

## Miami-Dade Housing Choice Voucher Family Handbook



# Miami-Dade County Housing Choice Voucher Program

Dear Family,

If you are coming on the program for the first time, congratulations and welcome! If you are moving to Miami from another jurisdiction, welcome! If you are a current participant that is moving, we are thrilled to continue serving your housing needs!

The Miami-Dade Housing Choice Voucher program (MDHCV) provides rental assistance to allow you to find a decent, safe, and sanitary place to live at a price you can pay. Every Housing Choice Voucher program has local policies and procedures that you must adhere to. This handbook has been prepared for you as a guide to your participation in the Miami-Dade Housing Choice Voucher program.

In this handbook you will learn about the following:

- How to apply and be eligible for the program
- What rules you must follow
- How to be a good neighbor
- How we calculate the amount of rent you'll have to pay
- How to move from one apartment or house to another
- How to remain on the program
- And much more

Please take a moment to read this handbook carefully; it will guide you in the process to find a suitable place to live, and to remain in good standing with your owner and program.

Please let any staff member know of any questions or concerns you may have.

Sincerely,

Miami-Dade Housing Choice Voucher Program

*Disclosure: This handbook provides general program information and does not establish policy for the administration of the program. Any conflicting language between this Handbook and the program's Administrative Plan, the Code of Federal Regulations (CFR), or guidance from the Department of Housing and Urban Development, then the controlling language shall prevail.*

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# Contents

1. Customer Service.....	3
2. Program Overview.....	4
3. Privacy Statement.....	6
4. Ethics: Everyone’s Responsibility.....	7
5. Your Fair Housing Rights .....	9
6. Translation and Interpreter Services .....	10
7. Reasonable Accommodations .....	11
8. Violence Against Women Act (VAWA).....	12
9. Applying for Assistance.....	18
10. How the Voucher Works.....	18
11. Searching for a Unit.....	21
12. Determining Rent .....	31
13. Housing Quality Standards (HQS) Inspections .....	36
14. Approving a Unit .....	39
15. Security Deposits.....	40
16. Requesting to Move .....	41
17. Reexaminations.....	44
18. Family Obligations .....	46
19. Special Programs .....	48
20. Termination of Assistance .....	49
21. Informal Reviews and Hearings.....	52
22. Program Resources.....	53

# 1. Customer Service

## Miami-Dade HCV Customer Care Center

Whenever you have a question, you should first contact the MDHCV Customer Care Center at:

**305-403-3222 (TTY: 800-955-8771).**

The Customer Care Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Our representatives work hard to provide you with the information you need at the time you call. However, if a customer service representative cannot answer your question(s) immediately, they will create a ticket and forward your inquiry to your housing specialist for resolution. Generally, if your question(s) cannot be answered during your initial contact, MDHCV will respond within three to five business days.

The MDHCV Customer Care Center can give you information on the following:

- A general overview of the HCV program
- The amount you are required to pay the owner each month for rent
- Guide you in the process of moving into a new unit
- Reexaminations (the process you go through to make sure you are receiving the correct amount of assistance)
- Portability (moving out of Miami-Dade County with continued assistance)
- Special programs
- Reasonable accommodations
- Interpreters
- Emergency resources

## Turning in Documents Remotely

Many documents may be turned in remotely via fax or email. To **e-mail** documents, make sure they are scanned, legible, and send them to:

Customercare@mdvoucher.com

Most documents may also be **faxed** to:

**786-358-5893**

**IMPORTANT:** Please include your client/entity ID with any document that you send us remotely.

## Visiting the Program Office

Our staff works hard to service your housing needs by telephone, e-mail, online, and fax. However, in some cases you may have to go to the office in person. The hours of operation are from 8:00 a.m. to 4:30 p.m., Monday - Friday. The office is located at 7400 NW 19th St., Suite H, Miami, FL 33126.

## HCV Inspections Call Center

For inspection-related inquiries you may contact the Inspections Call Center at **305-434-7211** or by email at [miamidade@hcvinspect.com](mailto:miamidade@hcvinspect.com).



## 2. Program Overview

### What is the Housing Choice Voucher (HCV) program?

The Housing Choice Voucher (HCV) program assists low-income families to afford safe, decent, and sanitary homes. As an HCV program participant, you will pay the owner or property manager a portion of the rent for the unit you live in and HCV program will pay the rest.

Congress created the Housing Choice Voucher (HCV) program by passing a law called the Housing and Community Development Act of 1974. The U.S. Department of Housing and Urban Development (HUD) gives money to Public Housing Authorities (PHAs) to run the HCV program. Congress passes laws and HUD establishes regulations that PHAs must follow.

The Miami-Dade Public Housing and Community Development (PHCD) is the local PHA that administers the HCV program within the boundaries of Miami-Dade County. Locally, the program is known as the Miami-Dade Housing Choice Voucher (MDHCV) program.

### What will I have to do as a voucher holder in the HCV program?

You will do the following things as a part of the program:

1. Apply for the program and be eligible for assistance
2. Attend a voucher briefing to learn about the program and its rules and regulations
3. Sign a voucher committing to follow the rules and regulations of the program
4. Search for a unit (apartment, house, etc.) within the specified time limit and advise MDHCV of the unit you want to rent
5. MDHCV will review the rent to ensure it is affordable to you and that the owner is not overcharging based on the rents of comparable unassisted units
6. MDHCV will inspect the unit to ensure it meets housing quality standards (HQS)
7. When the unit passes inspection and MDHCV approved the unit, you will sign a lease with the owner
8. Move into the unit and follow the owner's lease and all program requirements
9. Pay your portion of the rent to the owner/property manager on time
10. Attend annual interviews, participate in annual reexaminations, and allow HQS inspections of your unit, as required
11. Report any changes in income to MDHCV and any changes in your family size to MDHCV and the owner

### Who are the partners of the HCV program?

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

- Signs contracts with PHCD providing authority to administer the MDHCV program.
- Provides funds to PHCD for the administration of the MDHCV program.
- Writes regulations and other information that carry out and explain housing laws.
- Monitors MDHCV to ensure it follows HUD regulations.

#### **2. Miami-Dade Public Housing and Community Development (PHCD) / Miami-Dade Housing Choice Voucher (MDHCV) Program**

- Administers the day-to-day activities of the HCV program.
- Approves the family, unit, the owner.
- Ensures that the family and the unit continue to qualify for the HCV program.
- Enforces HCV program policies and HUD regulations with owners, applicants, and participant families.
- Conducts Housing Quality Standards (HQS) inspections.
- Provides housing assistance payments (HAP) to owners on behalf of HCV families.

#### **3. Property Owners/Managers**

- Screens and chooses families that will make good tenants.
- Collects security deposit, rent, and other amounts owed by the participants.
- Adheres to the terms in the HAP contract, tenancy addendum, and lease.
- Enforce the terms of the lease.
- Allow MDHCV to inspect the unit.
- Maintain utilities and appliances provided by owner according to the lease.
- Keep the property in good condition by making repairs regularly and on time.
- Comply with fair housing and landlord/tenant laws.

#### **4. Participant Families**

- Provide MDHCV with complete and accurate information.
- Find a place to live that is suitable for their family.
- Follow the program regulations, family obligations, and the terms of the lease.
- Allow MDHCV and the owner to inspect the unit and make necessary repairs.
- Pay rent to the owner on time.
- Maintain all utilities and appliances not supplied by the owner.
- Keep the unit in decent, safe, and sanitary condition.
- Cooperate in attending all appointments with the MDHCV.

## 3. Privacy Statement

### What do we do with your information?

When you participate in the MDHCV program, we collect and store the personal information you give us including your name, e-mail, unit address, postal address family composition, sources of income, expenses, and any other information we determined to be necessary in the administration of the program.

The information that we collect is used and maintained to determine the level of benefits you may be eligible for or have already received.

### Do I need to provide consent to MDHCV?

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, Section 3003 of the Omnibus Budget Reconciliation Act of 1993, and regulations at 24 CFR 982.551 requires that you sign a series of consent forms authorizing: (1) HUD and MDHCV to request verification of salary and wages from current or previous employers; (2) HUD and MDHCV to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service; and (4) MDHCV to independently verify information you provide.

### How do you provide consent to MDHCV?

You provide consent to us to collect, maintain, and disclose certain information in a variety of ways. The primary way of providing consent is by utilizing form-HUD 9886. This form is signed by you and every adult member with your annual reexamination. Your annual reexamination also contains a general certification and consent page which provides us with consent to verify all information provided to us.

### When does MDHCV disclose information requested by the general public?

The Privacy Act of 1974 (also known as the “*Privacy Act*” or the “*Act*”) supersedes Florida Statute, Chapter 119 (also known as the “*Sunshine Law*”). As such, MDHCV does not disclose any documents maintained for participants, including documents with personally identifiable information of those participants, unless the disclosure complies with the requirements of the Federal Privacy Act. The Act requires that we receive your prior written consent in order to release documents to a third party. The Act does provide a few exceptions, including releasing documents to a law enforcement agency for the purposes of enforcing the law.

### How does MDHCV disclose information requested by third parties?

We will require a written and signed statement from the Head of Household, or a person with a Power of Attorney to act on behalf of the Head of Household, which details the documents that may be disclosed and to whom they may be disclosed.

You may withdraw a consent at any time by submitting a written and signed request.

## 4. Ethics: Everyone's Responsibility

### What do I need to know about ethics and the HCV program?

Because taxpayers fund housing assistance programs like the Housing Choice Voucher (HCV) program, just the appearance of fraud or corruption in the system could affect the public's confidence in the program. If the public does not trust in the HCV program, the program could lose public funding. Therefore, it is imperative that everyone involved in the program report fraud or corruption within the program.

### Ethics for MDHCV staff

MDHCV has developed an ethics policy to fight fraud and corruption by preventing employees and sub-contractors from using or appearing to use their position for personal gain. Some examples of staff actions prohibited by the ethics policy include:

- Accepting gifts of any value at any time. If you'd like to thank an employee for a job well done, simply complete the customer service survey or write a letter to the program director about the employee's great work.
- Charging a voucher holder fees for HCV program-related services
- Passing a unit that fails a Housing Quality Standards (HQS) inspection or other transaction in exchange for any payment or favor
- Owning or having a controlling interest in a property involved in the HCV program

### Ethics for program applicants and participants

Did you know that you are committing fraud if you sign a form knowing that you provided false or misleading information? The information you provide on the application, recertification, and any other forms will be checked, and certifying to false information is fraud. If you commit fraud to obtain assistance, you could lose your program assistance, be required to repay all the overpaid rental assistance you received, face fines or jail time, and be prohibited from receiving assistance in the future.

When you fill out your application and yearly recertification forms, be sure you answer all questions asked of you accurately and honestly. You are required to disclose all sources of income or assets you or any of your household members receive as well as the names of everyone living in your unit that make up your household. If you don't understand something on the application or recertification forms, always ask questions. For more information see the HUD *"Things You Should Know"* brochure on page 62 and the *"What You Should Know About EIV"* brochure on page 64.

### Ethics for owners

The owner of your housing is not allowed to ask you to pay any additional rent or fees that were not included in your rental agreement which was approved by MDHCV. If they ask you to pay additional fees, let your housing specialist know.

Parking is customarily included as part of the rent in the County of Miami-Dade. Therefore, your owner is prohibited from charging an additional fee for parking. Please notify us immediately if your owner has required you to pay a parking fee or any other fee in addition to your rent.



## Miami-Dade County Housing Choice Voucher Program

### Who should I contact if I suspect fraud?

If you witness an employee asking for money, gifts, or favors in exchange for HCV program- related services, or if you have information on a participating family or owner who may be committing fraud, immediately report this by calling the HCV Fraud Hotline at **786-233-9710**.

You can also contact the HUD Office of the Inspector General Hotline. You can call toll-free, Monday through Friday, 10:00 a.m. to 4:30 p.m., Eastern Time, at **1-800-347-3735** or email [hotline@hudoig.gov](mailto:hotline@hudoig.gov).

### ***Examples of Fraud***

#### *Side Payments*

Never pay an owner an amount that is different than what is required by MDHCV. Collecting side payments from HCV program participants is a serious offense by the owner and punishable under federal law. If an owner or property manager asks for a payment outside the agreed upon rent, immediately report it to MDHCV. A participant or property manager that pays or collects a side payment will be removed from the HCV program.

#### *Unauthorized Occupants*

If you allow a guest to stay in your unit beyond the allowable time limit, that guest will be considered an unauthorized occupant and your entire family will be subject to termination from the program. You must obtain approval from the owner and MDHCV before allowing someone to move into the subsidized unit.

#### *Unreported Income*

You are required to report all income from all sources for everyone that lives in your household. Failure to do so may cause the PHA to overpay the subsidy on your behalf. In that case, you would be required to reimburse MDHCV. If you fail to repay amounts due, you will be subject to termination.

# 5. Your Fair Housing Rights

## What is Fair Housing?

It is important to understand the basic rights provided to you under fair housing laws. The premise is simple: everyone has the legal right to live anywhere he/she wants to live. Fair housing laws apply to both individuals and families whether they are voucher holders or not. There are Federal, state, and local fair housing laws that protect you from discrimination in housing. In Miami-Dade County it is illegal to discriminate based on:

- Race
- Color
- Religion
- National Origin
- Sex (including sexual harassment)
- Age
- Disability
- Familial Status
- Pregnancy
- HIV Status
- Gender Identity
- Sexual Orientation
- Marital Status
- Ancestry
- Source of Income

Fair housing laws do not require an owner to rent to anyone. Owners have the right to screen applicants based on legal guidelines and procedures. The screening process will vary from owner to owner. Some owners/managers will just talk to you and make a decision. Other owners will require you to go through a formal screening process which may include:

- Checking credit history and references
- Conducting a criminal background check
- Reviewing previous rental history
- Filling out an application form

Fair housing laws do require an owner treat all prospective tenants the same. If the screening uncovers information that indicates that you may not pay the rent on time or that you may damage the property, then the owner does not have to accept you as a tenant. Under Florida law, the owner may not use your status as a voucher holder to deny you tenancy.

Under the Fair Housing Act, it is against the law for owners or property managers to:

- Refuse to rent or negotiate because of a person's protected status
- Impose different terms or conditions because of a person's protected status
- Make discriminatory statements or publish discriminatory communications
- Lie about the availability of a dwelling because of a person's protected status
- Coerce or intimidate an applicant who has filed a fair housing complaint
- Steer applicants (Illegally guiding renters to a particular area based on the racial or ethnic characteristics of residents 'of the building or neighborhood)

## Miami-Dade County Housing Choice Voucher Program

**NOTE:** Throughout Miami Dade County, the owner may not use your status as a voucher holder to deny your tenancy. Owners cannot say “I don’t take section 8”.

### How do I file a complaint?

If you believe you are a victim of illegal housing discrimination, you can contact HUD or MDHCV. If you’d like to file a complaint directly with HUD, please see HUD’s “Are You a Victim of Housing Discrimination?” brochure located on page 86. You can also fill out a complaint with HUD online at: <https://portalapps.hud.gov/AdaptivePages/HUD/complaint/complaint-details.htm>. MDVCH will assist you in completing these forms if necessary.

## 6. Translation and Interpreter Services

### What is LEP?

A limited English proficient (LEP) person does not speak English as their primary language and has limited ability to read, write, or understand English at a level that permits the person to effectively communicate in the course of applying for or receiving services or benefits.

### What if I need an interpreter or translation services?

Participants with disabilities and those who have limited English proficiency can request translation and interpreter services (including sign language) for MDHCV-related business. MDHCV can make documents available in other languages and large print. MDHCV has translated vital forms into Spanish and Creole. MDHCV also has bilingual staff members that are fluent in Spanish or Creole who can provide interpretation as needed. To request translation and interpreter services, contact the MDHCV Customer Service Call Center at **305-403-3222**.

Servicios y documentos están disponibles en español y otros idiomas. (Spanish)

Sevis ak dokiman yo disponib nan lang panyol ak lot. (Creole)

# 7. Reasonable Accommodations

## What is a reasonable accommodation?

A reasonable accommodation is a change to a policy or procedure that ensures people with disabilities have equal access to MDHCV's program. A requests for reasonable accommodation must be directly related to the disability and must not cause MDHCV to waive essential program regulations or impose an undue administrative and financial burden to MDHCV. MDHCV is required to consider all requests but is not obligated to approve every request. If a family wishes to request an accommodation, they may do so at any time, including during initial application, while they live in a unit subsidized by the MDHCV, and even during termination procedures.

MDHCV considers hundreds of requests for reasonable accommodation per year. Examples of some reasonable accommodation requests include, but are not limited to:

- Assistance when filling out forms for the MDHCV or receiving them in an accessible format such as braille or audio.
- Granting extended time for finding appropriate housing (voucher extension).
- Providing sign language interpretation for meetings with MDHCV.
- Approving an additional bedroom in a unit for a live-in aide.
- Providing increased rental assistance if necessary for finding an accessible unit.

## How do I make a request?

To request an accommodation, you simply need to make MDHCV aware of your request. This may be done in-person, over the phone, or in writing. If you would like to use our form to request an accommodation you may download it from <http://www.Miamidade.gov/housing>. To make your request orally you can visit our offices or you may contact a customer service representative at the MDHCV's Customer Service Call Center by calling **305-403-3222 (TTY: 1-800-955-8771)**. In some cases, MDHCV may need a release, consent, or other related form to be signed by you in order to verify the requested accommodation. However, MDHCV will assist you in completing any forms we may need.

Once you submit a request to MDHCV, the request will be reviewed and a decision will be rendered within a reasonable time and typically within 30 days. If additional information is required or information essential to a decision is missing, it will take additional time to come to a decision, and you may be contacted to provide the necessary information. Such information may include certification from a knowledgeable professional (i.e. physician, nurse, psychiatrist, etc.) about your disability or the need for the accommodation. If your request is not approved, you can request a hearing with MDHCV to discuss alternatives or provide us with more information.

## Can I request a reasonable accommodation from my owner or property manager?

Most owners and property managers are covered by some of the same laws that MDHCV abides by, so they also must consider reasonable accommodation requests. Owners and property managers may have different processes for considering requests. They must consider your request for accommodations even if you do not "look like" you have a disability. Common types of reasonable accommodations might include asking for an assistance or service animal when the owner has a no pets policy or asking for a physical modification to your unit.



### What do I do if I need a physical modification in order to rent an apartment?

Some people with disabilities may require structural changes to their housing in order to access it. Examples of reasonable modifications that can be made to a unit or building are:

- Widening doorways or passageways for a person who uses a wheelchair
- Installation of ramps or motorized lifts.
- Placing flashing strobe lights to alert people with sensory impairments of the doorbell or fire alarm.
- Installing protective plastic on walls to prevent damage from wheelchairs.

By law, owners must allow a modification to be made to their property if:

- You pay for the modifications.
- The modifications do not fundamentally alter their business goals or purposes.
- The modifications do not cause undue administrative burden.
- The modifications do not violate the terms of your lease or their contract with the MDHCV.

Owners have the right to approve the work that needs to be done to make the unit or building accessible. When you move from the unit or building, they may require that the unit/building is left in the same condition as it was when you first leased it. An example may be that grab bars that were installed for your use need to be removed and the walls might have to be patched and painted.

## 8. Violence Against Women Act (VAWA)

### What is VAWA?

The Violence Against Women Reauthorization Act of 2013 (VAWA) and Florida law limit the ability of the owner or MDHCV to evict you or terminate your assistance in certain instances related to domestic violence. The law says that MDHCV and the owner may not consider actual or threatened acts of domestic violence, dating violence, sexual assault, sexual battery, or stalking as a reason for terminating your tenancy, occupancy, or program assistance if you are the victim of these types of violence. The law does not just apply to women; it applies to any individual, tenant, or lawful occupant living in the household who is a victim, including men and children. You can find a copy of the domestic violence certification form in the resources section on page 93.

The following pages explain your rights under VAWA:

## MIAMI-DADE COUNTY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

### Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>

#### To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that Miami-Dade County Public Housing and Community Development (PHCD) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

#### Protections for Applicants

If you otherwise qualify for assistance under a HUD's program or rental assistance administered by PHCD, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### Protections for Tenants

If you are receiving assistance under a HUD's program or rental assistance administered by PHCD, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under a HUD's program or rental assistance administered by PHCD solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

#### Removing the Abuser or Perpetrator from the Household

PHCD may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



This material is available in an accessible format upon request.

Form HUD-5380 (12/2016)

## Miami-Dade County Housing Choice Voucher Program

### Notice of Occupancy Rights under the Violence Against Women Act

If PHCD chooses to remove the abuser or perpetrator, PHCD may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, PHCD must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, PHCD must follow Federal, State, and local eviction procedures. In order to divide a lease, PHCD may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

#### **Moving to Another Unit**

Upon your request, PHCD may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, PHCD may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

PHCD will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

PHCD's emergency transfer plan provides further information on emergency transfers, and PHCD must make a copy of its emergency transfer plan available to you if you ask to see it.



# Miami-Dade County Housing Choice Voucher Program

## Notice of Occupancy Rights under the Violence Against Women Act

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

PHCD can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from PHCD must be in writing, and PHCD must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. PHCD may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to PHCD as documentation. It is your choice which of the following to submit, if PHCD asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by PHCD with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that PHCD has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, PHCD does not have to provide you with the protections contained in this notice.

If PHCD receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), PHCD has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, PHCD does not have to provide you with the protections contained in this notice.

### **Confidentiality**

PHCD must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

PHCD must not allow any individual administering assistance or other services on behalf of PHCD (for example, employees and contractors) to have access to confidential information



# Miami-Dade County Housing Choice Voucher Program

## Notice of Occupancy Rights under the Violence Against Women Act

unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

PHCD must not enter your information into any shared database or disclose your information to any other entity or individual. PHCD, however, may disclose the information provided if:

- You give written permission to PHCD to release the information on a time-limited basis.
- PHCD needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires PHCD or your landlord to release the information.

VAWA does not limit PHCD's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, PHCD cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if PHCD can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If PHCD can demonstrate the above, PHCD should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

### **Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **PHCD, 701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor, Miami, FL 33136, telephone 786-469-4100, or HUD Miami Field Office, 909 SE First Avenue, Miami, FL 33131, telephone 305-536-5678.**

# Miami-Dade County Housing Choice Voucher Program

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### For Additional Information

You may view a copy of HUD's final VAWA rule at

<https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs>

Additionally, PHCD must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **PHCD at 305-403-3222**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY).

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Sexual assault victims or victims of stalking or domestic violence seeking help may contact:

Organization's Name	Phone Number	Website
Police Emergency	911	N/A
The Children's Trust Helpline / Switchboard of Miami	211 305-358-HELP (4357)	<a href="https://www.thechildrenstrust.org/">https://www.thechildrenstrust.org/</a> <a href="http://switchboardmiami.org/">http://switchboardmiami.org/</a>
Florida Department of Children and Families – Abuse Hotline	1-800-962-2873 TTY 1-800-453-5145	<a href="http://www.myflfamilies.com/service-programs/abuse-hotline/report-online">http://www.myflfamilies.com/service-programs/abuse-hotline/report-online</a>
Florida Relay Service	711 1-800-955-8771	<a href="http://www.floridahealth.gov">http://www.floridahealth.gov</a>
Florida Coalition Against Domestic Violence	Hotline 1-800-500-1119 TDD 1-800 621-4202	<a href="http://fcadv.org/">http://fcadv.org/</a>
Florida Council Against Sexual Violence	1-888-956-7273	<a href="https://www.fcasv.org/">https://www.fcasv.org/</a>
MDC Coordinated Victim's Assistance Center (CVAC) Shelters: Safespace North / Safespace South	305-285-5900 Main 305-758-2546 (N) 305-247-4249 (S)	<a href="https://www.miamidade.gov/socialservices/care-violence-victims.asp">https://www.miamidade.gov/socialservices/care-violence-victims.asp</a>
The Lodge Certified Domestic Violence Center	Crisis Line 305-693-0232 Administrative Line 305-693-1170	<a href="http://www.thelodgemiami.org/">http://www.thelodgemiami.org/</a>
Jackson Health System Rape Treatment	305-585-5185	<a href="http://www.jacksonhealth.org/services-rape-treatment.asp">http://www.jacksonhealth.org/services-rape-treatment.asp</a>
Miami-Dade State Attorney's Office Domestic Violence (DV) & Stalking Assistance (SA) Units: Domestic Violence / Sexual Battery	305-349-5830 (DV) 305-547-0115 (SA)	<a href="http://www.miamisao.com/services/domestic-violence/">http://www.miamisao.com/services/domestic-violence/</a>
Attorney General's Bureau of Victim Compensation	1-800-226-6667	<a href="http://myfloridalegal.com/">http://myfloridalegal.com/</a>
Men and Women United in Justice, Education and Reform (M.U.J.E.R.)	305-247-1388 (Main) 305-763-2459 (Helpline)	<a href="http://muierfla.org/">http://muierfla.org/</a>
Jewish Community Services (JCS) Domestic Abuse Prevention	305-576-1818 (Hotline)	<a href="https://jcsfl.org/programs/domestic-abuse-prevention-shalom-bayit/">https://jcsfl.org/programs/domestic-abuse-prevention-shalom-bayit/</a>
Kristi House	305-547-6800	<a href="http://www.kristihouse.org/">http://www.kristihouse.org/</a>
American for Immigrant Justice – LUCHA Program	305-573-1106	<a href="http://www.aijustice.org/">http://www.aijustice.org/</a>
Legal Services of Greater Miami, Inc.	305-576-0080	<a href="http://legalservicesmiami.org/">http://legalservicesmiami.org/</a>
MDC Government Information Center	311	<a href="http://www.miamidade.gov/information/">http://www.miamidade.gov/information/</a>

### Attachment – Certification form HUD 5382

## 9. Applying for Assistance

### Who can take part in the HCV program?

If a family wants to participate in the HCV program, the following must be true:

- The family is on the HCV program waiting list or the family is porting their voucher from another Housing Authority.
- The family must meet HUD's eligibility requirements including:
  - Be a family
  - At least one member must have eligible citizenship status
  - Disclosure and verification of Social Security numbers
  - Family income does not exceed Income limits established by HUD
  - Family must not have engaged in certain criminal activity

### What happens if I am denied admission?

If MDHCV denies your admission into the HCV program, you will receive a notice that will provide the reason for the denial as well as how you can request an informal review where mitigating circumstances may be considered. An Informal Hearing/Review Request Form can be found on MDHCV's website at [www.miamidade.gov/housing](http://www.miamidade.gov/housing).

## 10. How the Voucher Works

Once you are determined eligible, you will be invited to a voucher issuance briefing. At the briefing, you will learn about how the program works and receive the documents you will need to start your unit search. The briefing will also provide information on how to lease a unit, explain owner responsibilities, and family obligations under the program.

### What is a Voucher?

The voucher is the HUD form that allows you to begin looking for housing. The voucher is tied to your family, not your unit. In other words, when your family moves, the subsidy goes with you. The voucher tells you the size unit your subsidy payment will cover and the date the voucher will expire.

The voucher also includes the HUD HCV Family Obligations that your family must follow in order to continue to qualify for the subsidy. When you sign the voucher, you agree to follow those obligations. If you do not follow the Family Obligations, MDHCV may have grounds to remove you from the HCV program. You can find the family obligations on pages 46.

### How does MDHCV decide how many bedrooms my family needs?

MDHCV uses what are called subsidy standards to determine the size voucher you receive. MDHCV applies the following subsidy standards when determining your voucher size:

- Single person families are given a zero or one-bedroom voucher
- Generally, two people are expected to share one bedroom
  - A single head of household parent is not required to share a bedroom with their child, although they may do so at the request of the family



## Miami-Dade County Housing Choice Voucher Program

- Exceptions to the largest subsidy standards may be made as a reasonable accommodation for a person with disabilities
- Exceptions may also be granted if they are justified by the age, sex, health, disability, or relationship of family members
- Children of opposite sex who are over the age of six are not required to occupy the same bedroom or living/sleeping room
- A single pregnant woman (with no other family members) will be given a maximum of a one-bedroom voucher
- Children are counted toward the voucher size if the applicant/participant has residential placement at least 50 percent of the time
- Children who are temporarily away from home because they have been placed in foster or kinship care or are away at school will count toward the voucher size
- A live-in aide may be assigned up to one bedroom if approved as a reasonable accommodation
  - The live-in aide may have PHA-approved family member(s) live with them in the unit as long as the unit is not overcrowded per HQS
  - No additional bedrooms will be provided to accommodate the live-in aide's family members.

### What does a voucher look like?

#### Voucher Housing Choice Voucher Program

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

OMB No. 2577-0169  
(Exp. 04/30/2018)

Public Reporting Burden for this collection of information is estimated to average 0.05 hours 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). 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.

**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. 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. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.

Please read **entire** document before completing form  
Fill in all blanks below. Type or print clearly.

1. Insert <b>unit size</b> 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. <b>Date Voucher Issued (mm/dd/yyyy)</b> Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy)
3. <b>Date Voucher Expires (mm/dd/yyyy)</b> Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy)
4. <b>Date Extension Expires (if applicable)(mm/dd/yyyy)</b> (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)

**Unit Size.** Bedroom size for which the family qualifies for.

**Issue Date.** The day you are authorized to begin searching.

**Expiration Date.** The last day to submit a request for tenancy approval (RTA) without extension.

**Extension Date.** Final day to submit RTA if extension was approved.

**Date Signed.** The date that the head of household receives the voucher.

**Name of Family Representative**  
The name of the head of household who is receiving the voucher.

**Signature of the head of household**  
This signature confirms receipts by the family.

**Signature of PHA Official**  
Signature confirming the voucher was issued.

# Miami-Dade County Housing Choice Voucher Program

## Term of the Voucher

The **term of the voucher** is the amount of time you are provided to search for a unit. The initial term is the time between the “Issue Date” and the “Expiration Date”. The initial term of the voucher will never be less than 60 days.

For families moving to Miami-Dade County under portability rules, the term of the voucher in Miami will be the same as the one that was originally issued to you. However, MDHCV will automatically provide 30 additional days from the expiration date or the extension expires, whichever is later.

## Expiration of the Voucher

The voucher will have an expiration date on it. You must submit a completed Request for Tenancy Approval (RFTA) form prior to the expiration date, with any applicable extensions, of your voucher.

## Suspension of Voucher / Tolling Time

When you submit an RFTA, MDHCV will “stop the clock” on your voucher. This is also referred to as “suspending” or “tolling Time”. If the RFTA is not approved, you will be notified in writing and you will be provided the remaining search time. For example, you were issued a voucher on March 1, 2017 with an expiration date of April 30, 2017. You turn in an RFTA on March 15, 2017 but it is denied on March 30, 2017. Including the day you turned it in, the RFTA took 16 days to process which means your voucher was suspended for 16 days. These days are automatically added as a mandatory extension and your voucher would now expire on May 16, 2017.

## Voucher Extensions

Except for inbound portable families, on vouchers issued for 90 days, you may request a one-time, 30-day extension to the voucher, giving you a total of 120 days to locate a unit and submit the RTA. On vouchers issued for 60 days, you may request two 30-day extensions giving you a total of 120 days. Extensions can be requested by phone or in person and should be requested at least one week prior to the expiration date of your voucher. If someone in your family is a person with disabilities, you can request a reasonable accommodation to have your voucher term extended over 120 days. A Request for Voucher Extension can be found on page 54 or on MDHCV’s website.

For families moving to Miami-Dade County under portability rules, MDHCV will automatically provide 30 additional days from the expiration date or the extension expires date, whichever is later. However, MDHCV will not provide any additional time beyond this initial 30 day extension.

Hearings or informal reviews are not approved and will not be held for denials of extension or expiration of the voucher term.



# 11. Searching for a Unit

## How do I find housing?

At the voucher issuance briefing, you will learn the bedroom size for which your family qualifies under MDHCV's subsidy standards and approximately how much rental assistance you will receive from.

You can find information about available housing in a number of places, including:

- Using [www.gosection8.com](http://www.gosection8.com) which is the largest affordable housing listing service in the country
- Using other online apartment guides such as [www.apartmentguide.com](http://www.apartmentguide.com), [www.apartmentfinder.com](http://www.apartmentfinder.com), or [www.forrent.com](http://www.forrent.com)
- Asking for help at the MDHCV program office. Printed landlord listings are available in the lobby.
- Talking to friends, neighbors, or co-workers who know of available units
- Talking to real estate agents
- Looking at ads in newspapers such as the Miami Herald, SunSentinel, and El Nuevo Herald
- Or, simply going to the neighborhood you want to move into and looking for "For Rent" signs

## Can I find a unit that is smaller or larger than my voucher?

While you are allowed to choose a unit with a different number of bedrooms than what's listed on your voucher, MDHCV pays out subsidy on your behalf to the owner based on either the number of bedrooms on your voucher or the unit size you select, whatever is smaller.

You can select a unit that's smaller than what's listed on your voucher as long as the unit isn't overcrowded. This means that there cannot be more than two people (heartbeats) per living/sleeping room in your unit. If there are, MDHCV will not approve your unit.

If you select a unit that's larger than what's listed on your voucher, you may have to pay more rent to the owner since MDHCV will only pay subsidy on your behalf up to the amount that corresponds with your voucher size.

The table below shows examples of the bedroom guidelines used to assign your voucher size:

Number of Bedrooms	Number of Family Members (Minimum)	Number of Family Members (Maximum)
0	1	1
1	1	2
2	2	4
3	3	6
4	6	8
5	8	10
6	10-12	10-12

## Miami-Dade County Housing Choice Voucher Program

### How do I choose a unit that's right for me?

Selecting a unit in which you and your family will want to reside for a long time is very important. There are many things to consider when selecting a unit that is right for your family. Some things you may consider are:

- Is there enough space for you and your family?
- How close is the unit to work or school?
- Are pets allowed?
- Is there yard space for your children to play and exercise?
- Are there too many stairs to get to your unit?
- Are utilities included in the rent?

If you'd like more tips on how to select a unit, see page 66 or MDHCV's website for a copy of HUD's "A Good Place to Live" brochure

### What questions should I ask the owner?

You may want to ask the following questions about the apartment or house you want to rent:

- Are there any vacancies?
- How much is the rent?
- Do you allow pets? Are there any pet fees?
- Are there any application, association, condominium or other rental fees?
- How much is the security deposit?
- What utilities will I pay?
- How do I request repairs?
- Does the unit have central air conditioning?
- Does the unit include a stove or refrigerator or do I need get my own?

### What about smoke-free policies?

County Resolution R-1003-15 requires properties owned and operated by Miami-Dade County and encourages owners participating in the MDHCV program to establish smoke free policies. Please check with the property owner/agent regarding any existing or planned policies. Violation of such policy may be grounds for termination of assistance.

### What should I bring with me when looking for a unit?

When you go to visit the unit, below are a few things you may want to have available:

- Your voucher
- Request for Tenancy Approval (RTA) packet
- Photo Identification
- Names and phone numbers of your references
- Income information
- Contact information for the owner or property manager of your current apartment

## Miami-Dade County Housing Choice Voucher Program

Everyone that rents a unit may be required to complete an application. Owners may require an application fee and perform a credit check in order to process your application. Owners may also conduct a criminal background check.

### How do I let MDHCV know that I found a unit?

With your voucher you received a packet called the “Request for Tenancy Approval” which is also known as the RFTA or the RTA. Provide this document to the owner and have him/her complete it and sign it. It’s very important that the owner complete all fields and leave nothing in blank. Once the form is complete then the Head of Household (HOH) must also sign the form. The HOH or the Owner must submit the request to MDHCV. However, it is the family’s responsibility to ensure the request gets submitted prior to the expiration date of the voucher (including any extensions).

### How do I turn in my request for tenant approval (RTA)?

Either you or the owner may submit the completed Request for Tenancy Approval (RTA) package to MDHCV. Packets may be turned in one of several ways:

- Email to [customercare@mdvoucher.com](mailto:customercare@mdvoucher.com)
- Fax to 786-358-5893
- In-person at the MDHCV offices located at:  
7400 Corporate Center Drive, Bay H, Miami, FL, 33130

**IMPORTANT:** All questions and fields on the RFTA must be completed. Incomplete RFTA may delay the processing of your selected unit.

If this is the owner’s first time participating on the program, they will also need to fill out a new vendor package which will be provided to you when your voucher is issued or can be accessed on MDHCV’s website.

# 12. Neighborhood Profiles

## What are the advantages of using my voucher in a low-poverty area?

Using your voucher in a low poverty area has many advantages. Research shows that moving to areas of low-poverty concentration has strong positive physical and mental health effects. Families living in these areas for a longer period had an increased likelihood of finding employment and having higher incomes, and their children also had higher scores in school and were more likely to enroll in college. In the following pages you'll find descriptions of some low-poverty areas in Miami Dade County that you may want to consider as well as a county map.

## Pinecrest, Florida

**A Good Place to Live: Pinecrest, Florida**

Pinecrest was incorporated on March 12, 1996 and is one of thirty-four municipalities in Miami-Dade County. Pinecrest is conveniently located south of Downtown Miami and Miami International Airport. Pinecrest encompasses approximately eight square miles and is recognized as one of the most beautiful residential areas in South Florida. City website: <http://www.pinecrest-fl.gov>

**Economy**

Current unemployment rate: 6.0%

**Education**

Pinecrest is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural to suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

**Public Elementary Schools**

- Pinecrest Elementary School - Opened in 1954[19]
- Palmetto Elementary School
- Howard Drive Elementary School (in Palmetto Bay)

**Public Middle Schools**

- Palmetto Middle School

**Public High Schools**

- Miami Palmetto High School[20]

**Private Schools:**

- Bet Shira Congregation
- Gulliver Preparatory
- Kendall United Methodist
- Pinecrest Presbyterian
- St. Louis Covenant School
- Temple Beth Am

**Transportation**

Pinecrest is served by Metrobus throughout the area and by Miami Metrorail at the following stations:

- Dadeland North (SW 70th Avenue and U.S. 1)
- Dadeland South (Dadeland Boulevard and U.S. 1)

The Pinecrest People Mover is a free transit bus service connecting the Village's neighborhoods and schools. It is perfect for middle and high school students who do not qualify for bus service from the school district, as well as anyone who wants to get around the Village.

- Free for everyone
- Northern and Southern routes
- Separate schedules for middle and high schools
- Multiple afternoon routes to accommodate after-school schedules


Use the Pinecrest People Mover for convenient connections to Metrobus. Simply transfer from select stops to travel beyond the Pinecrest People Mover's route.

The Pinecrest People Mover is operated by the Village of Pinecrest and is funded from proceeds of the Miami-Dade County People's Transportation Plan.

**Community**

The Village of Pinecrest has been named a Tree City USA community by the Arbor Day Foundation in recognition of the Village's commitment to community forestry. The Village has met the foundation's standards for receiving this national recognition in part by planting over 10,000 street trees since 1997.

Pinecrest Gardens is the crown jewel of the village's park system. Known as South Florida's Cultural Arts Park, it is a massive park featuring over 1,000 varieties of exotic tropical plants and trees. The park offers beautiful landscape featuring natural streams, sinkholes, caves and fissures. The park also offers various programs including summer camps.



**City of Pinecrest Demographics**

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

Race:	Population:	Median Household Income:	Poverty Rate:
White 88.8%	Total population 19,174	Pinecrest \$128,966	Pinecrest 6.5%
Black 1.1%	Median age 40.0	County \$43,192	County 20.4%
Asian 7.3%	Education:	U.S. \$53,889	U.S. 15.5%
Other 1.3%	High school graduate or higher 95.0%		
Hispanic (any race) 43.4%			

# Miami-Dade County Housing Choice Voucher Program

## Hialeah Gardens, FL

### A Good Place to Live: Hialeah Gardens, Florida

Hialeah Gardens lies in the northwestern portion of Miami-Dade County, just west of another predominantly Hispanic municipality, Hialeah. Hialeah Gardens is one of the fastest growing, most prosperous community in Miami-Dade County. City website: <http://www.cityofhialeahgardens.com>

#### Economy

Current unemployment rate: 5.2%

#### Education

Hialeah Gardens is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

From 2007-2009 construction began on 3 new schools in the Area along Hialeah Gardens Blvd and Okeechobee. West Hialeah Gardens Elementary School opened in the 2007-2008 school year and was used to Alleviate nearby Hialeah Gardens Elementary School and Ernest R Graham Elementary School. Hialeah Gardens Middle opened in 2008-2009 school year to alleviate Jose Marti Middle School in neighboring West Hialeah as well as Mater Academy Middle School and Youth Co-Op Charter School. Hialeah Gardens High was opened in the Fall of 2009 to alleviate Barbara Goleman Senior High in Miami Lakes.

Hialeah Gardens High School serves Hialeah Gardens. Mater Academy Middle/High School also serves the Hialeah Gardens area



#### Transportation

The City of Hialeah Gardens is serviced by the Hialeah Transit System (HTS). The Hialeah Transit System has two routes, the Flamingo Route and the Marlin Route.

#### Hours of Operation

Monday - Friday 6:00 a.m. - 7:30 p.m.

Saturday 9:00 a.m. - 3:30 p.m.

Sunday No Service

Holidays 9:00 a.m. - 3:30 p.m.

#### Fares

Full Fare \$ 2.25

Reduced Fare \$ 1.10

Monthly Full Pass \$ 60.00

Monthly Reduced Pass \$ 30.00

Golden Passport Pass FREE

#### Community

In February 1949, Hialeah Gardens adopted their first building code, their first traffic ordinance, and the first laws regarding hunting. Hialeah Gardens served mainly as a rural community in which one of its main industries was raising horses. This remained so until 1968 when the city adopted an aggressive land use and zoning master plan to lead the growth of the city. Only a small amount of small businesses existed along the Okeechobee Road corridor. The city's close proximity to major roadways such as Okeechobee Road (U.S. Route 27 / State Road 25) and the Palmetto Expressway (State Road 826) provide opportunity for Hialeah Gardens to become one of the fastest growing municipalities in the county.

#### City of Hialeah Gardens Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

Race:	Population:	Median Household Income:	Poverty Rate:
White 92.6%	Total population 23,092	Hialeah Gardens \$ 41,592	Hialeah Gardens 6.5%
Black 2.8%	Median Age 40.9	County \$ 43,192	County 20.4%
Asian 0.1%	Education:	U.S. \$ 53,889	U.S. 15.5%
Other 3.8%	High school graduate or		
Hispanic (any race) 96.2%	higher 75.9%		



# Miami-Dade County Housing Choice Voucher Program

## Coral Gables, Florida

### A Good Place to Live: Coral Gables, Florida

Coral Gables is located southwest of downtown Miami. Coral Gables is known as a pedestrian-friendly destination. Located four miles from Miami International Airport, the "City Beautiful" has around 140 dining establishments and gourmet shops, and many notable international retailers. Among the landmarks in Coral Gables are the Venetian Pool, Douglas Entrance, the Miami Biltmore hotel, and many fine residences. City website: <http://coralgables.com>

#### Economy

Current unemployment rate: 5.7%

#### Education

Coral Gables is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

The district has one high school in Coral Gables, Coral Gables Senior High School, which educates students in grades nine through 12. It also has an elementary school, Coral Gables Elementary located on Ponce de Leon Boulevard. Finally it has two middle schools: George Washington Carver Middle School located on Lincoln Dr, and Ponce de Leon Middle School located across from The University of Miami on the East side of U.S. Route 1 on Augusto Street.

Coral Gables is the location of the University of Miami, a university ranked in the top tier of national universities, with particular national status in the fields of business, engineering, law, marine science, medicine, communications, and music.

#### Transportation

Coral Gables is served by Metrobus throughout the area, and by the Miami Metrorail at:

- Douglas Road (SW 37th Avenue and U.S. 1)
- University (Stanford Drive and U.S. 1)

The City of Coral Gables also provides a free trolley service, with a trolley running a continuous circuit up and down Ponce de Leon Boulevard during the day.

Coral Gables is served by rapid transit on Douglas Road at Douglas Road station, at the University of Miami at University station, and near Sunset Drive and Red Road at South Miami station, connecting the city with Downtown Miami and Miami International Airport.

#### Community

Coral Gables is a major employment center, with almost as many people working in the City as living there. The city provides excellent municipal services, including an accredited Police Department, as well as a Class 1 Fire Department and a Class 1 Building Division. In addition, Coral Gables has been named a Tree City USA for the last 31 consecutive years by the National Arbor Foundation, and selected as a Playful City USA for eight years in a row.



#### City of Coral Gables Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

Race:	Population:	Median Household Income:	Poverty Rate:
White 90.8%	Total population 50,059	Coral Gables \$ 93,934	Coral Gables 7.6%
Black 3.9%	Median Age 41.4	County \$ 43,192	County 20.4%
Asian 2.4%	Education:	U.S. \$ 53,889	U.S. 15.5%
Other 1.0%	High school graduate or higher 95.5%		
Hispanic (any race) 55.7%			

# Miami-Dade County Housing Choice Voucher Program

## Kendall, Florida

### A Good Place to Live: Kendall, Florida

Kendall is a census-designated place and an unincorporated suburban community in Miami-Dade County. While the US Census Bureau has defined the boundaries of Kendall, many locals have their own definitions. Some believe the communities of West Kendall, Glenvar Heights, Sunset, Olympia Heights, Westwood Lakes and Tamiami to all be sub-communities of Kendall, while some people also believe the neighborhood of The Falls to be a separate entity.

#### Economy

Current unemployment rate: 6.7%

#### Education

Kendall is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries. Miami Killian High School is in Kendall. In addition Miami Palmetto High School in Pinecrest serves a portion of Kendall.

#### **Public Elementary Schools:**

- Archimedean Academy
- Archimedean Middle Conservatory
- Bowman Foster Ashe Elementary School
- Christina M. Eve Elementary School
- Jane S. Roberts K-8 School
- Kendale Elementary
- Kenwood Elementary
- Leewood Elementary School
- Sunset Park Elementary School
- Winston Park K-8 Center
- William Lehman Elementary
- Oliver Hoover Elementary School
- Dante B. Fascell Elementary School
- Gilbert Porter Elementary School
- Claude Pepper Elementary School
- Devon Aire K-8 Center

#### **Private Schools:**

- Calusa Preparatory School
- Florida Christian School
- Gateway Christian School
- Westwood Christian School
- St. Catherine of Siena Catholic School
- Westminster Christian School

#### **Colleges and universities:**

- Kaplan University (Support Center)
- Keiser College
- Miami-Dade College (Kendall Campus)
- Nova Southeastern University (Miami Student Educational Center)
- College of Business and Technology[27] (Kendall Campus)
- Polleo Institute (Tertiary Education)

#### Transportation

Kendall is served by the Miami Metrorail at Dadeland North and Dadeland South stations in its northeastern end. Both stations provide metro service from Dadeland to nearby commercial centers like the City of Coral Gables, Downtown Miami, and Miami International Airport. Dadeland South station is a major transit depot in the area, connecting the southernmost cities of Homestead and Florida City to Metrorail via limited-stop bus rapid transit along the South Miami-Dade Busway.

#### Community

Kendall is home to Dadeland Mall, an upscale indoor shopping mall in East Kendall with the following anchor stores: Macy's, Nordstrom, Saks Fifth Avenue, and JCPenney. And in South Kendall, Directly south of Dadeland Mall, on US-1 is The Falls an open-air shopping mall with anchor stores: Macy's, Bloomingdales as well as a Regal Cinema. Prior to its dissolution Air Florida was headquartered in the Dade Towers in what is now the Kendall CDP



#### Kendall Census-Designated Place Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

<b>Race:</b>		<b>Population:</b>		<b>Median Household Income:</b>		<b>Poverty Rate:</b>	
White	89.8%	Total population	76,267	Kendall	\$ 61,554	Kendall	9.2%
Black	4.3%	Median Age	42.3	County	\$ 43,192	County	20.4%
Asian	3.5%	<b>Education:</b>		U.S.	\$ 53,889	U.S.	15.5%
Other	0.8%	High school graduate or higher	90.2%				
Hispanic (any race)	64.4%						

# Miami-Dade County Housing Choice Voucher Program

## Westchester, Florida

### A Good Place to Live: Westchester, Florida

Westchester is a census-designated place (CDP) in suburban Miami-Dade County.

#### Economy

Current unemployment rate: 8.5%

#### Education

Westchester is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

#### Elementary Schools:

- Royal Palm Elementary School
- Banyan Elementary School
- Coral Park Elementary School
- Emerson Elementary School
- Olympia Heights Elementary School (in University Park CDP)
- Blue Lakes Elementary School
- Tropical Elementary School
- Rockway Elementary School
- St. Brendan Elementary School (Catholic private school)
- St. Agatha Catholic School (Catholic private school)

#### Middle Schools:

- Rockway Middle School
- Riviera Middle School

#### K-8 centers:

- Everglades K-8 Center[17]
- St. Agatha Catholic School[18] (Catholic private school; in University Park CDP)
- King's Christian
- Florida Christian School - Olympia Heights
- Gladeview Christian

#### Public High Schools:

- Miami Coral Park High School
- Southwest Miami Senior High School (Olympia Heights)

#### Private High Schools:

- Christopher Columbus High School - Catholic private school
- St. Brendan High School - Catholic private school
- Florida Christian School (Olympia Heights)

#### Universities and Colleges:

- Florida International University (University Park)
- St. John Vianney College Seminary - Catholic private college

#### Transportation

Kendall is served by the Miami Metrorail at Dadeland North and Dadeland South stations in its northeastern end. Both stations provide metro service from Dadeland to nearby commercial centers like the City of Coral Gables, Downtown Miami, and Miami International Airport. Dadeland South station is a major transit depot in the area, connecting the southernmost cities of Homestead and Florida City to Metrorail via limited-stop bus rapid transit along the South Miami-Dade Busway.

#### Community

Westchester census designated place includes several parks, including Coral Estates Park, Humble Mini Park, Rockway Park and Banyan Park



### Westchester Census-Designated Place Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

<u>Race:</u>		<u>Population:</u>		<u>Median Household Income:</u>		<u>Poverty Rate:</u>	
White	96.9%	Total population	30,585	Westchester	\$ 45,718	Westchester	14.0%
Black	2.1%	Median Age	43.9	County	\$ 43,192	County	20.4%
Asian	0.1%	<u>Education:</u>		U.S.	\$ 53,889	U.S.	15.5%
Other	0.3%	High school graduate or higher					
Hispanic (any race)	92.9%	79.6%					

# Miami-Dade County Housing Choice Voucher Program

## Doral, Florida

### A Good Place to Live: Doral, Florida

Doral, incorporated on January 28, 2003, in one of thirty-four municipalities in Miami-Dade County, Florida. Conveniently located just one mile from Miami International Airport and twelve miles from Downtown Miami. The City of Doral occupies a land area of 15 square miles bordered on the west by the Ronald Reagan Turnpike, to the north by the Town of Medley, to the east by the Palmetto Expressway and to the South by the City of Sweetwater. City website: <https://www.cityofdoral.com>

#### Economy

Current unemployment rate: 5.8%

#### Education

Doral is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries. Residents of Doral are zoned to public education facilities.

#### **Public Schools (MDCPS):**

- Eugenia B. Thomas K-8 Center
- Ronald W. Reagan/Doral Senior High School
- Dr. Rolando Espinosa K-8 Center
- John I. Smith K-8 Center

#### **Charter Schools:**

- Doral Academy High School
- Doral Academy Charter Middle School
- Doral Academy of Technology
- Renaissance Elementary Charter School
- Renaissance Middle Charter School

#### **Universities and Colleges:**

- Carlos Albizu University
- Miami Dade College - West Campus
- Millennia Atlantic University
- West Coast University

#### Transportation

Several areas in Doral are serviced by Miami-Dade Transit System, although it does not service inner Doral.

The City of Doral Trolley was launched on February 1, 2008 and has been available to residents and visitors alike for a convenient free ride. The pilot program involved a weekday route that ran from 7:00 am to 7:00 pm with one trolley servicing one route. Since then, the City has added five new trolleys and has expanded service with two additional routes which connect to Metrorail. Currently the system has three routes serviced by seven trolleys.

#### Community

The City of Doral prides itself in being the premier place in South Florida to live, work and play. The city has experienced population growth of 77% in the last 8 years. The City has received various accolades from various publications, including CNNMoney.com's 51st in Top 100 Places to live in the U.S.



#### City of Doral Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

<b>Race:</b>		<b>Population:</b>		<b>Median Household Income:</b>		<b>Poverty Rate:</b>	
White	90.7%	Total population	51,382	Doral	\$ 72,933	Doral	12.4%
Black	2.9%	Median Age	33.7	County	\$ 43,192	County	20.4%
Asian	4.2%	<b>Education:</b>		U.S.	\$ 53,889	U.S.	15.5%
Other	0.7%	High school graduate or higher	95.1%				
Hispanic (any race)	79.1%						



# Miami-Dade County Housing Choice Voucher Program

## Miami Springs, Florida

### A Good Place to Live: Miami Springs, Florida

Miami Springs is a Miami suburban city located in Miami-Dade County. The core of Miami Springs (excluding the more recently annexed areas) is roughly shaped as a triangle with three definable sides, bordered by Miami International Airport, the City of Hialeah, the Village of Virginia Gardens and the Town of Medley. It, along with other cities in Dade County such as Coral Gables, Florida and Opa-locka, Florida, formed some of the first planned communities in the state. City website: <http://www.miamisprings-fl.gov>

#### Economy

Current unemployment rate: 8.9%

#### Education

Miami Springs is served by the Miami-Dade County Public School Districts. Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

#### **Public Schools (MDCPS):**

- Miami Springs Elementary School
- Miami Springs Senior High School
- Miami Springs Middle School
- Springview Elementary School

#### **Charter Schools:**

- Glenn Curtiss Elementary AIE Charter School (Academy for International Education) K-8 education
- ISAAC Academy (Integrated Science and Asian Culture) K-8 education

#### **Private Schools:**

- All Angels Episcopal Church operates All Angels Academy for children of a similar age group.
- Blessed Trinity Catholic School[19] is located in nearby Virginia Gardens, Florida, and provides K-8 education.
- Grace Lutheran Church operates Grace Lutheran Learning Center for children of a similar age group

#### Transportation

The City of Miami Springs is serviced by the Miami-Dade Transit System.

#### Community

The City of Miami Springs was founded as Country Club Estates in 1928 by aviation pioneer, inventor and land developer Glenn H. Curtiss. The 2.9-square-mile, triangular-shaped city grew along with aviation and became the favorite community for people employed by airlines and related businesses. Miami Springs has been certified as a Tree City USA since 1993, and was recently named a "Preserve America City" in recognition of its commitments to caring for its exceptional environment, history and quality of life.



#### City of Miami Springs Demographics

Source: U.S. Census Bureau: 2011-2015 American Community Survey 5-Year Estimates

<b>Race:</b>		<b>Population:</b>		<b>Median Household Income:</b>		<b>Poverty Rate:</b>	
White	93.0%	Total population	14,397	Miami Springs	\$ 53,888	Miami Springs	12.3%
Black	3.2%	Median Age	43.9	County	\$ 43,192	County	20.4%
Asian	1.9%	<b>Education:</b>		U.S.	\$ 53,889	U.S.	15.5%
Other	1.3%	High school graduate or higher	84.9%				
Hispanic (any race)	73.1%						



# 12. Determining Rent

## How do I know how much rent I can pay for a unit?

MDHCV determines how much they will pay the owner on your behalf based on what's called a payment standard which is the maximum amount of subsidy MDHCV can pay for a particular unit size. The amount MDHCV uses to calculate your subsidy is the lower of the actual number of bedrooms in the unit you select or number of bedrooms on your voucher. For example, if you were issued a 1-bedroom voucher, but you select a 2-bedroom unit, MDHCV use the 1-bedroom payment standard to determine how much they will pay the owner. If you were issued a 2-bedroom voucher but selected a 3-bedroom unit, MDHCV would use the 2-bedroom payment standard.

MDHCV's payment standards are listed below:

Payment Standards (effective November 1, 2016)

Bedrooms	0	1	2	3	4	5	6
MDHCV Payment Standard	\$765	\$963	\$1,235	\$1,651	\$1,963	\$2,257	\$2,551

Once you know which payment standard will be used, you can figure out how much rent you'll pay.

The amount MDHCV pays to the owner on your behalf is called a housing assistance payment (HAP). The maximum amount of HAP that MDHCV will pay the owner is the lower of the payment standard for your voucher size or the gross rent for your unit (the rent plus the utility allowance) minus your income-based total tenant payment (TTP).

For example, if you choose a 2-bedroom unit and have a 2-bedroom voucher, the payment standard for your unit is \$1,235. If the rent the owner is asking for plus the utility allowance for the unit (gross rent) is \$1,300 (\$1,000 in rent plus \$300 utility allowance) MDHCV will use the 2-bedroom payment standard of \$1,235 to calculate HAP since that's lower than the \$1,300 gross rent. If you choose a different two-bedroom unit where the rent plus the utility allowance (gross rent) is \$1,000 (\$900 rent plus \$100 utility allowance) than MDHCV will use that amount to calculate HAP since it's lower than the \$1,235 payment standard.

## How do I know if my unit is affordable?

Normally, your share of the rent and utilities will equal 30% of your monthly adjusted income. However, if you decide to rent a unit where the rent plus the utility allowance (gross rent) is more than the applicable payment standard, you will be responsible for paying the difference and may pay more than 30% of your monthly adjusted income for your rent and utilities. MDHCV may still let you rent the unit in this case, but they will make sure the unit will be affordable for you.

## Miami-Dade County Housing Choice Voucher Program

HUD defines affordable as paying no more than 40% of your monthly adjusted income toward rent and utilities. If you do choose a unit where the gross rent is more than MDHCV's payment standard, and it turns out your share of the rent and utilities would not be affordable, MDHCV is required to disapprove the unit, unless the owner is willing to lower the rent to a level where it would be affordable for you. See the box below for an example.

### ***Affordable Rent***

The family has a two-bedroom voucher and rents a two-bedroom unit. Their TTP is \$430 (30% of their monthly adjusted income).

### ***Example 1***

If they select a unit where the rent plus utilities (gross rent) is at or below the two-bedroom payment standard, the family will pay their TTP minus the utility allowance for rent.

Let's say the family picks a unit where the rent is \$900 and the utility allowance is \$100. That makes the gross rent \$1,000, which is less than the two-bedroom payment standard of \$1,235.

$\$1,000 \text{ gross rent} - \$430 \text{ TTP} = \$570 \text{ paid in HAP by MDHCV to the owner}$

$\$900 \text{ rent} - \$570 \text{ HAP} = \$330 \text{ rent paid by the family to the owner}$

MDHCV does not need to check if the unit is affordable since the family chose a unit where the gross rent is less than the payment standard.

### ***Example 2***

If the same family instead selects a unit where the rent plus the utilities (gross rent) is more than MDHCV's two-bedroom payment standard, the family is allowed to pay up to 40% of their monthly adjusted income in rent and utilities (family share). For the same family, 40% of the family's monthly adjusted income is \$573. They pick a unit where the rent is \$1,200 and the utility allowance is \$100 for a gross rent of \$1,300, which is more than the PHA's two-bedroom payment standard of \$1,235.

$\$1,235 \text{ payment standard} - \$430 \text{ TTP} = \$805 \text{ paid in HAP by MDHCV to the owner}$

$\$1,200 \text{ rent} - \$805 \text{ paid by MDHCV} = \$395 \text{ paid by the family to the owner}$

$\$395 \text{ paid by the family to the owner} + \$100 \text{ utility allowance} = \$495 \text{ rent and utilities}$

$\$495 \text{ in rent and utilities is less than } \$573 \text{ (40\% of monthly adjusted income) so the unit is affordable.}$

Keep in mind, MDHCV cannot determine whether the unit you select is affordable until you choose a unit. MDHCV will let you know your TTP as part of the briefing. You can calculate if a unit you choose is affordable using that information, the payment standard chart found on the previous page, and the utility allowance chart found on page 56.

## Miami-Dade County Housing Choice Voucher Program

### How does MDHCV decide if the rent for a unit is reasonable?

MDHCV will compare the rent that the owner is asking for the unit to the rent for similar unassisted units to make sure that the owner's requested rent is not too high. To do this, MDHCV considers a number of things like location, amenities, affordability, condition, and utilities.

### How does MDHCV decide how much they will pay the owner?

MDHCV can only determine how much assistance will be provided once you have selected a unit and turned in your completed Request for Tenancy Approval (RTA).

### *Housing Assistance Payment (HAP)*

The amount of rent that MDHCV pays to an owner on behalf of the family is called a Housing Assistance Payment (HAP). Depending on your income, MDHCV may only pay a portion of the total rent and you pay the remaining portion. MDHCV decides the amount of the HAP based on your household income, the tenant paid utilities, and the amount of rent asked for by the owner.

### *Gross Rent and Payment Standard*

As discussed earlier, MDHCV uses the smaller of two numbers to calculate the HAP – the gross rent for the unit or the payment standard for your family. The gross rent is the owner's requested rent for the unit plus your utility allowance for the tenant paid utilities.

### How does MDHCV calculate how much rent I'll pay?

The rent you pay in your new home will be based on your income and how much the owner charges in rent.

### *Annual Income*

MDHCV will add up all household income that you or your family members receive. The amount of rent you have to pay and the amount that MDHCV pays the owner will depend on your income. While MDHCV may not count all of your income, you must report all sources of income. Based on HUD rules, income will or will not be counted, as shown below.

This table contains some examples of income:

Income MDHCV will count:	Income MDHCV will NOT count:
Employment (gross)	Income of a Live-in aide
Net business income	Foster children/adult's income
Net income from real estate or personal property	Employment income of children under 18 years of age
Regular gifts or contributions	Employment income above \$480 per year for full-time students 18 years of age or older
Unemployment	Food Stamps
Pensions	Adoption care income above \$480 per year, for each child
Child Support	
Worker's compensation	
Welfare assistance	
Alimony	
Social Security benefits	
Military pay	
Supplemental Security Income	

## Miami-Dade County Housing Choice Voucher Program

### ***Adjusted Income***

MDHCV calculates your adjusted income by taking your annual income and subtracting the following deductions required by HUD:

- \$480 for each dependent in your family. Dependents are defined as children under the age of 18 or people 18 and over that are full-time students or persons with disabilities (not including the heads of household, spouses, or cohead)
- A \$400 deduction if the head of household or spouse or cohead is 62 or older, or a person with a disability
- Reasonable childcare costs for children 12 years old and younger that allow a family member to work, attend school, or find employment
- Medical expenses for all family members that are greater than 3 percent of your annual income in families where the head of household or spouse or cohead is 62 or older, or a person with disabilities
- Disability assistance expenses that are greater than 3 percent of your annual income that allows a family member with a disability to work

### ***Total Tenant Payment (TTP)***

Your total tenant payment (TTP) is the minimum amount you will pay for rent and utilities. MDHCV calculates your TTP based on your income. Your TTP is the greatest amount of those below:

- 10% of your family's gross monthly income (your annual income, without any of the deductions, divided by 12)
- 30% of your family's monthly adjusted income (your annual income minus any deductions divided by 12)
- \$50 minimum rent

Note: If your family's TTP is based on the minimum rent, and this causes you a hardship, you may request a minimum rent hardship exemption from MDHCV in writing. If MDHCV approves the request, the minimum rent will be waived and your TTP will be calculated using the greater of 10% of your gross monthly income or 30% of your monthly adjusted income.

### ***Utility Allowance***

Utility allowances are provided when you pay for any of the utilities in your unit such as cooking, heating, and other electricity and excluding things like cable and internet. They are not meant to provide a dollar for dollar match to the amount you pay in utilities each month. They are an estimated monthly cost of reasonable use of utilities for units of similar size and location. The Request for Tenancy Approval (RTA) form and lease will indicate what utilities you are responsible for. MDHCV calculates your utility allowance based on the size of your unit and the type of utilities. This number is subtracted from your total tenant payment (TTP) in order to determine how much rent you pay. Very low income households may receive a utility reimbursement payment from MDHCV if the family's TTP is lower than the utility allowance for their unit.

For all utility allowances, see the references section on page 56.

## Calculating the Housing Assistance Payment (HAP) and Tenant Rent to Owner

### Calculating the Housing Assistance Payment (HAP) and Tenant Rent to Owner

In the example below, the family wants to rent a two-bedroom unit. The lease states that the family will pay for gas, air conditioning, water, sewer, and electricity. Their utility allowance for a two bedroom will be \$112 (\$48 for air conditioning, plus \$12 for water, \$23 for sewer, plus \$29 for electricity).

<b>Owner Requested Rent</b>	=	\$950
<b>Total Tenant Payment</b> (Based on the family's income)	=	\$215
<b>Utility Allowance</b> (Based on unit size, type, and tenant-paid utilities)	=	\$112
<b>Gross Rent</b> (Owner requested rent plus utility allowance)	$\$950 + \$112 =$	\$1,062
<b>MDHCV Payment Standard</b> for a two-bedroom unit	=	\$1,235
<b>MDHCV</b> selects <b>gross rent</b> because gross rent is lower than the payment standard	=	\$1,062
<b>Housing Assistance Payment (HAP)</b> (Gross rent minus total tenant payment)	$\$1,062 - \$215 =$	\$847
<b>Tenant Rent to Owner</b> (Total tenant payment minus the utility allowance)	$\$215 - \$112 =$	\$103

In this example, MDHCV will pay the owner \$847 on behalf of the family each month. The family will pay a total of \$103. The total rent payment to the owner will be \$950.



# 13. Housing Quality Standards (HQS) Inspections

## What are Housing Quality Standards (HQS) inspections?

MDHCV inspects every voucher holder's unit before the unit is allowed on the program. Units that voucher holders want to rent must be decent, safe, and sanitary. During an HQS inspection, the inspector visits the unit to see that it qualifies under the HCV program. The unit must pass this inspection before MDHCV will sign a HAP contract with the owner.

Some HQS requirements include:

- An area for food preparation and storage
- Adequate space and security
- Heating
- Lighting and electricity
- Sound building structure
- Acceptable interior air quality
- Acceptable water supply
- Smoke detectors
- Lead-based paint must not be present if a child under age 6 will live in the unit

If you'd like more information on protecting your family from lead, please see page 81.

As part of the move-in process, both you and the owner will be required to sign a Disclosure of Information Regarding Lead-Based Paint and/or Lead-Based Paint Hazards form which can be found on MDHCV's website.

MDHCV will schedule an initial inspection after receiving your completed Request for Tenancy Approval (RTA). MDHCV works directly with the owner to conduct initial inspections.

## Do I need to attend the initial inspection?

You will not need to attend the initial inspection, but MDHCV recommends that you keep in touch with the owner during the process. MDHCV will notify you when the unit passes or fails an inspection.

## What are the most common reasons for failing an initial inspection?

1. Exposed electrical wires
2. Reverse polarity on electrical outlets
3. Ungrounded 3-prong electrical outlets
4. Non-functional ground-fault circuit interrupter (GFCI) outlets
5. Short or missing pressure relief valve extension tubes
6. Deteriorated interior and exterior paint
7. Nonfunctional smoke detectors
8. No locks on ground floor windows

## Miami-Dade County Housing Choice Voucher Program

9. Bathroom ventilation (non-working window or fan)
10. Inaccessible areas in a unit (e.g. Utility closet, bathroom)

### Will my unit be inspected after I move in?

Yes, your unit must continue to meet Housing Quality Standards (HQS) during your tenancy. This will keep your home safe, healthy and comfortable. Inspectors sent by MDHCV will visit your unit at least once a year to make sure it is decent, safe and sanitary. An inspector might need to visit your unit to perform the following inspection types:

- Annual Inspection
- Quality Control Inspection
- Complaint Inspection
- 24-Hour Emergency Inspection

### ***Annual Inspections***

HUD regulations require that MDHCV inspect all assisted units each year. Every year MDHCV will need to conduct another inspection of your unit. Each year before the anniversary date of your last inspection, MDHCV will mail you and the owner a letter with an inspection date.

If a unit fails the annual inspection, the inspector will determine whether you or the owner is responsible for the failed item.

If the owner is responsible, they must make the repair and have it re-inspected within a specific timeframe. Otherwise, MDHCV will abate, or stop paying, the housing assistance payment (HAP) to the Owner until the item is repaired and the unit passes inspection. You are not responsible for paying any additional rent during this time. You will continue to pay your portion of the rent. Do not make any additional payments to the owner if HAP is not being paid to the owner by MDHCV.

If it is determined that you are responsible for the failure, you must make the repair or work with the owner or property manager to have (and if necessary, pay for) the item repaired and have it re-inspected within the specified timeframe. Otherwise, MDHCV may terminate your assistance. Some examples of failures that may be your responsibility include the following:

- Failure to pay for tenant supplied utilities
- Failure to maintain appliances
- Damage to the unit caused by the family or their guests

### ***Quality Control Inspections***

Quality control inspections are conducted by MDHCV to determine that the HQS are uniformly applied and interpreted by all inspectors.

### ***Complaint Inspections***

The complaint inspection will be conducted to investigate complaints about HQS matters as requested by tenants, owners, and the general public.

### ***24-Hour Emergency Inspections***

If an inspector discovers a serious failure that threatens the health or safety of the participant, the failure items must be corrected within 24 hours.

Below are some examples of 24-hour emergency failure items:

- No electricity
- No running water
- No gas - if heat, hot water, and range are powered by gas
- Gas or fuel leaks
- An electrical fixture or equipment that smokes, sparks, or short circuits that may be a fire hazard
- The unit is uninhabitable due to fire, flood, or other natural disasters
- Major plumbing leaks such as sewer back up or water line breakage
- Security issues such as missing or broken locks on exterior doors
- Blocked entrances or exits
- Missing smoke detectors

If the owner is responsible for the life-threatening violation and does not fix the issue within 24 hours, MDHCV will stop the HAP to the owner.

If you are responsible for the life-threatening violation and do not repair the problem within 24 hours, MDHCV will begin termination proceedings.

### ***Inspection Results***

MDHCV makes inspection results available as quickly as one business day after the inspection is performed. Simply visit <https://miamidade.inspect.com> to get inspection results.

In addition, participants can call **305-434-7211** or email [support@cvrinspections.com](mailto:support@cvrinspections.com) for inspection inquiries.

### ***Time Extension for Inspection Corrections***

Extensions to correct HQS defects may be granted under certain circumstances including, but not limited to: inclement weather, verification of unavailability of parts required to repair the deficiency, emergency situations, such as natural disaster.

No extensions of time to comply may be granted if the HQS violation(s) is considered an emergency or life-threatening violation. MDHCV will always encourage an owner to comply with existing timeframes rather than requesting an extension. On a case by case basis, MDHCV may approve an extension for no more than 30 calendar days.

# 14. Approving a Unit

## How do I know if my unit was approved?

Once a Request for Tenancy Approval (RTA) is submitted, MDHCV is required to verify that the unit passes inspection, the rent is reasonable, the rent is affordable to you, and that the owner is eligible to participate in the program. Once MDHCV verifies all necessary information, it will provide you with an approval to sign a lease and move into the unit.

You can contact Customer Care at any time to check the status of your unit approval.

## What happens if my unit never passes inspection?

If the unit never passes inspection, is denied by PHCD, or cancelled by you or the owner, then MDHCV will grant you additional search time on your voucher. The additional search time is based on MDHCV's processing time for the denied unit. This is calculated from the day you turned in the RTA to the date you received notice by MDHCV that the unit was denied. The amount of processing days are added at the end of your current voucher term as an extension to the expiration date.

## What is the lease?

A lease is a contract between you and the owner of your unit. MDHCV is not a party to the lease. The lease will state rules you must follow while living in the unit, the monthly rent for the unit, the utilities that you must pay, and other important information. The lease must comply with state and local landlord/tenant law and will include the HUD-required Tenancy Addendum.

## When do I sign the lease?

NEVER sign your lease until MDHCV approves the unit. MDHCV will notify you and the owner when the unit has passed inspection and the rent has been approved. Once the inspection and rent are approved, MDHCV may authorize you to sign the lease. You will then work with the owner to sign the lease, schedule a move-in date, and arrange to get your keys. You will likely also pay your security deposit at that time.

**IMPORTANT:** You must receive the keys on or before the lease start date. It is a serious program violation for the owner to delay the issuance of keys after the lease effective date. Your failure to report it may also constitute a serious program violation.

## What is the Housing Assistance Payment (HAP) Contract?

The HAP contract is a contract between MDHCV and the Owner. The family is not a party to the HAP contract. The contract outlines the owner's obligation while receiving subsidy on your behalf. The contract also contains the Tenancy Addendum which contains many provisions to protect you. A copy of the tenancy addendum can be found on page 95.

## When is the HAP Contract signed?

Owners will typically will not sign a lease until MDHCV signs the Housing Assistance Payment (HAP) Contract. Therefore, you may be scheduled to attend a HAP signing appointment. During the appointment, MDHCV will review the lease that the family and owner signs to ensure it meets program requirements. Once it is signed, MDHCV will sign the HAP contract with the owner.

# 15. Security Deposits

## What is a security deposit?

A security deposit is an amount of money given to and held by the owner in the event that you fail to pay rent or pay for any damage to the unit caused by your tenancy. You will likely give the owner a security deposit when you sign your lease. If there is excessive damage to the unit or you have unpaid rent when you move out, the owner will deduct the total amount from your security deposit. If you keep the unit clean and do not cause any excessive damage to the unit, you should receive your full security deposit when you move out.

## How much can the owner charge me for security deposit?

The security deposit should not exceed the greater of: 1) one month's rent, or 2) your family share of the first and last month's rent. The first and last month rent (which is based on your family share) can only be charged if the owner can demonstrate that they also charge unassisted tenants the first and last month's rent as security deposit.

## Can the owner charge me to repair damages?

The owner of your unit cannot charge you for slight damage from normal use. For example, the owner cannot charge you for small scuffs or scratches on the hallway wall. However, they can charge you for damages beyond normal wear and tear such as a hole in the wall. State landlord/tenant law governs how much the owner is allowed to charge you.

## How do I make sure I don't pay for damages that are not mine?

To protect your security deposit, MDHCV recommends that you take careful note of the condition of the unit when you move in. You should also take pictures of any damages if you can. This will help you make sure the owner does not charge you for damages caused by people that lived in the unit before you.

## Where can I get more information on state landlord/tenant law?

Title VI, Chapter 83 of the Florida Statute contains the Tenant Landlord Act. It is available online by typing or following this link:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0000-0099/0083/0083PartIIContentsIndex.html&StatuteYear=2013&Title=-%3E2013-%3EChapter%2083-%3EPart%20II](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0083/0083PartIIContentsIndex.html&StatuteYear=2013&Title=-%3E2013-%3EChapter%2083-%3EPart%20II)

Legal Services of Greater Miami, Inc. also has helpful information on their website:

<http://legalservicesmiami.org>



# 16. Requesting to Move

## What do I do if I want to move within Miami-Dade County?

You can move and continue receiving rental assistance once the initial 12-month term of your lease is over, or any time after that (if you're in a month-to-month lease) as long as you give MDHCV and the owner or property manager proper notice. MDHCV will only give you permission to move if you are not violating the lease or any of the program rules. In some cases, MDHCV may allow you to move before you've lived in your unit for 12 months. Reasons for this exception include the following:

- To protect the health or safety of your family from domestic, dating violence, sexual assault, or stalking
- Building/unit foreclosure
- Emergencies (fire, flood, etc.)
- Reasonable accommodations for a person with a disability
- Public housing relocatees

If you want to move, contact the Customer Care Department at 305-403-3222 and submit your request over the phone. Otherwise, you can complete an Intent to Move – Change of Dwelling Request form at our offices. This will start the process of getting you a voucher so that you can begin the move process. The following steps must be completed once you submit your move request:

1. Attend a participant voucher issuance briefing to receive your voucher and affordability worksheet
2. Provide your current owner and MDHCV an Intent to Move – Change of Dwelling Request form
3. Once your change of dwelling has been approved and your voucher issued, you will need to search for a unit.
4. Once you identify a unit, you must submit a completed Request for Tenancy Approval (RTA) packet
5. Wait for your new unit to pass inspection and for MDHCV to determine the rent with the new owner
6. Attend the HAP signing with the owner where you will sign your lease at the MDHCV office.
7. Move in to the new unit

MDHCV does not perform a move-out inspection on your unit.

## What if my building or unit is in foreclosure?

If your building or the unit where you reside is in foreclosure, there are a few things to keep in mind.

### ***You must continue to pay your rent.***

Never stop paying your rent, even if you receive notice that your unit is in foreclosure. Continue to pay your rent to the current landlord until you receive instructions from the new owner or lender. If you receive information about a new landlord, you should supply this information to MDHCV immediately.

## Miami-Dade County Housing Choice Voucher Program

### ***You do not have to move.***

If you are in a lease, you can stay in the unit until your lease ends. You are not required to request moving papers. If the lender does plan to cancel your lease, you have rights. Laws protect you from sudden eviction if a lender forecloses the building or unit in which you live. To learn more about these rights, you contact Legal Services of Greater Miami, Inc. at 305-576-0080 or visit [www.legalseverciesmiami.org](http://www.legalseverciesmiami.org)

If you are not in a lease, you can request to move. If you receive a notice from the lender to vacate because of a foreclosure, contact the MDHCV Customer Service Call Center.

### **What if I want to move outside of the Miami-Dade County area?**

With some restrictions, both applicants and participants are eligible to move to a different unit in a different housing authority's jurisdiction and have their rental assistance move with them. Portability allows you to use your voucher to rent a unit anywhere in the United States where there's a housing authority that runs a Housing Choice Voucher program. To port to another area, you will need to inform MDHCV by contacting the MDHCV Customer Service Call Center as well as give the owner proper notice of your intent to vacate under your lease.

Keep in mind that when you port, you will not only need to meet MDHCV's requirements (the initial housing authority), you will also need to meet the requirements of the housing authority in the location you are moving (receiving housing authority) as well. Some housing authorities have different screening criteria's, subsidy standards (voucher size), payment standards, and utility allowances that may impact your assistance.

### **How do I port to another housing authority's jurisdiction?**

The list below gives you facts about the porting process:

- If you are an applicant on the waiting list, and have a legal residence in Miami-Dade when you applied for MDHCV's HCV waiting list, when you get to the top of the waiting list and MDHCV issues you a voucher, you can use that voucher to port to another area without first using your voucher in Miami-Dade County.
- If you are an applicant and you did not have a legal residence in Miami-Dade when you applied for the HCV waiting list, you must first use your voucher in Miami-Dade County and lease up for a year, unless for MDHCV makes an exception and allows you to move sooner. Otherwise, you can request to port at the end of your initial lease term.
- If you are a participant, you can only port if you wouldn't be breaking your lease. In other words, if you're in a one-year lease, you have to wait until the end of the lease term to request a voucher to port, subject to some exceptions listed above in the moves section

The housing authority you want to port to may have different rules, policies, and deadlines than MDHCV. Just because you are eligible to participate on MDHCV's program, doesn't necessarily mean that you will be eligible to participate on another program. This may impact your assistance and could result in you losing your voucher. You should think carefully about the following differences before you request a voucher to port:

## Miami-Dade County Housing Choice Voucher Program

- If you're an applicant, you must be under the income limit in the area to which you are moving.
- The receiving PHA may have different subsidy standards that cause your voucher size to increase or decrease.
- The receiving PHA may have different policies on voucher issuance. They may issue their vouchers for a longer or shorter period than MDHCV and may have different requirements for how to request extensions. Be sure to ask the receiving housing authority about their policies on voucher issuance at the time they issue you your voucher.
- Before you are issued a voucher by the other agency, you may have to have another interview and submit documentation to them
- The receiving PHA may have different screening criteria for drug abuse, criminal activity, and other discretionary denials. Their screening criteria might be stricter than MDHCV's.
- Your portion of the rent and your utility allowance will likely be different since the receiving PHA will likely have different payment standards and utility allowances.
- MDHCV or the other housing authority can terminate you from the program while you port if you violate any rules
- MDHCV recommends that you visit the new area that you want to move to before porting. Once you've been issued a voucher to port, if you decide that you no longer want to move to that area, and instead want to rent a unit elsewhere or come back to MDHCV's jurisdiction, you need to let MDHCV know during the term of your voucher. If your voucher expires and you haven't leased a unit anywhere, you may lose your assistance.

MDHCV will assist you by giving you the contact information for other agency where you'll be moving.

Once you lease up in another housing authority's jurisdiction, you will no longer have a voucher with MDHCV. Your voucher with MDHVC may only be reinstated if you port your voucher back to Miami-Dade County.

# 17. Reexaminations

## What are reexaminations?

Participants must have their income and family composition reexamined annually by a MDHCV housing specialist — this is called an annual reexamination. As part of your annual reexamination, your MDHCV housing specialist will make sure you are receiving the level of assistance for which you qualify.

When the time comes for your annual reexamination, MDHCV will send you a Reexamination Notice telling when your annual reexam is due. You will receive this notice at least 10 days before your reexam is due. The notice will provide you with the option to attend an in-person interview or provide additional information on how to complete your annual reexam without coming into the office. If you have any questions or need a reasonable accommodation, please contact the MDHCV Customer Service Call Center at 305-403-3222.

Along with your annual reexamination notice, you will get an Application for Continued Eligibility and any additional forms that may be required, including but not limited to:

- HUD-9886 Authorization for Release of Information.
- HUD-92006 Supplement to Application for Federally Assisted Housing
- Statement of Understanding (also Live-in-Aides)
- General Consent Form (ages 18 and older)

Please review your packet and follow the instructions carefully. Sign and date all forms that require your signature and be sure to answer each question completely.

You may be required to attend an in-person appointment. If you cannot, you need to contact the MDHCV Customer Service Call Center one day prior to your scheduled appointment. In addition, all family members 18 years of age and older must attend the appointment. When required, failure to attend your appointment twice is a violation of your Family Obligations and could result in your termination from the HCV program.

## What will happen at my reexamination?

MDHCV will verify the following information:

- Your income and the income of all of your family members
- Information for anyone you are adding to or removing from the household
- Information for any deductions you may qualify for such as childcare or medical expenses
- Any requests for reasonable accommodation, if applicable

Any documents submitted by you and used for verification must be dated within 60 calendar days of the date MDHCV requests them. The documents must not be damaged, altered or in any way illegible. A housing specialist will review your documents and contact you if additional information is required. Be sure to provide all the information MDHCV asks for and answer all questions completely and truthfully. Once MDHCV receives all of your information, the housing specialist will check your income information using HUD's national online computer system (known as Enterprise Income Verification (EIV)) to verify the amounts you reported. See page 64 for more information on EIV.

## Miami-Dade County Housing Choice Voucher Program

After a housing specialist evaluates the information you provide, we will recalculate your total tenant payment (TTP) and the amount of assistance MDHCV will provide on your behalf. As long as you provide your reexamination documents within the allotted timeframe, you will receive 30-day notice of these recalculations. If you fail to provide required documentation and signatures on forms or fail to participate in the annual reexamination process, your assistance may be terminated.

### What is an interim reexamination?

An interim reexamination is a reexam that occurs at a time other than your regularly scheduled annual reexamination. MDHCV will conduct an interim reexamination if there is a change in the size of your household or a change in your income.

### ***Changes in household composition:***

- If someone moves out, you must notify MDHCV within 10 days.
- If your family size increases because of birth, adoption, or court-ordered custody, you must notify MDHCV within 10 days.
- Otherwise, if you want to add someone to your voucher for any other reason (besides birth, adoption, court-awarded custody), you must request approval in writing from MDHCV before you let that individual move into your unit. Your landlord must also approve addition of the new household member. Once you receive approval in writing from MDHCV, you can let the new member move into your unit.

### ***You may add family members for the following reasons:***

- The person is an adult who is an immediate family member (sons, daughters, brothers, sisters, parents, grandparents, and grandchildren) of an existing household member;
- The person must be eligible for participation in the HCV program;
- The person's income must be considered when calculating your rent; and
- Addition of the family member will also be consideration as a reasonable accommodation or for humanitarian reasons.

### ***Changes in income:***

**You must report all changes in income within 10 days of the change.** MDHCV will conduct an interim reexamination if there is a decrease in your income. Although you are required to report income increases, depending on the type of increase, MDHCV may choose not to include the new income until your next annual re-examination. Failure to report changes in income within 10 days may result in termination of your assistance. A Request for Interim Recertification form can be found on page on MDHCV's website at [www.miamidade.gov/housing](http://www.miamidade.gov/housing).



# 18. Family Obligations

## What are my obligations while participating in the program?

When your unit is approved and the HAP contract is executed with the owner, you and all of the members of your household must follow the rules listed below in order to continue participating in the Housing Choice Voucher program.

Things the family MUST do:

1. Supply any information that MDHCV or HUD determines to be necessary including evidence of citizenship or eligible immigration status and information for use in a regularly scheduled re-examination or interim re-examination of family income and composition.
2. Disclose and document Social Security numbers and sign and submit consent forms for obtaining information.
3. Supply any information requested by MDHCV to verify that the family is living in the unit or information related to family absence from the unit.
4. Promptly notify MDHCV in writing when the family is away from the unit for an extended period of time in accordance with MDHCV policies.
5. Allow MDHCV to inspect the unit at reasonable times and after reasonable notice.
6. Notify MDHCV and the owner in writing before moving out of the unit or terminating the lease.
7. Use the assisted unit as the family's only residence.
8. Promptly notify MDHCV in writing of the birth, adoption or court-awarded custody of a child.
9. Request written approval from MDHCV to add any other family member as an occupant of the unit.
10. Promptly notify MDHCV in writing if any family member no longer lives in the unit.
11. Give MDHCV a copy of any owner eviction notice.
12. Request and obtain MDHCV approval before adding a live-in aide to the household.
13. Supply true and complete information at all times.

Things the family MUST NOT do:

1. Own or have any interest in the unit (unless in the Homeownership program).
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 Federal Housing programs.
4. Engage in or allow guests to 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.

## Miami-Dade County Housing Choice Voucher Program

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. Receive Housing Choice Voucher program housing assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister or brother of any member of the family, unless MDHCV has determined (and has notified the Owner and the family in writing 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.
8. 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.
9. Engage in or allow guests to engage in any criminal behavior that disturbs the peaceful and quiet enjoyment by others of the premises and the neighborhood.
10. Threaten or engage in or allow guests to threaten or engage in abusive or violent behavior toward MDHCV personnel or its representatives.
11. Be a lifetime registered sex offender in any state or territory of the United States.
12. Be convicted of a drug-related crime for the manufacture or production of methamphetamine on the premises of federally assisted housing

### What additional responsibilities do I have as a tenant?

While receiving assistance

1. You must follow the requirements of the lease you signed with the owner  
**Please note:** Some leases prohibit pets, smoking inside the unit, require you to maintain the lawn, or other items as allowed by law. Violation of these provisions may be grounds for termination of assistance.
2. Before you move out of the unit, you must give MDHCV notice in writing and the owner or property manager notice as specified in your lease (Typically, anywhere from seven to 60-day notice is required depending on the term of your lease. Check your lease to find out how much notice you are required to give the owner.)
3. You must make the unit available for inspections
4. You must make timely payments to the owner or property manager and utility companies (if applicable)
5. If required to provide your own stove and/or refrigerator, you must maintain them and keep them in working order

### How do I pay my utilities?

Utilities for which you are responsible must be paid directly to the utility company. If you do not maintain the utility service or the utilities are disconnected or MDHCV receives information that you are tampering with a utility to illegally obtain service, this may result in a recommendation for termination from the HCV program.

If the utility allowance for your unit exceeds your TTP, MDHCV will provide you with a utility reimbursement payment on a Utility Reimbursement Card every month in order to help you pay your utilities. Utility allowances can be found on page 56.

# 19. Special Programs

## What special programs does MDHCV offer?

Not only does MDHCV help you afford quality housing for you and your family, MDHCV offers programs and services to help you achieve personal goals, such as working toward homeownership through the Homeownership program and accomplishing career goals and saving money through the Family Self-Sufficiency program.

## Family Self Sufficiency (FSS) Program

The Family Self Sufficiency (FSS) program is a HUD program that enables families assisted through the housing choice voucher (HCV) and public housing (PH) programs to increase their earned income by obtaining or advancing employment opportunities and building financial assets for the future. FSS is a HUD program that allows participants to build financial assets as their household income increases from employment. Participation generally lasts five years during which participants identify educational, professional and personal goals. Hundreds of MDHCV families have graduated from the FSS program and found rewarding careers in hospitality or customer service, real estate, education, and medical fields. FSS graduates have used the money saved during the program to make down payments on homes, purchase cars, pay off debt, start businesses, and more.

If you are selected to participate in the FSS program, MDHCV will execute a 5-year FSS Contract of Participation with you that specifies the rights and responsibilities of both parties and the goals and services for your family. You will work with an FSS coordinator to be connected to services to assist you with completing your goals. Some of the services coordinated for the family may include: child care, transportation, education, job training, employment counseling, financial literacy, and homeownership counseling, among others.

An interest-bearing escrow account will be established by MDHCV for each participating family. Any increases in your rent as a result of increased earned income during your participation in the program will result in a credit to your escrow account. Once you successfully graduate from the program, you can access the escrow and use it for any purpose. However, if the FSS contract is terminated, or if you fail to complete it before the expiration date, you lose the escrow funds.

Interested families can request information by calling the Customer Service Call Center at **305-403-3222**. Applications will be mailed and/or emailed to interested families. Applications for the FSS program are considered on a first come, first serve basis as space becomes available.

## HCV Homeownership Program

The Homeownership program gives participants the option to purchase a home (single family dwelling, condominium unit, or manufactured unit) using their voucher subsidy in Miami-Dade County. The goal of the program is to provide homeownership opportunities, along with counseling, self-sufficiency training and support.

If you participate in this program, homeownership assistance will be provided for a maximum of 10 or 15 years. If your family is an elderly or disabled family, there is no time limit.

To learn more about the Homeownership program, HCV participants can call the Customer Service at **305-403-3222**, sign-up in the MDHCV lobby.

## 20. Termination of Assistance

### What is termination of assistance?

A termination is MDHCV removing a participant from the HCV program. HUD requires MDHCV terminate a participant for certain violations of the family obligations and when a participant is no longer eligible for assistance. If you have your assistance terminated, you will no longer receive rental assistance from MDHCV. However, before MDHCV terminates your assistance, you will receive an Intent to Terminate notice which states the reason you might be terminated, when the termination will be effective, and that you have the right to request an informal hearing with MDHCV to discuss your termination.

### Why might I be terminated?

MDHCV may terminate your assistance for the following reasons.

#### ***MDHCV must terminate your assistance if:***

- The household is evicted from your unit for a serious or repeated violation of the lease
  - Failure of HQS inspection due to tenant caused violations, serious or repeated damage to dwelling unit
  - Repeated activities which interfere with the peaceful enjoyment of the premises by other residents documented by police reports, neighborhood complaints or other third-party information.
  - If the owner terminates tenancy through court action for serious or repeated violation(s) of the lease, including but not limited to nonpayment and damage to the unit
- The family fails to sign and submit consent forms or other documentation required to determine continued eligibility in the program;
- A family fails to submit required documentation within required timeframes concerning any family member's citizenship or immigration status
- A participant family fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each social security number.
- Any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing
- MDHCV discovers that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the PHA must immediately terminate assistance for the household member.
- The family fails to meet ongoing eligibility requirements for students at institutions of higher education
- The sole family member passes away
- The family receives zero assistance for 180 consecutive days

***MDHCV has the discretion to terminate your assistance in the following cases:***

- Any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member has violated the family's obligation not to engage in any drug-related criminal activity
- Any household member has violated the family's obligation not to engage in violent criminal activity
- The family has failed to comply with any family obligations under the program.
- Any family member has been evicted from federally-assisted housing in the last five years.
- Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- The family currently owes rent or other amounts to any PHA in connection with Section 8 or public housing
- The family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- The family has breached the terms of a repayment agreement entered into with the PHA.
- A family member has engaged in or threatened violent or abusive behavior toward PHA personnel.
- The denial of service, disconnection or shutting off of utilities that the participant is responsible for paying will result in termination; MDHCV will not terminate assistance if the participant restores utility service legally within 30 days of the issuance of the Intent to Terminate notice.
- Absences from the unit for a period of 61 to 120 consecutive days must receive prior written approval. Absences for more than 120 consecutive days will not be approved. Assistance to a family will be terminated if the family is absent from its unit for more than 60 days without prior written approval



## Miami-Dade County Housing Choice Voucher Program

### Criminal Activity

When you or your guests engage in criminal behavior, you not only break the law, you also violate your lease and the family obligations listed on your voucher. Remember, if you engage in criminal behavior, you risk losing your MDHCV assistance.

If any member of your household, your guests or any person under your control commits a crime, the owner might evict you and MDHCV may terminate your assistance.

It does not matter if there is an arrest or a conviction related to the crime. All that matters is if the criminal activity occurred. While a record of arrest(s) cannot be used as the basis for the termination of your assistance, an arrest may, trigger an investigation to determine whether the participant actually engaged in disqualifying criminal activity.

If you, a household member, or a guest commits any of the following criminal activity there may be grounds to terminate your assistance:

- Any activity that threatens the right of other residents or neighbors to enjoy the premises peacefully (this includes activities that threaten the health and safety of others)
- Violence on or near the premises
- The use or sale of drugs or any other drug-related activity
- Fleeing to avoid prosecution, custody or confinement or housing a person that is fleeing
- Alcohol abuse that threatens the health, safety or peaceful enjoyment of the premises by other residents

### Consideration of Circumstances

Prior to MDHCV's decision to send a notice terminating assistance, MDHCV will consider all circumstances relevant to a particular case, such as:

- The seriousness of the case, especially with respect to how it would affect other residents' safety or property
- The effects that termination of assistance may have on other members of the family who were not involved in the action or failure to act
- The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or a victim of domestic violence, dating violence, sexual assault or stalking
- The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future
- If the family includes a person with disabilities, the PHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation

# 21. Informal Reviews and Hearings

## **I am an applicant, what are my rights if I am denied admission or I am removed from the waiting list?**

Applicants denied admission or removed from the waiting list may request an Informal Review within thirty (30) days of MDHCV notifying the applicant in writing that they were denied or removed. To request an informal review and obtain the informal review request form, please visit our website at <http://www.miamidade.gov/housing/waiting-list-hcv.asp#6> . If you do not have internet access, call the PHCD HCV Division at 786-469-4237, to request a form be mailed to you. Return the completed form to PHCD Contract Administration Division, 701 NW 1ST Court, 14th floor, Miami, FL 33136 or by fax to 786-469-4222.

You may bring witnesses and/or legal counsel or other representation to the informal review.

Informal reviews are conducted by a staff member not involved in making the decision to reject or withdraw your application.

## **I am a participant, what are my rights if I disagree with a decision made by MDHCV?**

To appeal a decision, you will need to request an Informal hearing. You have 15 business days from the date of the notice of a decision to request an informal hearing. You can request a hearing for the following reasons:

1. A denial or termination of your assistance
2. Changes in your total tenant payment (TTP), rent portion, payment standard, or utility allowance
3. The determination of your unit size (number of bedrooms)
4. A delay, denial or termination of your assistance because of immigration status

You cannot request a hearing for the following reasons:

1. A decision that a unit does not meet Housing Quality Standards (HQS)
2. MDHCV's determination not to approve an extension for your housing search
3. Establishment of MDHCV's utility allowance
4. General HCV program policy or class grievances
5. MDHCV's decision to use or not use any right or remedy against the owner provided in MDHCV's contract with the owner
6. Discretionary administrative determinations by MDHCV

You may bring a lawyer or other representative to your hearing, at your own expense, and bring witnesses and evidence to support your case. The steps in the informal hearing process are as follows:

1. You receive written notice of a MDHCV decision regarding your participation

## Miami-Dade County Housing Choice Voucher Program

2. You must submit a request for an informal hearing within 15 business days
3. Gather evidence, hire a lawyer (if you choose) and get witnesses to support your case
4. At the hearing, the hearing officer listens to all parties in the case (MDHCV and the Applicant or participant)
5. The hearing officer will issues a written decision about the case within 30 days

The hearing officer's decision is final, unless:

- The hearing decision is concerning a matter for which MDHCV is not required to provide an opportunity for an informal hearing; or
- The decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State or local law.

## 22. Program Resources

The following documents and brochures are included for your review:

- Program Document: Request for Voucher Extension
- Program Document: Utility Allowances
- Program Document: Calculating Your Affordability

HUD Provided Information:

- HUD Brochure: How Portability Works
- HUD Brochure: Things you Should Know
- HUD Brochure: What You Should Know About EIV
- HUD Brochure: A Good Place to Live
- HUD Brochure: Protect your family from Lead in Your Home
- HUD Brochure: Are You a Victim of Housing Discrimination?
- HUD Form 5382: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation
- HUD Form: Tenancy Addendum

Additional Information is available to you online at [www.miamidade.gov/housing](http://www.miamidade.gov/housing) and [www.hud.gov](http://www.hud.gov).



Carlos A. Gimenez, Mayor

[www.miamidade.gov](http://www.miamidade.gov)

**Public Housing and Community Development  
Miami-Dade Housing Choice Voucher Program**

P.O. Box 521750

Miami, FL 33152-1750

TTD/TTY Florida Relay Service

1-800-955-8771 or Dial 711

Customer Service Number: 305-403-3222/ Fax: 786-358-5893

**Si necesita ayuda con este formulario, llame al 305-403-3222**

**Si w bezwen asistans ak fòm sa a, tanpri rele 305-403-3222**

## REQUEST FOR VOUCHER EXTENSION

A family may request a thirty (30) day extension(s) to the initial sixty (60) day term of an issued Voucher. All requests for extensions should be received at least one week prior to the expiration date of the voucher. The request must be submitted in writing to our P.O. Box, Fax or delivered to our office to the attention of Voucher Extension Request. Extensions are permissible at the discretion of MDHCVP primarily two reasons, as follows:

1. **EXTENUATING CIRCUMSTANCE:** Extenuating circumstances such as hospitalization of a family member or a family emergency over an extended period of time that has affected the family's ability to find a unit within the initial (60) day term.
2. **REASONABLE ACCOMODATION FOR AN ACCESSIBLE UNIT:** As a reasonable accommodation for a family member with disabilities or for a family member with disabilities to find an accessible unit.

HOH Name:	Entity ID:
Telephone Number:	Email Address:

**Please select below the reason for your request for a voucher extension.**

☐ **EXTENUATING CIRCUMSTANCE**

Briefly explain nature of circumstance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **REASONABLE ACCOMODATION FOR AN ACCESSIBLE UNIT**

Briefly detail accessibility requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MDHCVP USE ONLY**

Original Issue Date: \_\_\_\_\_ Original Expiration Date: \_\_\_\_\_

Is this the first Extension Request? ☐ Yes ☐ No

*If No selected, provide the first voucher extension issue date:* \_\_\_\_\_ *Expiration Date:* \_\_\_\_\_

New Issue Date: \_\_\_\_\_ New Expiration Date: \_\_\_\_\_

***Check below if applicable:***

☐ **FINAL VOUCHER EXTENSION**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

MDC-0054 Request for Voucher Extension



# WHEN YOUR BUILDING GOES SMOKEFREE, WILL YOU?

**Quitting smoking improves your health. It lowers your chances of getting:**

- Heart disease and stroke
- Cancer
- Lung disease, including COPD
- Other smoking-related illnesses

"You have the power to make the decision to quit smoking. Some of the best things for me about quitting are enjoying food again, and being able to walk and not feel so out of breath."

## Tiffany

*Smoked a pack a day for 15 years.  
Now ... smokefree.*



## Secondhand smoke contains poisons.

Breathing even a little can be harmful; especially for kids, older people, and those with health problems made worse by secondhand smoke. Smokefree policies protect everyone's health.

**GET FREE  
SUPPORT  
TO QUIT  
SMOKING.**



**1-800-QUIT-NOW  
(1-800-784-8669)**  
Speak with a quit  
smoking coach

**1-855-DÉJELO-YA  
(1-855-335-3569)**  
For help in Spanish



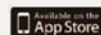
**Smokefree.gov**  
Online tools  
and support to  
quit smoking



**SmokefreeTXT**  
**Text QUIT to 47848**  
24/7 text messaging  
program



**QuitGuide**  
Mobile app to build  
your skills to quit



Visit [CDC.gov/tips](https://www.cdc.gov/tips) for real stories and resources from the *Tips From Former Smokers™* campaign.



# Miami-Dade County Housing Choice Voucher Program

## Program Document: Utility Allowances – Single Family

Locality:		Single Family Detached; Manufactured Home (4 exposed walls)							Date:	
Miami-Dade County, FL (Exc. Homestead)									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$1	\$1	\$2	\$2	\$3	\$3	\$3	\$4
	b. Electric Resistance	\$1	\$1	\$1	\$2	\$3	\$3	\$3	\$4	\$4
	c. Heat Pump	\$0	\$0	\$0	\$1	\$1	\$1	\$1	\$1	\$1
	d. Propane/LPG	\$2	\$3	\$3	\$4	\$5	\$6	\$7	\$8	\$8
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$29	\$38	\$47	\$56	\$65	\$74	\$83	\$93	\$104
Air Conditioning		\$10	\$23	\$39	\$59	\$79	\$96	\$108	\$120	\$135
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer Note 1/	a. Miami	\$12	\$15	\$42	\$86	\$132	\$187	\$209	\$233	\$261
	b. Hialeah	\$32	\$42	\$63	\$96	\$130	\$165	\$184	\$206	\$230
	c. Opa Locka	\$40	\$51	\$75	\$117	\$220	\$343	\$385	\$429	\$481
	d. Other, not Homestead (average)	\$28	\$36	\$60	\$100	\$161	\$231	\$259	\$289	\$324
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge		\$14	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash	a1. Miami City	\$32	\$32	\$32	\$32	\$32	\$32	\$35	\$40	\$44
	a2. Unincorporated Dade County	\$37	\$37	\$37	\$37	\$37	\$37	\$41	\$46	\$51
	b. Hialeah	\$30	\$30	\$30	\$30	\$30	\$30	\$33	\$37	\$41
	c. Opa Locka	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Locality:		Single Family Detached; Manufactured Home (4 Exposed Walls)							Date:	
Homestead, FL									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$2	\$2	\$3	\$3	\$4	\$4	\$5	\$5
	b. Electric Resistance	\$2	\$2	\$3	\$3	\$4	\$5	\$6	\$6	\$7
	c. Heat Pump	\$0	\$1	\$1	\$1	\$1	\$2	\$2	\$2	\$2
	d. Propane/LPG	\$3	\$4	\$5	\$6	\$8	\$9	\$10	\$11	\$12
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$34	\$46	\$58	\$70	\$82	\$94	\$106	\$118	\$132
Air Conditioning		\$11	\$27	\$42	\$58	\$74	\$89	\$100	\$112	\$125
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer		\$30	\$35	\$45	\$60	\$75	\$92	\$103	\$115	\$129
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge		\$14	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash		\$35	\$35	\$35	\$35	\$35	\$35	\$39	\$44	\$49

# Miami-Dade County Housing Choice Voucher Program

## Program Document: Utility Allowances – Duplex, Town House, Garden Apt

Locality:		Duplex; Town House; Attached; Garden; Apartment With 2-4 Units (2-3 exposed walls)							Date:	
Miami-Dade County, FL (Exc. Homestead)									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$1	\$1	\$2	\$2	\$2	\$3	\$3	\$3
	b. Electric Resistance	\$1	\$1	\$1	\$2	\$3	\$3	\$3	\$4	\$4
	c. Heat Pump	\$0	\$0	\$0	\$1	\$1	\$1	\$1	\$1	\$1
	d. Propane/LPG	\$2	\$2	\$3	\$4	\$5	\$6	\$6	\$7	\$8
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$22	\$31	\$40	\$49	\$57	\$66	\$74	\$83	\$93
Air Conditioning		\$9	\$20	\$34	\$51	\$70	\$86	\$97	\$108	\$121
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer Note 1/	a. Miami	\$11	\$13	\$24	\$56	\$90	\$124	\$139	\$155	\$174
	b. Hialeah	\$27	\$34	\$50	\$74	\$99	\$125	\$140	\$156	\$174
	c. Opa Locka	\$35	\$43	\$59	\$89	\$121	\$202	\$226	\$252	\$282
	d. Other, not Homestead (average)	\$24	\$30	\$44	\$73	\$103	\$150	\$168	\$188	\$210
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge	Note 2/	\$14	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash	a1. Miami City	\$32	\$32	\$32	\$32	\$32	\$32	\$35	\$40	\$44
	a2. Unincorporated Dade County	\$37	\$37	\$37	\$37	\$37	\$37	\$41	\$46	\$51
	b. Hialeah	\$30	\$30	\$30	\$30	\$30	\$30	\$33	\$37	\$41
	c. Opa Locka	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Locality:		Duplex; Town House; Attached; Garden; Apartment With 2-4 Units (2-3 exposed walls)							Date:	
Homestead, FL									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$2	\$2	\$3	\$3	\$4	\$4	\$5	\$5
	b. Electric Resistance	\$1	\$2	\$3	\$3	\$4	\$5	\$5	\$6	\$6
	c. Heat Pump	\$0	\$1	\$1	\$1	\$1	\$1	\$2	\$2	\$2
	d. Propane/LPG	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$12
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$24	\$36	\$48	\$60	\$72	\$84	\$94	\$105	\$117
Air Conditioning		\$10	\$24	\$38	\$52	\$66	\$80	\$90	\$100	\$112
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer	Homestead only	\$28	\$31	\$39	\$50	\$61	\$73	\$82	\$91	\$102
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge	Note 2/	\$14	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash	Homestead only	\$35	\$35	\$35	\$35	\$35	\$35	\$39	\$44	\$49

# Miami-Dade County Housing Choice Voucher Program

## Program Document: Utility Allowances – Apartments and High Rises

Locality:		Apartment With 5 or More Units; High Rise (1 or 2 exposed walls)							Date:	
Miami-Dade County, FL (Exc. Homestead)									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$1	\$1	\$1	\$2	\$2	\$2	\$3	\$3
	b. Electric Resistance	\$1	\$1	\$1	\$1	\$2	\$2	\$3	\$3	\$3
	c. Heat Pump	\$0	\$0	\$0	\$0	\$1	\$1	\$1	\$1	\$1
	d. Propane/LPG	\$2	\$2	\$3	\$3	\$4	\$5	\$5	\$6	\$7
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$23	\$29	\$36	\$42	\$49	\$55	\$62	\$69	\$77
Air Conditioning		\$7	\$16	\$25	\$37	\$52	\$67	\$75	\$83	\$93
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer Note 1/	a. Miami	\$11	\$13	\$24	\$56	\$90	\$124	\$139	\$155	\$174
	b. Hialeah	\$27	\$34	\$50	\$74	\$99	\$125	\$140	\$156	\$174
	c. Opa Locka	\$35	\$43	\$59	\$89	\$121	\$202	\$226	\$252	\$282
	d. Other, not Homestead (average)	\$24	\$30	\$44	\$73	\$103	\$150	\$168	\$188	\$210
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge		Note 2/	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash	a1. Miami City	\$32	\$32	\$32	\$32	\$32	\$32	\$35	\$40	\$44
	a2. Unincorporated Dade County	\$37	\$37	\$37	\$37	\$37	\$37	\$41	\$46	\$51
	b. Hialeah	\$30	\$30	\$30	\$30	\$30	\$30	\$33	\$37	\$41
	c. Opa Locka	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Locality:		Apartment With 5 or More Units; High Rise (1 or 2 exposed walls)							Date:	
Homestead, FL									1/1/2017	
		Monthly Dollar Allowances; Number of Bedrooms								
Utility or Service		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	a. Natural Gas	\$1	\$2	\$2	\$3	\$3	\$4	\$4	\$5	\$5
	b. Electric Resistance	\$1	\$2	\$3	\$3	\$4	\$5	\$5	\$6	\$6
	c. Heat Pump	\$0	\$1	\$1	\$1	\$1	\$1	\$2	\$2	\$2
	d. Propane/LPG	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10	\$12
Cooking	a. Natural Gas	\$5	\$6	\$8	\$9	\$11	\$12	\$14	\$15	\$17
	b. Electric	\$5	\$6	\$7	\$9	\$10	\$12	\$13	\$15	\$17
	c. Propane/LPG	\$11	\$14	\$18	\$21	\$25	\$28	\$32	\$35	\$40
Other Electric/Lighting		\$24	\$36	\$48	\$60	\$72	\$84	\$94	\$105	\$117
Air Conditioning		\$10	\$24	\$38	\$52	\$66	\$80	\$90	\$100	\$112
Water Heating	a. Natural Gas	\$7	\$15	\$22	\$29	\$37	\$44	\$49	\$55	\$62
	b. Electric	\$6	\$12	\$18	\$25	\$31	\$38	\$42	\$47	\$53
	c. Propane/LPG	\$17	\$34	\$50	\$67	\$84	\$101	\$113	\$126	\$141
Water & Sewer	Homestead only	\$28	\$31	\$39	\$50	\$61	\$73	\$82	\$91	\$102
Range/Microwave		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Refrigerator		\$7	\$7	\$7	\$7	\$7	\$7	\$8	\$9	\$10
Gas Fixed Charge	Note 2/	\$14	\$14	\$14	\$14	\$14	\$14	\$15	\$17	\$19
Trash	Homestead only	\$35	\$35	\$35	\$35	\$35	\$35	\$39	\$44	\$49

# Miami-Dade County Housing Choice Voucher Program

## Program Document: Calculating your Affordability

**Instructions:** Refer to the affordability worksheet provided to you at the briefing, or contact Customer Care, for your monthly adjusted income and your Total Tenant Payment (TTP). Follow each step's instructions to estimate the affordability for a unit you identified. An easier to use and online version of this worksheet is available at

<http://www.miamidade.gov/housing/library/forms/assistance-estimator.pdf>

1. Family's Monthly Adjusted Income \$ \_\_\_\_\_
2. Payment Standard *(lower of voucher or unit size)* \$ \_\_\_\_\_
3. Total Tenant Payment (TTP) \$ \_\_\_\_\_
4. Utility Allowance *(utilities that must be paid by the family)* \$ \_\_\_\_\_
5. Rent to Owner *(how much the owner is asking for in monthly rent)* \$ \_\_\_\_\_
6. Gross Rent *(Utility Allowance plus Rent to Owner)* \$ \_\_\_\_\_
7. Actual Payment Standard *(lower of Payment Standard or Gross Rent)* \$ \_\_\_\_\_
8. Maximum Subsidy *(actual Payment Standard minus TTP)* \$ \_\_\_\_\_
9. Gross Rent Less Maximum Subsidy \$ \_\_\_\_\_
10. Gross Rent Less Contribution *(Gross Rent minus Gross Rent Less Maximum Subsidy)* \$ \_\_\_\_\_
11. Total Voucher Subsidy *(lower of Maximum Subsidy or Gross Rent Less Contribution)* \$ \_\_\_\_\_
12. HAP to Owner *(Lower of Rent to Owner and Total Voucher Subsidy)* \$ \_\_\_\_\_
13. Family Rent to Owner *(rent to Owner minus HAP to Owner)* \$ \_\_\_\_\_
14. Utility Reimbursement to Tenant *(total Voucher Subsidy – HAP to Owner)* \$ \_\_\_\_\_
15. Percentage of Adjusted Income *(Total Family Contribution divided by Monthly Adjusted Income)* \$ \_\_\_\_\_
16. Maximum Family Contribution *(Monthly Adjusted Income multiplied by .40)* \$ \_\_\_\_\_
17. Maximum Rent to Owner \$ \_\_\_\_\_  
*(Maximum subsidy plus Maximum Family Contribution minus utility allowance)*

Payment Standards (effective November 1, 2016)

Bedrooms	0	1	2	3	4	5	6
MDHCV Payment Standard	\$765	\$963	\$1,235	\$1,651	\$1,963	\$2,257	\$2,551

HUD Brochure: How Portability Works

# How Portability Works

## What is Portability?

**"Portability"** in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program (**the initial PHA**).

*The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.*

New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.



## What Happens Next?

1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

## Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.
2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA selects the receiving PHA for you.

**Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).**

*See back for more details*

*See back for more details*



# How Portability Works



## Before Porting, Things You Should Know

**Subsidy Standards:** The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

**Payment Standards:** The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

**Re-screening:** The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

**Time Management:** You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

*See front for more details*

## Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.
2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.
3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

*Any additional instructions will be provided by the receiving PHA. PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.*

*See front for more details*



## APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

### Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

### Do You Know...

**You are committing fraud if you sign a form knowing that you provided false or misleading information.**

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

### So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

form HUD-1141  
(12/2005)

## Miami-Dade County Housing Choice Voucher Program

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

### Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

### Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

### Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

form HUD-1141  
(12/2005)



# Miami-Dade County Housing Choice Voucher Program

## HUD Brochure: What You Should Know About EIV



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

### ***What You Should Know About EIV***

#### **A Guide for Applicants & Tenants of Public Housing & Section 8 Programs**

##### **What is EIV?**

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

##### **What information is in EIV and where does it come from?**

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

##### **What is the EIV information used for?**

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address.

**Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

##### **Is my consent required in order for information to be obtained about me?**

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

***Note:* If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.**

##### **What are my responsibilities?**

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

February 2010

# Miami-Dade County Housing Choice Voucher Program

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home **prior** to them moving in.

## What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

**Protect yourself by following HUD reporting requirements.** When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

## What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

**Debts owed to PHAs and termination information** reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

**Employment and wage information** reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

**Unemployment benefit information** reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and** request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

**Death, SS and SSI benefit information** reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: [www.socialsecurity.gov](http://www.socialsecurity.gov). You may need to visit your local SSA office to have disputed death information corrected.

**Additional Verification.** The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

**Identity Theft.** Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

## Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/hpi/programs/pihov/ivdm>.

**The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:**

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

**My signature below is confirmation that I have received this Guide.**

Signature

Date



# A Good Place to Live!

## 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 insure 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 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 of 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**

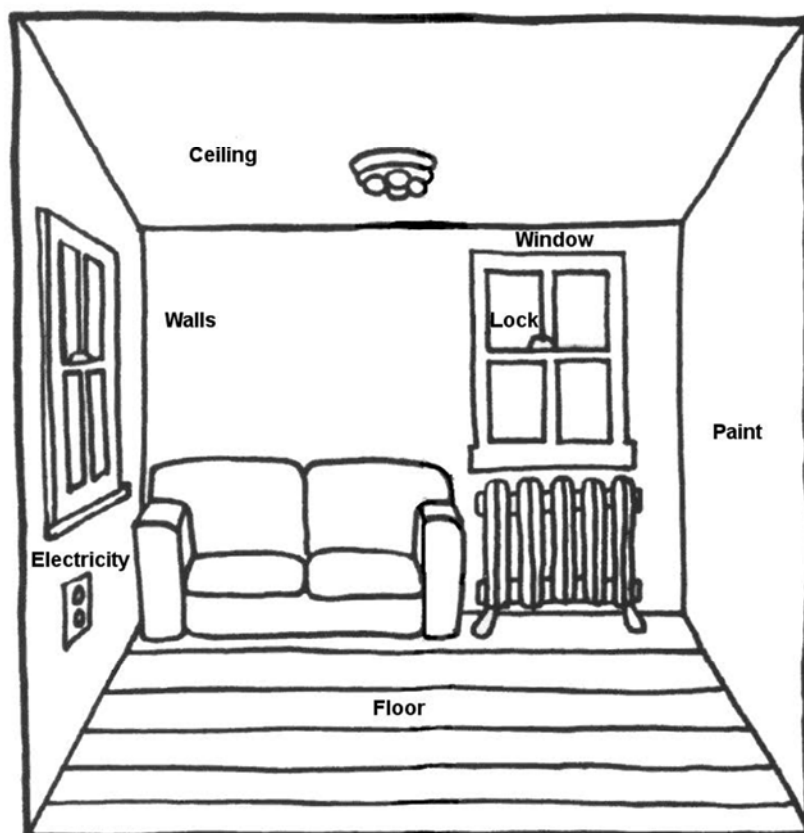
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

## 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?



# 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.)

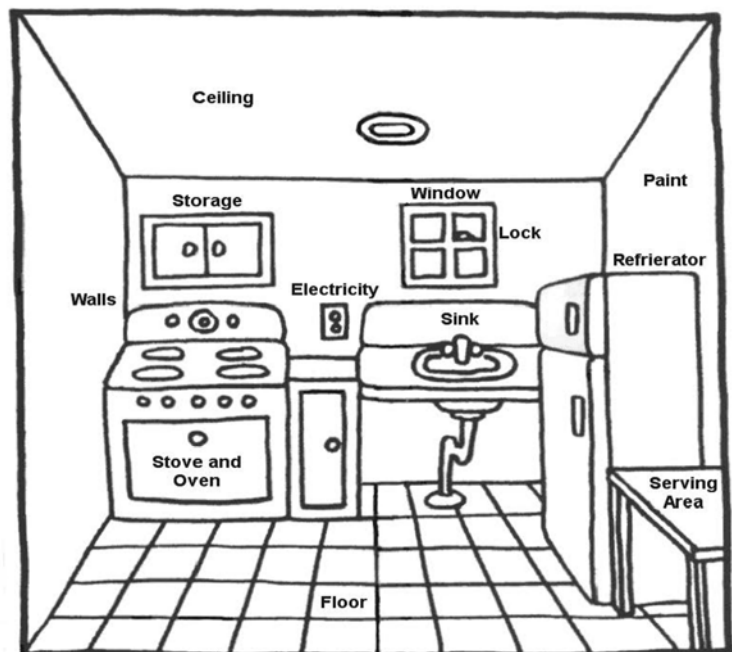
**Sink**

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.





# 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.

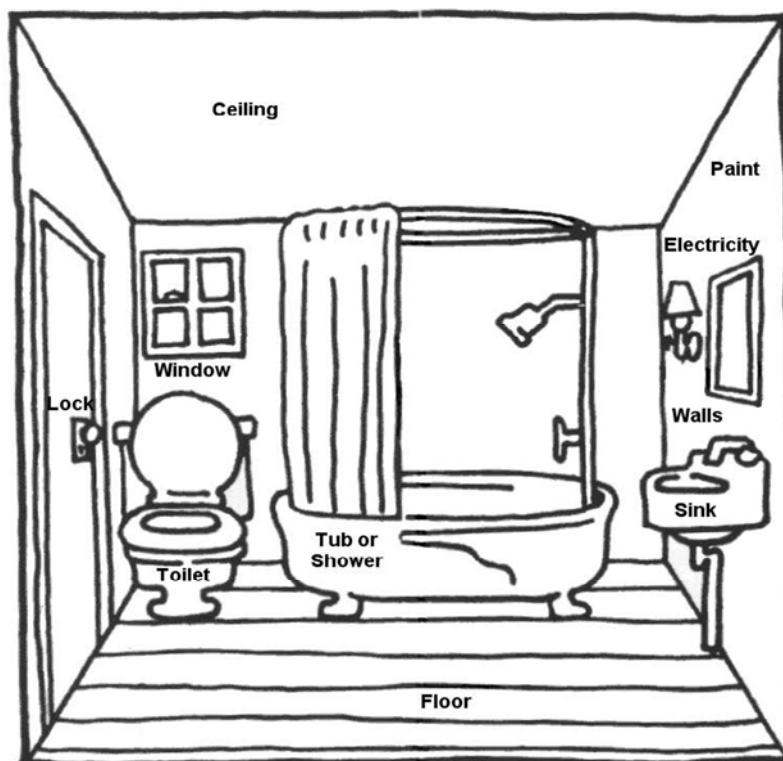
**Sink**

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.



# 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

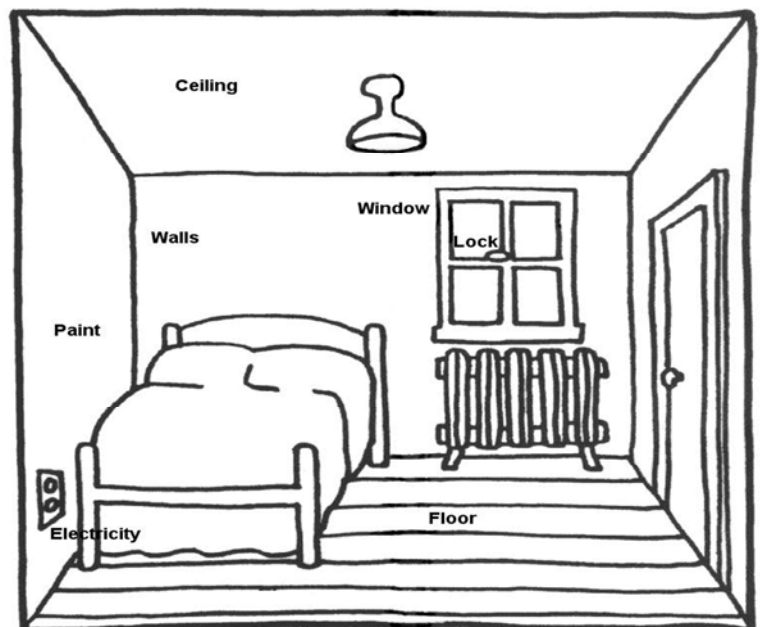
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- 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?



# 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.

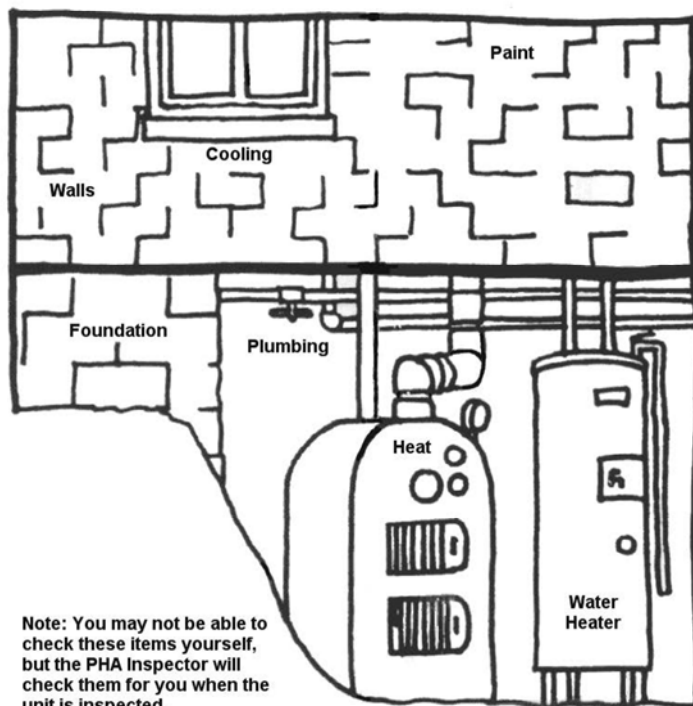
**Heat**

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 affect 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?



# 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

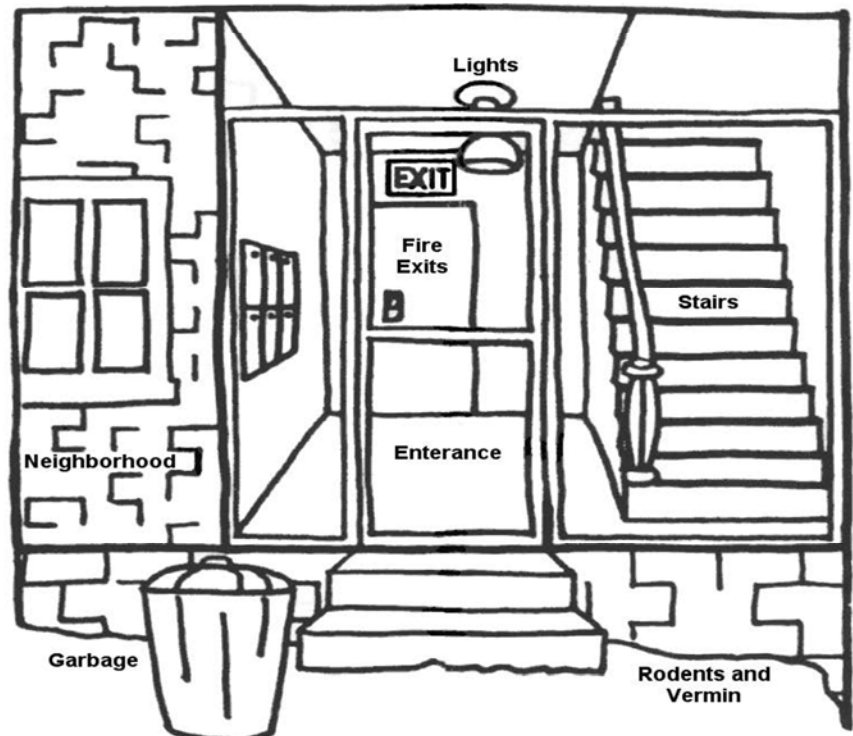
No sign of rats or large numbers of mice or vermin (like roaches).

### 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.



## HUD Brochure: Protect your family from Lead in Your Home



# Protect Your Family From Lead in Your Home



June 2017

### 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 and 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](http://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.

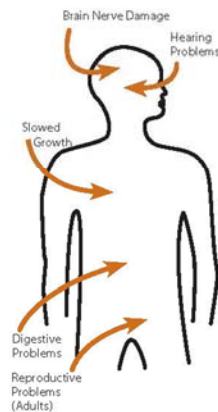
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

## 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.<sup>1</sup>

**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.<sup>2</sup>

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](http://epa.gov/lead).

<sup>1</sup> "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/cm), or more than 0.5% by weight.

<sup>2</sup> "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

**Deteriorating 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:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  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](http://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

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



# 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 discrimination.



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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://www.hud.gov)

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PLACE  
POSTAGE  
HERE

MAIL TO:

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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.

## 3 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

## 4 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

## 5 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

**MIAMI-DADE COUNTY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT**

**CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR  
STALKING, AND ALTERNATE DOCUMENTATION**

**Purpose of Form:** The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING  
VIOLENCE, SEXUAL ASSAULT, OR STALKING**



1. Date the written request is received by victim: \_\_\_\_\_
2. Name of victim: \_\_\_\_\_
3. Your name (if different from victim's): \_\_\_\_\_
4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_
5. Residence of victim: \_\_\_\_\_
6. Name of the accused perpetrator (if known and can be safely disclosed):  
\_\_\_\_\_
7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_
8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_
10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



This material is available in an accessible format upon request.

Form HUD-5382 (12/2016)

# Miami-Dade County Housing Choice Voucher Program

## HUD Form: Tenancy Addendum

### 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. 09/30/2017

#### 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

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ref Handbook 7420.8



# Miami-Dade County Housing Choice Voucher Program

redcoration) 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 addition protections for tenants. **This provision will sunset on December 31, 2012 unless extended by law.**

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# Miami-Dade County Housing Choice Voucher Program

## **e. Protections for Victims of Abuse.**

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence, or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may "bifurcate" a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of the violence 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.
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public

housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

- (7) 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, or stalking.

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

## **g. Owner notice of grounds**

- (1) 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.
- (2) The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- (3) 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.

## **9. Lease: Relation to HAP Contract**

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

## **10. 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.

## **11. Family Move Out**

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

## **12. 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.

# Miami-Dade County Housing Choice Voucher Program

- 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.

## 13. Prohibition of Discrimination

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status or disability in connection with the lease.

## 14. 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.

## 15. 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.

## 16. Notices

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

## 17. 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.

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