



San Antonio Housing Authority

Moving Packet

Applicant/Participant Information

Applicants/Participants:

1. Find a unit for which you qualify and accepts Section 8 Vouchers
2. Have the Landlord complete the RTA (Request for Tenancy Approval) located in the Owner/Landlord Information of your Moving Packet. It is your responsibility to return the RTA to the Housing Authority.
3. Have your Landlord prepare three leases (1 original and two copies), leave the lease beginning and end dates and the rent amount blank.
4. Once the Housing Authority receives **ALL** your completed paperwork, an inspection will be scheduled. The inspections team will contact the owner to schedule the inspection.
5. You will be responsible for the rent if you move into the unit prior to the date your unit passes inspection.

PLEASE VISIT US ON THE WEB

WWW.SAHA.ORG

For your convenience, many of our forms are available for download on our website under the Section 8 Housing Choice Voucher section:

- Change of Income
- Change of Family Composition
(to add/remove a person to your household)
- Request for Transfer
- Moving Packets
- Recertification Packets
- Direct Deposit Request
- Agency Referrals (Community Resources)
- And Much More...

If you would prefer to skip a trip downtown, completed forms may be faxed to us at 210-477-6206 or mailed to:

San Antonio Housing Authority
Assisted Housing Programs
P.O. Box 29
San Antonio, TX 78291-0029.



Your Information

The Housing Choice Voucher Program (Section 8) is a rental subsidy program to assist eligible families in renting decent, safe, and sanitary housing in the private rental housing market. Unlike Public Housing developments, the Section 8 program is tenant-based and not project-based. This means the assistance is “attached” to the tenant and not to a particular development, so you, the tenant, have the freedom to choose where you want to live and the type of unit you want to live in.

This side of your briefing portfolio contains information for you:

1. Voucher

The Voucher is HUD form HUD-52646. This form has information used to authorize the family to look for an eligible unit and specifies the size of the unit. It also describes the family’s obligations under the Housing Choice Voucher Program.

2. Shopping Estimate

The Shopping Estimate sheet calculates your portion of the rent and rent to owner according to your income and bedroom size.

3. Regulations and Policy

This sheet gives a brief explanation of Earned Income Verification, portability, information provided to owners and landlords, procedures for informal hearings, a brief explanation of how your assistance payment is determined, and information on accessible housing.

4. Housing Discrimination Complaint form

HUD form 903 is used to file a housing discrimination complaint with the U.S. department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity.

5. San Antonio - Bexar County Map/Characteristics of San Antonio and Bexar County

The map shows SAHA’s jurisdictional authority in San Antonio and Bexar County. The San Antonio Housing Authority and The Housing Authority of Bexar County have entered into an Interlocal Cooperation Agreement. This means that families on the Section 8 program can live anywhere in the City of San Antonio or in Bexar County. This allows families the flexibility to pursue opportunities outside areas of poverty concentration and have more potential access to job opportunities, schools, transportation, and other services.

6. Things You Should Know

HUD form 1140-OIG informs you about penalties that apply if you knowingly omit information or give false information.

7. Family Obligations and Reasons for Termination

Federal regulations and SAHA policy require the family to adhere to certain obligations. If the family does not adhere to these regulations and policies, the family will be terminated from the program. This document describes these regulations and policies.

8. HQS Inspection Checklist for Tenants

To participate in the Section 8 program, units must pass Housing Quality Standards (HQS) set by federal regulations and the Department of Housing and Urban Development. This sheet is a checklist to help landlords and tenants ensure their units pass HQS inspections conducted by the SAHA inspection team.



Su Información

El Programa de Cupones para Elección de Vivienda (Sección 8) es un programa de subsidio de arrendamiento para ayudarles a las familias elegibles a arrendar viviendas decentes, seguras e higiénicas en el mercado privado de viviendas para arrendar. A diferencia de las urbanizaciones de vivienda para personas de recursos económicos limitados, el programa de la sección 8 está basado en los arrendatarios y no en un proyecto. Esto significa que la asistencia está “adherida” al arrendatario y no a alguna urbanización en particular, así que usted, el arrendatario, tiene la libertad de escoger en dónde quiere vivir y el tipo de unidad de vivienda en el que quiere vivir.

Este lado del portafolio informativo contiene información para usted:

1. Cupón

El Cupón es el formulario del HUD: HUD-52646. Este formulario contiene información que se usa para autorizar a la familia a buscar una unidad elegible y también especifica el tamaño de la unidad autorizada. De igual manera, describe las obligaciones de la familia bajo el Programa de cupones para Elección de Vivienda.

2. Valor Estimado de Compra

La hoja del Valor Estimado de Compra calcula su porción del arrendamiento y el arrendamiento total para el propietario, de acuerdo a su ingreso y el tamaño de la unidad autorizada.

3. Reglamentos y Políticas

Esta hoja contiene una explicación breve de la Verificación de Ingresos Devengados, la portabilidad, la información provista a los propietarios y arrendadores, los procedimientos para las audiencias informales y una explicación breve de cómo se determina su pago de asistencia y la información de las viviendas accesibles.

4. Formulario de Reclamación por Discriminación para Vivienda

El formulario HUD 903 se usa para presentar una reclamación por discriminación para vivienda en el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos, Oficina de Vivienda Justa e Igualdad de Oportunidades.

5. San Antonio - Mapa del Condado de Bexar/Características de San Antonio y del Condado de Bexar

El mapa muestra la autoridad jurisdiccional de SAHA en San Antonio y en el Condado de Bexar. La Autoridad de Vivienda de San Antonio y la Autoridad de Vivienda del Condado de Bexar han entrado en un Acuerdo de Cooperación Interlocal. Esto significa que las familias del programa de la Sección 8 pueden vivir en cualquier parte de la Ciudad de San Antonio o del Condado de Bexar. Esto les da a las familias la flexibilidad de buscar oportunidades por fuera de las áreas de concentración de pobreza y tienen más acceso potencial a las oportunidades laborales, escuelas, transporte y otros servicios.

6. Cosas que Debe Saber

El formulario HUD 1140-OIG le informa acerca de las multas que aplican si omite o entrega información falsa de manera intencional.

7. Obligaciones Familiares y Razones para la Finalización del Contrato de Arrendamiento

Los reglamentos federales y las políticas de SAHA requieren que la familia cumpla con ciertas obligaciones. Si la familia no se adhiere a estos reglamentos y políticas, dicha familia será sacada del programa. Este documento describe estos reglamentos y políticas.

8. Lista de Inspección HQS para los Arrendatarios

Para participar en el programa de la Sección 8, las unidades deben pasar los Estándares de Calidad de Vivienda (HQS) fijados por los reglamentos federales y por el Departamento de Vivienda y Desarrollo Urbano (HUD). Esta hoja es una lista de requisitos para ayudarles a los arrendadores y arrendatarios a asegurarse de que sus unidades pasen las inspecciones HQS conducidas por el equipo de inspección de SAHA.



Regulations and Policy

Enterprise Income Verification (EIV)

EIV is the verification of income information that is retrieved electronically through an independent source, making use of income information databases including those maintained by the Social Security Administration (including Social Security (SS) and Supplemental Security Income (SSI)), State Wage Information Collection Agencies, and private vendors, before or during a family reexamination.

Please note that it is SAHA policy to compare the income reported by tenants to the income retrieved through EIV. Discrepancies will be investigated and could lead to termination of assistance if the discrepancy was due to fraud or purposeful omission.

Portability

Under the voucher program, any voucher-holder may choose a unit anywhere in the United States if the family lived in the jurisdiction of the housing authority issuing the voucher when the family applied for assistance. A family that wishes to move to another housing authority's jurisdiction must consult with the housing authority that currently administers its housing assistance to verify the necessary procedures for moving to a different housing authority.

The Section 8 Housing Choice Voucher Program also offers portability, or the ability to move across local, regional, or state jurisdictions. Families may use their vouchers to find housing anywhere in the nation. The PHA cooperates with other housing authorities in the portability process to increase a participant's residential choice and to encourage social and economic integration.

Public Housing Authorities in the area include:

Austin Housing Authority	Jim Hargrove	P. O. Box 6159	Austin	78762	(512) 477-4488
Bexar County Housing Authority	Laura Morales	301 S. Frio, #290	San Antonio	78207	(210) 225-0071
Boerne Housing Authority	Kandace Stofa	201 E. San Antonio, #230	Boerne	78006	(830) 249-9357
Corpus Christi Housing Authority	Richard Franco	3701 Ayers	Corpus Christi	78415	(361) 889-3300
Floresville Housing Authority	Sharon Boester	1401 Standish St	Floresville	78114	(830) 393-6560
Laredo Housing Authority	Abraham Rodriguez, Jr.	2000 San Francisco Ave.	Laredo	78040	(956) 722-4521
New Braunfels Hsg. Authority	Nadine Mardock	P.O.Box 310906	New Braunfels	78131	(830) 625-6908
San Marcos Housing Authority	Alberto Sierra	1201 Thorpe Ln.	San Marcos	78666	(512) 353-5058
Seguin Housing Authority	Evamaria Berry	516 Jefferson	Seguin	78155	(830) 379-7091
Travis County Housing Authority	Wiley Hopkins	2200 E. MLK	Austin	78702	(512) 480-8245

Information to owners

In accordance with HUD requirements, SAHA will furnish prospective owners with the family's current address and the name and address of the landlord at the family's current and prior address. SAHA will also provide information on eviction history and damage to rental units for the last year, if requested.

SAHA's policy on providing information to owners will apply uniformly to all families and owners. SAHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

Informal hearings

If your housing assistance is scheduled for termination, you may submit a written request for an informal hearing within ten days after the Date of Proposed Termination. SAHA will send you an appointment letter. Your appointment will be scheduled within thirty days after the request is received. You may bring evidence, witnesses, legal or other representation at your own expense.

After a hearing date is agreed to, you may request to reschedule only upon showing “good cause,” which is defined as an unavoidable conflict that seriously affects the health, safety, or welfare of the family.

If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, termination of assistance will be upheld unless the family can show good cause for the failure to appear.

Subsidy standards

SAHA shall grant exceptions from the subsidy standards upon request as an accommodation for persons with disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a:

- Verified medical or health reason; or
- Elderly persons or persons with disabilities who may require a live-in attendant.

Request for Exceptions to Subsidy Standards

Families with disabled members may request a larger sized voucher than indicated by SAHA’s subsidy standards. Such request must be made in writing and must explain the need or justification for a larger bedroom. Documentation verifying the need or justification will be required as appropriate.

SAHA will not issue a larger voucher due to additions of family members other than by birth, adoption, marriage, or court-awarded custody.

Requests based on health related reasons must be verified by an approved medical service professional.

Determination of Assistance Payment

The Shopping Estimate sheet calculates your portion of the rent based on a set **payment standard** (based on bedroom size) and your **total tenant payment** (based on your income).

The **maximum housing assistance subsidy** a family can qualify for is the **payment standard** minus the **total tenant payment (TTP)**.

The payment standard is the maximum monthly subsidy payment. SAHA has set payment standards for each bedroom size, based on HUD determined Fair Market Rents (FMRs) for San Antonio.

The total tenant payment (TTP) is the minimum amount a family must contribute toward housing costs regardless of the unit selected.

The formula for computing TTP requires a tenant to pay the greatest of:

- 30 percent of the family’s monthly adjusted income*
- 10 percent of the family’s monthly gross income
- The minimum rent set by SAHA (\$50)

* The adjusted income is the gross income minus allowed deductions for dependents, an elderly or disabled family, childcare, disability assistance, and medical expenses.

Accessible housing

If your household includes a disabled person, you may request a listing of accessible units that may be available. The property listings available in our lobby and on our website indicate if a property is an accessible unit.

Housing Discrimination Complaint

U.S. Department of Housing
and Urban Development
Office of Fair Housing
and Equal Opportunity

OMB Approval No. 2529-0011

Please type or print this form

Public Reporting Burden for this collection of information is estimated to average 1 hour 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.

Read this entire form and all the instructions carefully before completing. All questions should be answered. However, if you do not know the answer or if a question is not applicable, leave the question unanswered and fill out as much of the form as you can. Your complaint should be signed and dated. Where more than one individual or organization is filing the same complaint, and all information is the same, each additional individual or organization should complete boxes 1 and 7 of a separate complaint form and attach it to the original form. Complaints may be presented in person or mailed to the HUD State Office covering the State where the complaint arose (see list on back of form), or any local HUD Office, or to the Office of Fair Housing and Equal Opportunity, U.S. Department of HUD, Washington, D.C. 20410.

This section is for HUD use only.

Number	(Check the applicable box) <input type="checkbox"/> Referral & Agency (specify) <input type="checkbox"/> Systemic <input type="checkbox"/> Military Referral	Jurisdiction <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Info	Signature of HUD personnel who established Jurisdiction
Filing Date			

1. Name of Aggrieved Person or Organization (last name, first name, middle initial) (Mr.,Mrs.,Miss,Ms.)	Home Phone	Business Phone
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Street Address (city, county, State & zip code)

2. Against Whom is this complaint being filed? (last name, first name, middle initial)	Phone Number
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Street Address (city, county, State & zip code)

Check the applicable box or boxes which describe(s) the party named above:

☐ Builder ☐ Owner ☐ Broker ☐ Salesperson ☐ Supt. or Manager ☐ Bank or Other Lender ☐ Other

If you named an individual above who appeared to be acting for a company in this case, check this box ☐ and write the name and address of the company in this space:

Name:	Address
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Name and identify others (if any) you believe violated the law in this case:

3. What did the person you are complaining against do? Check all that apply and give the most recent date these act(s) occurred in block No. 6a below.

- ☐ Refuse to rent, sell, or deal with you ☐ Falsely deny housing was available ☐ Engage in blockbusting ☐ Discriminate in broker's services
☐ Discriminate in the conditions or terms of sale, rental occupancy, or in services or facilities ☐ Advertise in a discriminatory way ☐ Discriminate in financing ☐ Intimidated, interfered, or coerced you to keep you from the full benefit of the Federal Fair Housing Law
☐ Other (explain)

4. Do you believe that you were discriminated against because of your race, color, religion, sex, handicap, the presence of children under 18, or a pregnant female in the family or your national origin? Check all that apply.

<input type="checkbox"/> Race or Color <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other	<input type="checkbox"/> Religion (specify)	<input type="checkbox"/> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Handicap <input type="checkbox"/> Physical <input type="checkbox"/> Mental	<input type="checkbox"/> Familial Status <input type="checkbox"/> Presence of children under 18 in the family <input type="checkbox"/> Pregnant female	<input type="checkbox"/> National Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other (specify)
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5. What kind of house or property was involved? <input type="checkbox"/> Single-family house <input type="checkbox"/> A house or building for 2, 3, or 4 families <input type="checkbox"/> A building for 5 families or more <input type="checkbox"/> Other, including vacant land held for residential use (explain)	Did the owner live there? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is the house or property <input type="checkbox"/> Being sold? <input type="checkbox"/> Being rented?	What is the address of the house or property? (street, city, county, State & zip code)
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6. Summarize in your own words what happened. Use this space for a brief and concise statement of the facts. Additional details may be submitted on an attachment.
Note: HUD will furnish a copy of the complaint to the person or organization against whom the complaint is made.

6a. When did the act(s) checked in Item 3 occur? (Include the most recent date if several dates are involved)

7. I declare under penalty of perjury that I have read this complaint (including any attachments) and that it is true and correct.	Signature & Date
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What Does the Fair Housing Amendments Act of 1988 Provide?

The Fair Housing Act declares that it is national policy to provide fair housing throughout the United States and prohibits eight specific kinds of discriminatory acts regarding housing if the discrimination is based on race, color, religion, sex, handicap, familial status or national origin.

1. Refusal to sell or rent or otherwise deal with a person.
2. Discriminating in the conditions or terms of sale, rental, or occupancy.
3. Falsely denying housing is available.
4. "Blockbusting"—causing person(s) to sell or rent by telling them that members of a minority group are moving into the area.
6. Discrimination in financing housing by a bank, savings and loan association, or other business.
7. Denial of membership or participation in brokerage, multiple listing, or other real estate services.
8. Interference, coercion, threats or intimidation to keep a person from obtaining the full benefits of the Federal Fair Housing Law and/or filing a complaint.

What Does the Law Exempt?

The first three acts listed above do not apply (1) to any single family house where the owner in certain circumstances does not seek to rent or sell it through the use of a broker or through discriminatory advertising, nor (2) to units in houses for two-to-four families if the owner lives in one of the units.

What Can You Do About Violations of the Law?

Remember, the Fair Housing Act applies to discrimination based on race, color, religion, sex, handicap, familial status, or national origin. If you believe you have been or are about to be, discriminated against or otherwise harmed by the kinds of discriminatory acts which are prohibited by law, you have a right, within 1 year after the discrimination occurred to:

1. **Complain to the Secretary of HUD** by filing this form by mail or in person. HUD will investigate. If it finds the complaint is covered by the law and is justified, it will try to end the discrimination by conciliation. If conciliation fails, other steps will be taken to enforce the law. In cases where State or local laws give the same rights as the Federal Fair Housing Law, HUD must first ask the State or local agency to try to resolve the problem.
2. **Go directly to Court** even if you have not filed a complaint with the Secretary. The Court may sometimes be able to give quicker, more effective, relief than conciliation can provide and may also, in certain cases, appoint an attorney for you (without cost).

You Should Also Report All Information about violations of the Fair Housing Act to HUD even though you don't intend to complain or go to court yourself.

Additional Details. If you wish to explain in detail in an attachment what happened, you should consider the following:

1. If you feel that others were treated differently from you, please explain the facts and circumstances.
2. If there were witnesses or others who know what happened, give their names, addresses, and telephone numbers.
3. If you have made this complaint to other government agencies or to the courts, state when and where and explain what happened.

Racial/Ethnic Categories

1. **White (Non Hispanic)**—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. **Black (Non Hispanic)**—A person having origins in any of the black racial groups of Africa.
3. **Hispanic**—A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
4. **American Indian or Alaskan Native**—A person having origins in any of the original peoples of North America, and who maintains, cultural identification through tribal affiliation or community recognition.
5. **Asian or Pacific Islander**—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

You can obtain assistance (a) in learning about the Fair Housing Act, or (b) in filing a complaint at the HUD Regional Offices listed below:

For Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont:

NEW ENGLAND OFFICE (Marcella_Brown@hud.gov)

Fair Housing Enforcement Center
U.S. Department of Housing and Urban Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8300 or 1-800-827-5005
Fax (617) 565-7313 • TTY (617) 565-5453

For New Jersey and New York

New York/New Jersey Office (Stanley_Seidenfeld@hud.gov)

Fair Housing Enforcement Center
U.S. Department 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

For Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia

MID-ATLANTIC OFFICE (Wanda_Nieves@hud.gov)

Fair Housing Enforcement Center
U.S. Department of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-9344
Telephone (215) 656-0662 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450

For Alabama, the Caribbean, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee:

SOUTHEAST/CARIBBEAN OFFICE
(Gregory_L._King@hud.gov)

Fair Housing Enforcement Center
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2806
Telephone (404) 331-5140 or 1-800-440-8091
Fax (404) 331-1021 • TTY (404) 730-2654

For Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin:

MIDWEST OFFICE (Barbara_Knox@hud.gov)

Fair Housing Enforcement Center
U.S. Department 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

For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:

SOUTHWEST OFFICE (Thurman G. Miles@hud.gov or Garry_L._Sweeney@hud.gov)

Fair Housing Enforcement Center
U.S. Department 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

For Iowa, Kansas, Missouri and Nebraska:

GREAT PLAINS OFFICE (Robbie_Herndon@hud.gov)

Fair Housing Enforcement Center
U.S. Department 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

For Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming:

ROCKY MOUNTAINS OFFICE (Sharon_L._Santoya@hud.gov)

Fair Housing Enforcement Center
U.S. Department of Housing and Urban Development
633 17th Street
Denver, CO 80202-3690
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • TTY (303) 672-5248

For Arizona, California, Hawaii, and Nevada:

PACIFIC/HAWAII OFFICE (Charles_Hauptman@hud.gov)

Fair Housing Enforcement Center
U.S. Department of Housing and Urban Development
Phillip Burton Federal Building and U.S. Courthouse
450 Golden Gate Avenue
San Francisco, CA 94102-3448
Telephone (415) 436-8400 or 1-800-347-3739
Fax (415) 436-8537 • TTY (415) 436-6594

For Alaska, Idaho, Oregon, and Washington:

NORTHWEST/ALASKA OFFICE (Judith_Keeler@hud.gov)

Fair Housing Enforcement Center
U.S. Department 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

If after contacting the local office nearest you, you still have questions – you may contact HUD further at:

U.S. Department 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

Privacy Act of 1974 (P.L. 93-579)

Authority: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430).

Purpose: The information requested on this form is to be used to investigate and to process housing discrimination complaints.

Use: The information may be disclosed to the United States Department of Justice for its use in the filing of pattern or practice suits of housing discrimination or the prosecution of the person who committed the discrimination where violence is involved; and to state or local fair housing agencies which administer substantially equivalent fair housing laws for complaint processing.

Penalty: 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.

For further information call the Toll-free Fair Housing Complaint Hotline 1-800-669-9777.
Hearing Impaired persons may call (TDD) 1-800-927-9275.

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820 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① 210-477-6262 ① www.saha.org

Assisted Housing Programs

ATTENTION

The San Antonio Housing Authority is no longer accepting contracts for the following areas and streets (contracts/leases submitted for units in these areas WILL NOT be approved):

The Camelot II (North East SA)

Brecon	Neston
Stockport	Oldham
Chipping	Ashbrook
Belforest	Cork
Mallow	Broadwick
Sarepto	Langport
Bridleway	Quail Hill
Winsford	
Swinford	

Windsor Heights

Windsor Oaks
Windsor Hollow
Brother Lane
Oak Chase

Revised 5-1-2011

Any individual with a disability or other medical need who requires accommodation in respect to this correspondence should contact the San Antonio Housing Authority at (210) 477-6205.

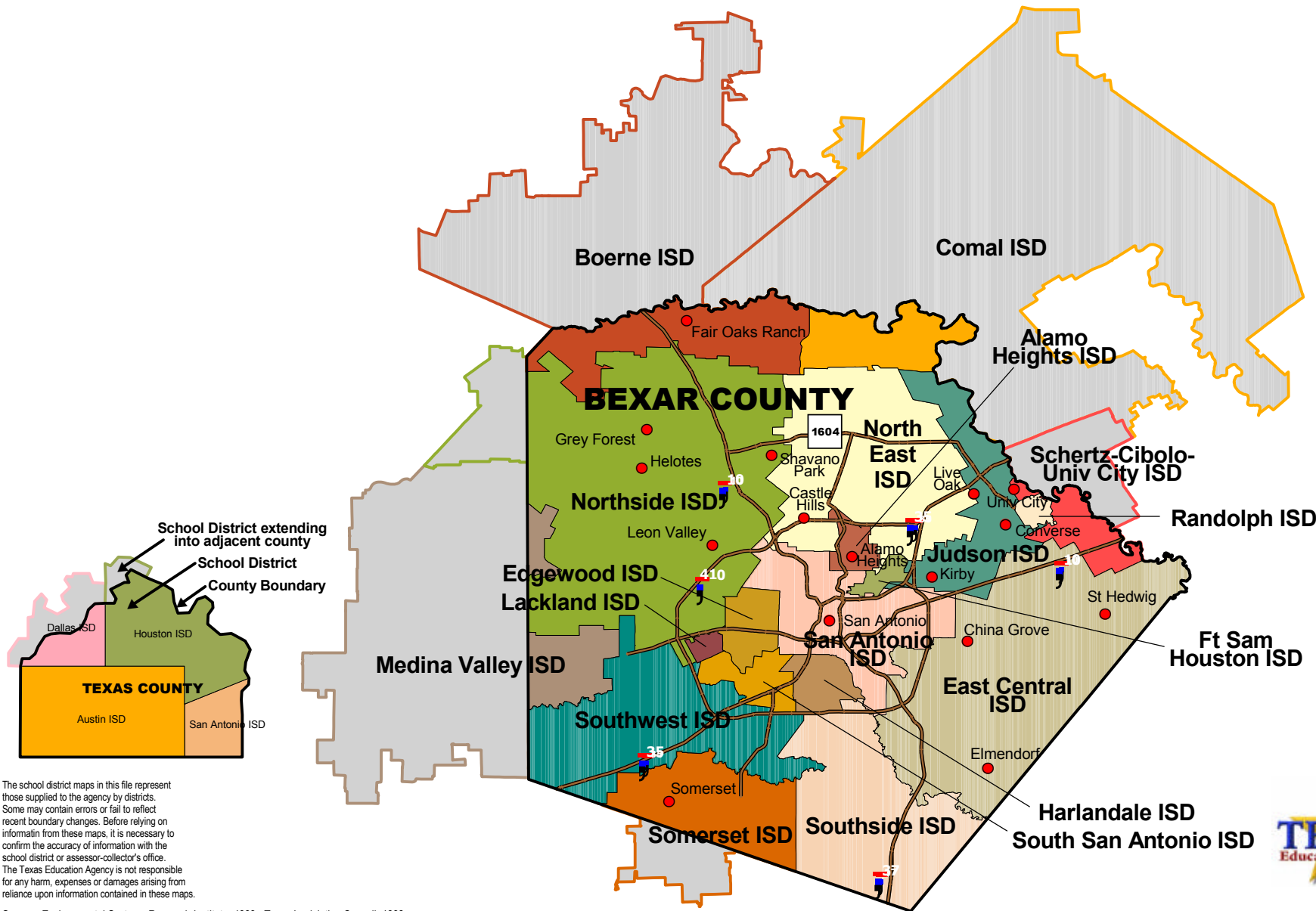
Esta nota es muy importante. Si usted no comprende esta nota porque es escrito en inglés, por favor llame al (210) 477-6205 inmediatamente para asistencia.

Where Can I Look for Housing?

The San Antonio Housing Authority can exercise its jurisdictional authority not only in the City of San Antonio, but throughout the County of Bexar. The San Antonio Housing Authority and The Housing Authority of Bexar County have entered into an Interlocal Cooperation agreement.

This means that families in the Housing Choice Voucher Program have more flexibility and greater opportunity to move anywhere in the City of San Antonio or Bexar County.



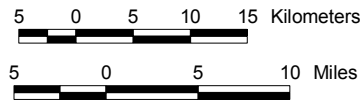


The school district maps in this file represent those supplied to the agency by districts. Some may contain errors or fail to reflect recent boundary changes. Before relying on information from these maps, it is necessary to confirm the accuracy of information with the school district or assessor-collector's office. The Texas Education Agency is not responsible for any harm, expenses or damages arising from reliance upon information contained in these maps.

Source: Environmental Systems Research Institute, 1999; Texas Legislative Council, 1998



Bexar County School Districts **Texas Education Agency**



Scale 1:700,000 Produced: Sept, 2000

TRANSPORTATION

Via Metropolitan Transit is the main public transportation system in San Antonio.

Customer Information Center

(210) 362-2020 TTY (210) 362-2019

(Bus Routing & Scheduling Information and Customer Comments)

Customer Service Centers

VIA Metro Center

1021 San Pedro

(210) 362-2020

Mon. – Fri. 7:00 a.m. - 6:00 p.m.

Crossroads Park and Ride

151 Crossroads Blvd

(210) 731-6616

Mon. – Fri. 7:00 a.m. -1:00 p.m. & 2:30 p.m.-6:00 p.m.

Downtown Information Center

260 E. Houston St.

(210) 475-9008

Mon. – Fri. 7am-6pm, Saturday 9:00 a.m. -2:00 p.m.

Ingram Transit Center

3215 Northwestern Dr.

(210) 521-6773

Mon. – Fri. 7:00 a.m. -1:00 p.m. & 2:30 p.m.-6:00 p.m.

Kel-Lac Transit Center

7183 Highway 90 West

(210) 679-0083

Mon. – Fri. 7:00 a.m. -1:00 p.m. & 2:30 p.m.-6:00 p.m.

Medical Center Transit Center

7535 Merton Minter

(210) 614-4615

Mon. – Fri. 7:00 a.m. -1:00 p.m. & 2:30 p.m.-6:00 p.m.

Randolph Park and Ride

9400 IH 35 North

(210) 564-8175

Mon. – Fri. 7:00 a.m. -1:00 p.m. & 2:30 p.m.-6:00 p.m.

Ellis Alley Information Center

212 Chestnut

(210) 299-1213

Mon. – Fri. 7:00 a.m. - 1 p.m., and 2:30 p.m. - 6 p.m.

VIAtrans

Complementary paratransit is provided to individuals who have disabilities that prevent them from using fixed route bus service. VIAtrans, ADA complementary paratransit, is provided during the same hours of the day, same days per week and within three-quarters of a mile of a fixed bus route. Applications for VIAtrans can be acquired from the VIA website, <http://www.viainfo.net/Applications/viatransApp.pdf>, or by calling the Accessible Services Department at (210) 362-2140 or TTY (210) 362-2019.

Office and VIAtrans Eligibility

(210) 362-2140 TTY (210) 362-2019

VIAtrans Reservations and Cancellations

(210) 362-5050 TTY (210) 362-5060

U.S. Department of Housing and Urban Development
Office of Inspector General

May 1988
P-88-2

Things You Should Know

Don't Risk your chances for Federally assisted housing by providing false, incomplete or inaccurate information on your application and recertification forms.

Purpose

This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud

The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house;
- Required to repay all overpaid rental assistance you received;
- Fined up to \$10,000;
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

Asking Questions

When you sit down with the person who fills out your application, you should know what is expected of you. If you do not understand something, say so. That person can answer your question or find out what the answer is.

Completing the Application

When you give your answers to application questions, you must include the following information:

Income

- All sources of money you and any member of your family receive (wages, welfare payments, alimony, social security, pension, etc.);
- Any money you receive on behalf of your children (child support, social security for children, etc);
- Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stocks, etc.);
- Earnings from second job or part time job;
- Any anticipated income (such as a bonus or pay raise you expect to receive).

Assets	<ul style="list-style-type: none"> • All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you and any adult member of your family/household who will be living with you. • Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children
Family/Household Members	<ul style="list-style-type: none"> • The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.
Signing the Application	<hr/> <ul style="list-style-type: none"> • Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate. • When you sign application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information. • Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State or private agencies to verify that it is correct. <hr/>
Recertifications	<p>You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:</p> <ul style="list-style-type: none"> • All income changes, such as pay increases or benefits, change of job, loss of job, loss of benefits, etc., for all adult family/household members. • Any family/household member who has moved out. • All assets that you or your family/household members own and any asset that was sold in the last 2 years for less than its full value. <hr/>
Beware of Fraud	<p>You should be aware of the following fraud schemes:</p> <ul style="list-style-type: none"> • Do not pay any money to file an application. • Do not pay any money to move up on the waiting list. • Do not pay for anything not covered by your lease. • Get a receipt for any money you pay. • Get a written explanation if you are required to pay any money other than rent (such as maintenance charges). <hr/>
Reporting Abuse	<p>If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your project or PHA. If you cannot report to the manager, call the local HUD offices or the HUD Hotline on (202) 472-4200. This is not a toll free number. You can also write to the HUD HOTLINE, Room 8254, 451 Seventh Street S.W., Washington, DC 20410.</p>



Family Obligations and Reasons for Termination

IMPORTANT

Federal regulations and SAHA policy require participant families to adhere to certain obligations. Please initial beside each obligation and sign the acknowledgement at the end of the document.

- _____ The family must supply any information that SAHA or HUD determines necessary for eligibility, for annual recertification, or for any other interim reexamination. This includes paperwork that shows proof of all income for your household. Examples of income documentation needed are child support income, unemployment benefits, social security/SSI, TANF, retirement benefits, contributions, and income from work. Some examples of income verification are 6 paycheck stubs, W2 tax forms, and bank statements.
- _____ The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information.
- _____ Any information supplied by the family must be true and complete.
- _____ The family must report any change of income within ten days of the change in writing.
- _____ SAHA must approve the composition of the family living in the unit. The family must inform SAHA of the birth, adoption or court-awarded custody of a child within 15 days in writing.
- _____ The family must request, in writing, SAHA approval to add any other family member as an occupant of the unit. No other person except members of the family may live in the unit except for foster children or live-in aids who are approved by SAHA.
- _____ The family must notify SAHA within ten days in writing if any family member no longer resides in the unit.
- _____ The family is responsible for any Housing Quality Standards (HQS) inspection failure that is caused by the family. If the family causes the HQS inspection failure, the family will be terminated from the program. (See the HQS inspection checklist in this packet.)
- _____ The family must allow SAHA HQS inspections. SAHA will notify the family only of recertification inspection dates; quality control or special inspections may be conducted without prior notice. An adult 18 years of age or older must be present for the unit to be inspected. If the unit cannot be inspected, the family will be terminated from the program.
- _____ The family may not commit any serious or repeated violation of the lease and is responsible for paying rent and utilities on time. Utilities must be in the name of the head or co-head of household for the entire period the family receives housing assistance.
- _____ The unit must be the family's only residence. The family may not receive any other housing assistance subsidy if they are receiving Section 8 housing assistance.
- _____ No one other than SAHA approved family members may represent to any outside agency that they reside in the unit. This includes allowing someone other than approved family members to receive mail at the unit.



Family Obligations and Reasons for Termination

- _____ The family must receive approval in writing from SAHA before vacating a unit. If the tenant vacates the unit prior to lease expiration, they will be liable for unearned housing assistance payments made to the owner.
- _____ The family must notify SAHA and the owner in writing before the family moves out of the unit or terminates the lease.
- _____ The family must promptly notify in writing SAHA if they will be absent from the unit.
- _____ The family must not sublease or let the unit and the family must not assign the lease or transfer the unit.
- _____ The family will be terminated if members of the family commit fraud, bribery or any other corrupt or criminal act in connection with this program.
- _____ The family will be terminated if family members engage in drug-related or violent criminal activity.

By signing below, I acknowledge that I have been briefed on the Section 8 certification process and have been informed of my obligations as a participant in the Section 8 program and that failure to abide by the obligations listed above will result in termination of my housing assistance.

Signature of Head of Household

Date

Any individual with a disability or other medical need who requires accommodation with respect to this correspondence should contact the San Antonio Housing Authority at (210) 477-6205.



HQS Inspection Checklist for Section 8 Participants

To participate in the Section 8 program, units must pass Housing Quality Standards (HQS) set by federal regulations and the Department of Housing and Urban Development. Following is a checklist to help landlords and tenants ensure their units pass HQS inspections conducted by the SAHA inspection team.

- Utilities must be turned on for the completion of the inspection.
- No chipping or peeling paint inside or outside.
- Stove must be clean and in working order and secured.
- Refrigerator must be clean, have a kick plate, and be in working order.
- There must be an installed working heating system.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works.
- There must be a flush toilet that works and does not leak.
- The bathroom must have either a window to the outside or an exhaust fan vented to the outside.
- There must not be any plumbing leaks.
- There must not be any plugged drains (check for slow drains).
- All plumbing fixtures must have P-traps
- All ground floor windows must have working locks and exterior doors must have working deadbolts.
- All windows must be in good working condition.
- All electrical outlets must have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing, broken, or cracked windows.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor (no PVC). CPVC is acceptable.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
- Working smoke detectors are required in every unit and on every level.
- The contract rent must be reasonable based on the rent of comparable units in the neighborhood.
- All security bars and windows must have a quick release mechanism.
- Keyless bolting devices, and door viewers must be installed on each exterior door and doors exiting into the garage area. Keyless bolting devices may not be installed higher than 48 inches or lower than 36 inches from the floor.
- All sliding glass doors must have a pin lock zero to 48 inches from the floor, and if the manufacturer's lock to the sliding door is inoperable, there must be an additional security bar on the door.
- All windows should open and close as designed and have working lock devices.

Copies of landlord forms are available in to you in several locations for your convenience:

Request an emailed form from landlords@saha.org

Download the forms the HUD website: http://www.hudclips.org/sub_nonhud/html/forms.htm