

MOVING PACKET

Applicant / Participant

Housing Choice Voucher (HCV) Program applicants / participants must complete the following steps when moving into a new unit:

1. Find a unit for which you qualify and accepts housing choice vouchers.
2. Have the landlord of the new unit complete the Moving Packet located in your folder. **It is your responsibility to return the completed moving packet to SAHA.**
3. Have the landlord prepare 3 leases (1 original and 2 copies). **Please leave the lease's beginning and end dates and rent amount blank.**
4. You, as an applicant / participant, must schedule an appointment with your Housing Assistance Specialist (HAS) to submit the completed moving packet.

Once SAHA receives your completed paperwork, an inspection will be generated. SAHA's Inspections Team will contact the owner to schedule the inspection.

You will be responsible for the rent if you move into the unit prior to the date your unit passes inspection.

Visit us online at
saha.org

For your convenience, many of our forms are available for download on our website www.saha.org by clicking **Residents > Section 8 Program Participants > Forms & Packets:**

- Change of income
- Change of family composition (to add/remove a person to your household)
- Request for transfer
- Request for tenancy approval
- Moving packets
- Recertification packets
- Agency referral listings
- Non-renewal notice
- 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

MOVING PACKET- YOUR INFORMATION

The Housing Choice Voucher (HCV) Program is a rental subsidy program created to assist eligible families (individuals included) in renting decent, safe, and sanitary housing in the private rental housing market. Unlike Public Housing programs, the HCV 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 home you want to live in.

This side of your briefing portfolio contains valuable information for you as a HCV Program participant:

1. Voucher: The Voucher is form HUD-52646. This form is used to authorize the family to look for an eligible housing unit and specifies the size of the unit. It also describes the family’s obligations under the Housing Choice Voucher (HCV) program.

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

3. Moving Packet –Your Information

- a) **Regulations and Policy:** This document provides general information on HUD’s EIV system, portability, information provided to owners and landlords, procedures for informal hearings, how your assistance payment is determined, and accessible housing.
- b) **San Antonio - Bexar County Maps and General Information:** 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 HCV 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.
- c) **Housing Discrimination form:** Form HUD-903.1 is used to file a housing discrimination complaint with the U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity.
- d) **Things You Should Know:** Form HUD-1140-OIG lists the information you must provide when applying for assisted housing, and the penalties for knowingly omitting information or giving false information.
- e) **Family Obligations and Reasons for Termination:** According to Federal regulations and SAHA policy, families receiving housing assistance must comply with certain obligations. Failure to do so will lead to the termination of their assistance. This document describes those regulations and policies.
- f) **Commonly Failed Inspection Items Checklist:** To participate in the HCV program, housing units must pass the Initial Housing Quality Standards (HQS) inspection required by federal regulations and HUD. This checklist was created to help landlords and tenants to ensure their units passes the HQS inspections conducted by SAHA’s Inspection Team.

REGULATIONS AND POLICY (1-3)

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:

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

REGULATIONS AND POLICY (2-3)

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:

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

Request for Exception to Subsidy Standards

Families with disabled members may request a larger sized voucher than indicated by SAHA's subsidy standards. Such requests 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.

REGULATIONS AND POLICY (3-3)

SAHA will not issue a larger voucher due to additions to 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% of the family's monthly adjusted income (*);
- 10% of the family's monthly gross income; or
- The minimum rent set by SAHA (\$50.00)

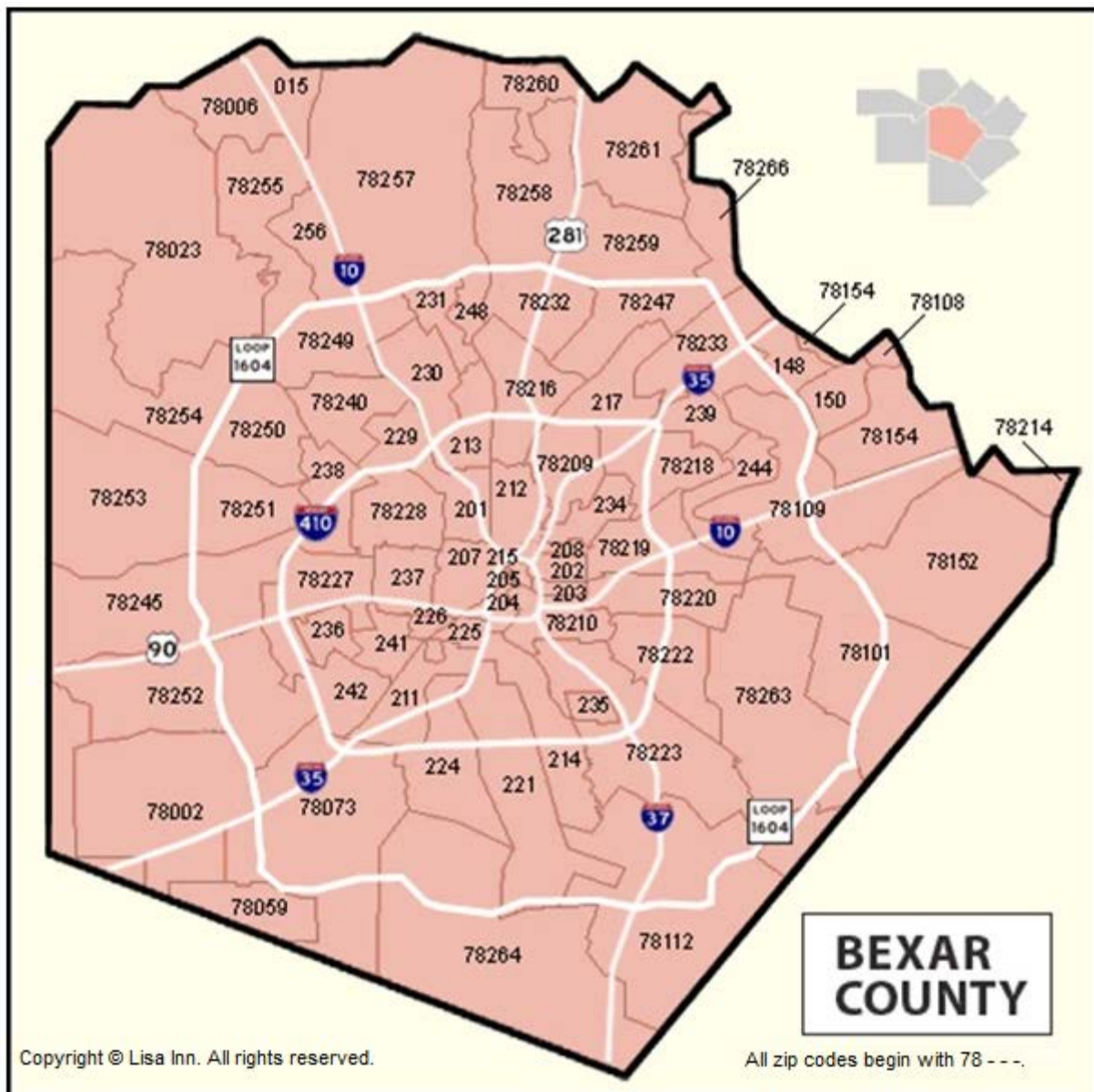
(*) The adjusted income is the gross income minus allowed deductions for dependents, an elderly or disabled family, childcare, disability assistance, and medical expenses.

Accessible Housing

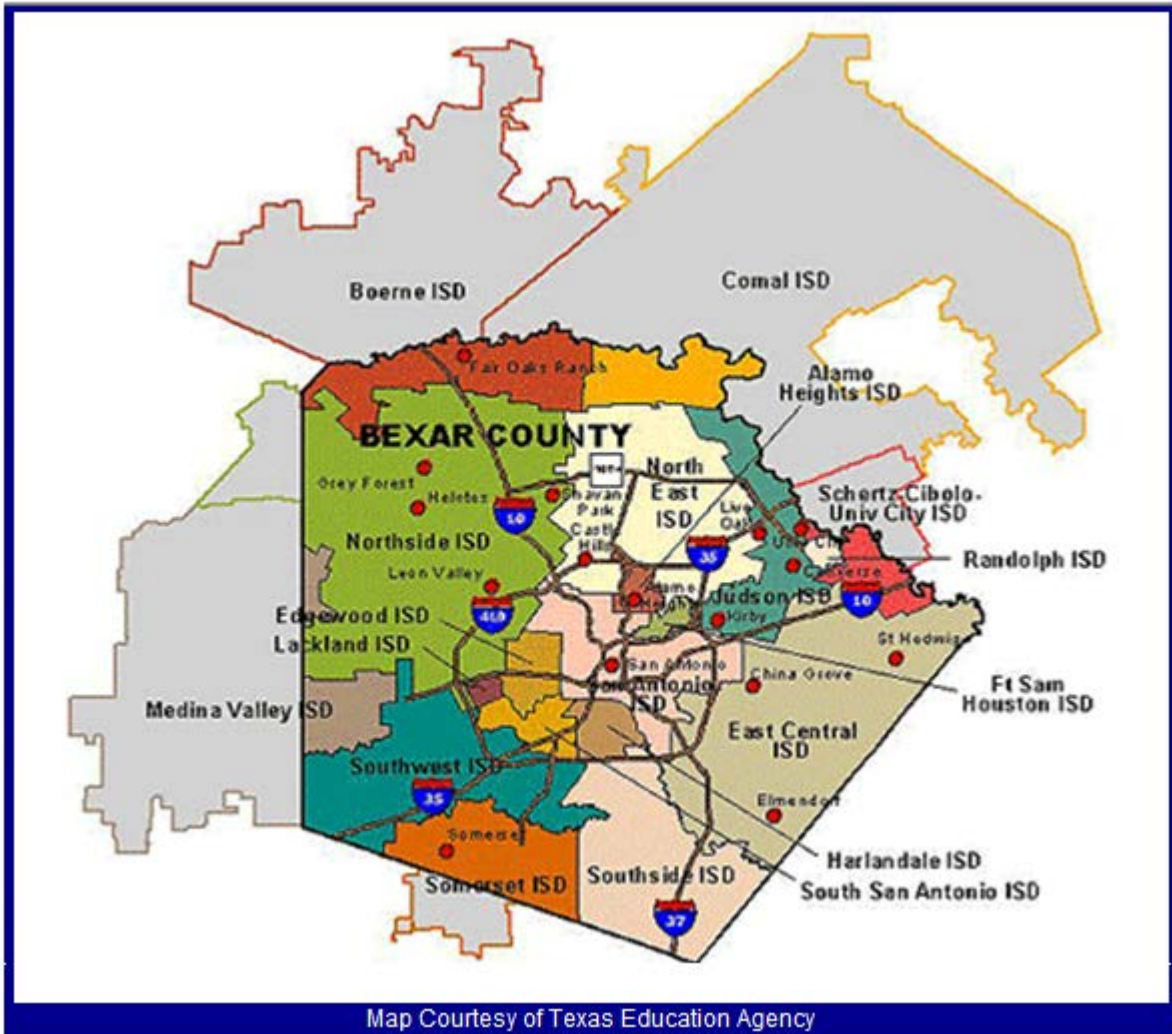
If your household includes a disabled person, you may request a listing of accessible units that may be available. The property listings available in our lobby and on our website indicated if a property is an accessible unit.

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 the more flexibility and greater opportunity to move anywhere in the City of San Antonio or Bexar County.



BEXAR COUNTY SCHOOL DISTRICTS



- | | |
|-----------------------|---------------------------|
| Alamo Heights ISD | North East ISD |
| Boerne ISD | Northside (015915) ISD |
| Comal ISD | Randolph Field ISD |
| East Central ISD | San Antonio ISD |
| Edgewood (015905) ISD | Schertz-Cibolo-U City ISD |
| Ft Sam Houston ISD | Somerset ISD |
| Harlandale ISD | South San Antonio ISD |
| Judson ISD | Southwest ISD |
| Lackland ISD | Southside ISD |
| Medina Valley ISD | |

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 para-transit is provided to individuals who have disabilities that prevent them from using fixed route bus service. VIAtrans, ADA complementary para-transit, 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

ATTENTION

PROHIBITED AREAS

Currently, the San Antonio Housing Authority (SAHA) is not providing housing assistance for units located on the streets listed below, in the neighborhoods under which they are listed.

The Glen	
Glen Arbor	Glen Manor
Glen Bay	Glen Meadow
Glen Briar	Glen Mist
Glen Brook	Glen Nook
Glen Chase	Glen Park
Glen Croft	Glen Pass
Glen Cross	Glen Point
Glen Falls	Glen Shire
Glen Glove	Glen Side
Glen Haven	Glen Stone
Glen Hill	Glen Trails
Glen Hurst	Glen Vista
Glen Lake	7400-8099 Glen Mont

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

Windsor Heights	
Brothers Lane	Oak Chase
Windsor Hollow	Windsor Oaks

Jasper Park
6725 Walzem Road

Please do not search for units in these areas, as your search time is limited and SAHA will deny any Request for Tenancy Approval (RTA) for a unit in a prohibited area.

If you have any questions or concerns, please contact us at (210) 477-6262.



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

**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

**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

**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

**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

**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

**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

**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

**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

**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

***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

PLACE
POSTAGE
HERE

MAIL TO:

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

1 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

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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

____ / ____ / ____

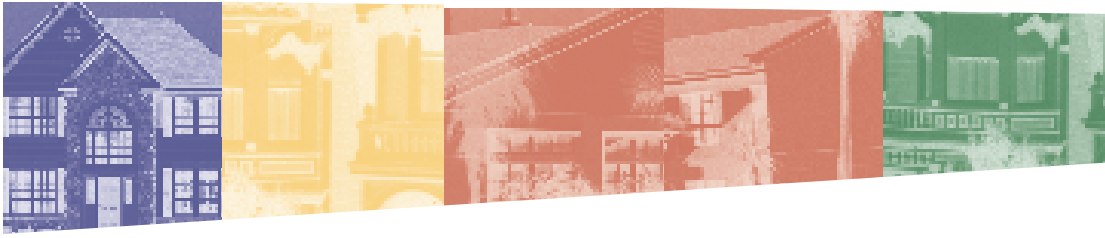
Is the alleged discrimination continuing or ongoing?

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



November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application 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	<p>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:</p> <ul style="list-style-type: none">▫ 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. <p>Your State and local governments may have other laws and penalties as well.</p>
Asking Questions	When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.
Completing The Application	When you answer application questions, you must include the following information:
Income	<ul style="list-style-type: none">▫ All sources of money you or any member of your household 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 stock, 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's 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.
- 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

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the 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.

Recertifications

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:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- 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; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

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 complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.



FAMILY OBLIGATIONS AND REASONS FOR TERMINATION

Initials

	The family must find a SAHA-approved unit prior to the Housing Choice Voucher expiration date. Any requests for an extension of the voucher term must be submitted to SAHA in writing before the voucher expiration date. If SAHA extends the voucher term, the family must use the voucher to lease a unit before the extension expiration date stated on the voucher.
	The family must supply any information that SAHA or HUD determines necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status.
	The family must disclose and verify social security numbers and must submit consent forms for obtaining information.
	The family must supply any information requested by SAHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
	The family must attend all reexamination appointments scheduled by SAHA. The family may reschedule an appointment for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. <i>Good cause</i> is defined as an unavoidable conflict, which seriously affects the health, safety or welfare of the family. Requests to reschedule appointments must be made orally or in writing.
	The family must report to SAHA in writing any change of income within 10 business days of the change.
	The composition of the assisted family residing in the unit must be approved by SAHA. The family must notify SAHA in writing of the birth, adoption, or court-awarded custody of a child within 10 business days .
	The family must request 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 SAHA-approved foster children or live-in aids.
	The family must notify SAHA in writing within 10 business days if any family member no longer lives in the unit.
	The family must supply any information requested by SAHA to verify that the family is living in the unit or information related to family absence from the unit.
	If any family member will be absent from the unit for a period greater than 45 consecutive days, the family must notify SAHA in writing within 10 days of the member leaving the unit.
	The family must notify SAHA and the owner before moving out of the unit or terminating the lease. The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to SAHA at the same time the owner is notified.
	Any information supplied by the family must be true and complete.
	The family is responsible for any Housing Quality Standards (HQS) deficiencies caused by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest. Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.
	The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease. [Form HUD-52646, Voucher]
	The family must allow SAHA to inspect the unit at reasonable times and after reasonable notice.



Initials

	The family must not commit any serious or repeated violation of the lease. Serious and repeated lease violations include, but are not limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity.
	The family must provide SAHA a copy of any eviction notice within 10 business days of the date on the notice from the landlord or the date on the court judgment.
	The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
	The family must not sublease the unit, assign the lease, or transfer the unit. Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.
	The family must not own or have any interest in the unit.
	Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.
	Family members must not 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.
	Members of the household must not 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.
	An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
	A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless SAHA has determined (and has notified the owner and the family 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. [Form HUD-52646, Voucher]
	The family must repay all debts owed to SAHA. If the family enters a repayment agreement with SAHA, the family must abide by the terms of the repayment agreement.

By signing below, I acknowledge that I have been informed of the Section 8 certification process, my obligations as a participant in the Section 8 program, and the reasons SAHA may terminate my housing assistance. I understand that failure to abide by the HUD regulations and SAHA policies listed above will result in termination of my family's housing assistance.

Signature of Head of Household

Date

HQS COMMON FAILED ITEM INSPECTION CHECKLIST

To participate in the Section 8 Housing Choice Voucher (HCV) Program, landlords must ensure that their units are in compliance with Housing Quality Standards (HQS) set by federal regulations and the U.S. Department of Housing and Urban Development (HUD). The following common failed item checklist is intended to provide guidance to landlords, to ensure their units pass HQS inspections conducted by the San Antonio Housing Authority (SAHA).

Please be advised this is not an all-inclusive list of every possible failed item. For additional guidance please refer to HUD Form 52580-A and Chapter 8 of SAHA's Administrative plan, all of which are available at SAHA.org

- Unit must be in "made ready" status only. Make ready status is defined as a unit that is ready for immediate move-in, for example, by having all utilities on, a working stove/refrigerator, no trash/debris on site, and working heating equipment (regardless of time of year.)
- Units built pre-1978 can have any chipping or peeling paint inside or outside the unit. This also applies to exterior of secondary buildings, playgrounds, railings, and common areas of the property.
- Stove/Refrigerator must be clean and in working order (no missing kick plates or torn door seals, etc.).
- Cooling System, if provided must be functioning properly.
- Heating System, will be inspected and ensure it is functioning properly regardless of the time of year.
- Ensure electric, plumbing, and gas services are operating in a safe manner and present no danger to occupants. For example, no electric hazards, plumbing leaks, P-traps at sinks, gas leaks, etc.
- All windows must have working locks or a permanently attached locking device.
- All windows must be in good working condition and able to remain open. Window pane(s) cannot be missing, broken, or cracked (cutting hazard.) Plexiglas is not acceptable repair for glazed windows.
- All common areas will be inspected for safety hazards. (Laundry room/pool area, etc...)
- 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.
- Floor covering cannot be torn nor have holes/cracks that can cause a tripping/cutting hazard.
- Stairs and railings must be secure.
- Handrails are required with four or more consecutive steps.
- A railing is required on unprotected heights (30 inches or higher than above grade) such as around stairwells, balcony, walkways, etc.
- Trip Hazards - no gaps/cracks greater than ¾ inch on sidewalk, walkways, driveways, common areas, etc.
- Smoke detectors are required in all bedrooms and adjacent hallways. See manufacturer's specifications for proper installation.
- All conversions/additions must pass HQS inspection and be properly permitted by City or local agency having jurisdiction over unit. SAHA may request copies of approved permits.
- All security/burglar bars must have a quick release mechanism. (Cannot use key, tool or special knowledge to open)
- Double-keyed deadbolts are not allowed at any location, also known as double cylinder locks.

Any individual with a disability or other medical need who requires an accommodation should contact the San Antonio Housing Authority at (210) 477-6262. **Si usted no comprende este documento porque está escrito en inglés, por favor llame al (210) 477-6262 para asistencia.**