437 et. Seq., the Housing and Community Development Act 1981, Public Law 97-35, 85 Stat., 348, 408.

Failure to disclose information or social security numbers constitutes grounds for denying eligibility or continued eligibility pursuant to Title 24 Code of Federal Regulations.



Proof of Citizenship Status

Section 214, Part 812 of the Code of Federal Regulations states:

- All family members must submit evidence of citizenship or eligible immigration status for verification.
- Verification or evidence of citizenship or eligible immigration status must be submitted at the point of eligibility determination.

Violence Against Women Act

On January 6, 2006, President Bush signed into law the Violence Against Women and Department of Justice Reauthorization Act of 2005. The law prohibits the denial of admission, termination of assistance, termination of tenancy for lease violations, criminal activities, or other good cause if the violations occurred as a direct result of a family member being the victim of domestic violence, dating violence, or stalking. The restrictions are described in the Tenancy Addendum, which is the document provided by the housing authority that supplements the lease agreement.



For Your Protection

Landlords/Managers Have a Responsibility To:

- Consider all qualified applicants equally;
- Indicate no preference when advertising or showing units;
- Give all applicants accurate and complete information about available units, occupancy dates, rental terms, and conditions;
- Refrain from making written or verbal inquiries about an applicant's ethnicity, religion, sex, disability, marital or familial status; and,
- Be consistent in applying rental policies.

Landlords/Managers must never:

- Ask for money from tenants beyond the rental contract and standard credit check charges;
- Offer money and/or gifts to Housing Authority employees for favors; or,
- Pay or offer payment for "referral or finder fees" to Housing Authority employees for steering Section 8 recipients to vacant units.

If you should have information about a landlord or manager engaging in any of the above activities please call the Indiana Housing and Community Development Authority at 317-232-7777.

If you have reason to believe you are a victim of housing discrimination, you have the right to file a housing discrimination complaint. A complaint form is available from any HUD office. You should also report all information about violations of the Federal Fair Housing Law to HUD, even if you do not file a formal complaint.

To file a report with HUD, please call: Fair Housing Compliant Hotline: 1-800-669-9777.

Hearing Impaired: (TDD) 1-800-543-8294

Beware of the following fraud schemes:

Requesting money in return for filing a rental assistance application.

Requesting money to move someone up on the rental assistance waiting list.

Federal Laws

Fair Housing Laws

It is a violation of federal law for a housing provider to refuse to rent or sell a home, to offer unequal terms, quote different prices, or apply different policies on the basis of race, color, religion, disability or handicap, sex, familial status, or national origin. State law prohibits discrimination on the basis of marital status, ancestry, age, or familial status. Some of these laws are described below.

Federal Government

Civil rights Act of 1866 protects the right of all persons to "inherit, purchase, lease, sell, hold, and convey" real and personal property. Bases covered are race and national origin.

Civil rights Act of 1968, title VIII prohibits discrimination based on race, color, national origin, religion, and sex.

Fair Housing Amendments Act of 1988 bars discrimination in the sale or rental of housing on the basis of a disability or because there are children in the family, but exempts housing for older persons.

Report of Changes

Section 8 HCV Program participants are required to report in writing no later than 30 days after changes in income, assets, additions to the household through birth, adoption, court awarded custody, return of a disabled or minor child, or if someone moves out of the household. Permission for additions to the household, other than by birth, adoption, court awarded custody or the return of minor or disabled children must be approved in advance by the landlord and the Housing authority prior to the person moving into the assisted unit. If someone is allowed to move in without advance approval that person is considered an unauthorized occupant; all housing assistance paid during the time the unauthorized person was residing in the unit must be repaid and program participation may be terminated. Additions to the household are limited to one per year, and adults cannot be added unless they have a steady source of income and if employed are required to be employed for the previous 12 months and must remain employed.

Please use this form to report changes to your housing representative. Complete and mail or deliver to your housing representative. You may make copies of this form. Describe changes and the date(s) they occurred: This change resulted in: ☐ Income staying the same ☐ Income Increasing ☐ Income Decreasing I confirm the above information is true, complete, and correct to the best of my knowledge. Printed Name Signature Phone Number Date