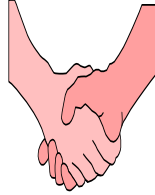


Congratulations!

You have completed our application and waiting list process with success and have been issued a voucher through the

Section 8 Housing Choice Voucher Program

Your Voucher will assist you in paying your monthly rent and utilities.



The staff at Ronan Housing Authority (RHA) welcomes you!



Your Housing Search Begins.....

**RHA's Jurisdiction is
Ronan City Limits and a Radius
of Ten Miles**

**IF YOU APPLIED WITHIN
RHA'S JURISDICTION**

you may use your voucher anywhere in RHA's jurisdiction for an initial 12 month period.

OR

**IF YOU APPLIED OUTSIDE
RHA'S JURISDICTION**

you must use your voucher within RHA's jurisdiction for the first 12 months. After 12 months you may be eligible to move. (See Portability, page 7)

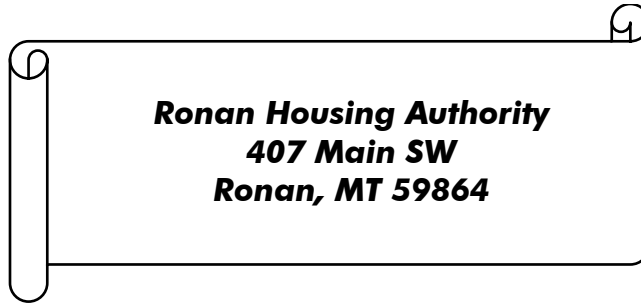
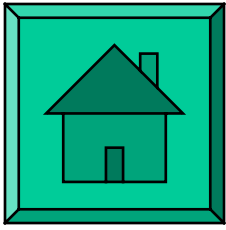


You have sixty days to complete your housing search! The clock starts ticking the day you receive your voucher!



**Confused?
We Can Help You!**

Ronan Housing Authority
407 Main SW
Ronan, MT 59864
(406) 676-5900
1-877-237-5900
Contact Elaine Wood



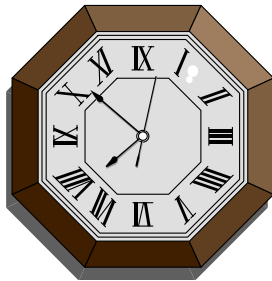
QUICK REFERENCE

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EXTENSIONS & SUSPENSIONS

An **EXTENSION** gives you more time for your housing search.



A **SUSPENSION** period stops the clock on your housing search while you wait for lease approval from your Rental Assistance Manager

You must request an extension for your housing search *before* your sixty days expires.

Your request must be made *in writing* to your Rental Assistance Manager.

You Have the Right to Request an Extension on Your Housing Search!



The suspension period begins when you hand in your Request for Tenancy.

The suspension ends when the request is either approved or denied by your Rental Assistance Manager.

(See next page for details!)

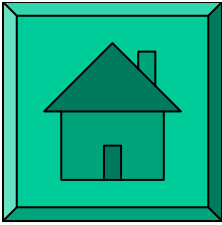
You must have approval from RHA BEFORE you enter into a lease agreement!

Extensions will be given when:

1. You have not refused suitable housing without a good cause.
2. You can prove there are unusual circumstances or you have a hard-to-house family (3 or more children), and you have made every effort to secure suitable housing.
3. There is a reasonable chance that an extension will result in lease approval and completion of a Housing Assistance Payment Contract.
4. The initial term plus extensions cannot exceed 120 days.

Need a jump on your Housing Search?

- Check all local newspapers & bulletin boards,
- Ask friends and neighbors who they rent from,
- Take a drive through areas you would like to live and look for signs,
- See Landlord Listing enclosed in this packet.



Finding a good Place to Live

YOUR RENTAL MUST MEET THESE QUALIFICATIONS:

- ❶ The unit must be eligible under HUD's rules and must be appropriate for your family size.
- ❷ Rent must be "reasonable" or comparable to rent paid for similar unassisted units.
- ❸ The lease must be approved and the landlord must agree to the terms of the tenancy addendum.
- ❹ The unit must meet Housing Quality Standards (HQS). See enclosed brochure "A Good Place to Live".



Do you have everything you will need when you meet with the landlord?

- ✓ Rental References -- names and addresses of your past landlords
- ✓ Picture Identification -- driver's license, school enrollment card, social security card
- ✓ Money -- for: application fees, security deposit, pet deposit
- ✓ Information -- take the materials you receive at the briefing

NOTICE

If you or a household member need accommodations due to a disability, check with the RHA.

The RHA may have a list of landlords or other parties who currently have or know of available units that are *handicap accessible*.

Make sure you have a copy of RHA's list of owners and property managers who currently participate in the program. See Landlord Listing enclosed with this packet.

The Landlord says "YES"!
Now what?



BEFORE you sign your lease agreement:

Schedule an appointment with your Rental Assistance Manager to review your Request and schedule an HQS inspection. You will need:

1. "Request for Tenancy Approval" form completed by your landlord.
2. A copy of the prospective lease agreement between you and your landlord.



If your unit passes the HQS inspection, AND all four qualifications listed above are met, your request will be approved.

If Your Request is DENIED
CONTINUE YOUR HOUSING SEARCH.
Mark your new housing search deadline on your calendar!

If Your Request is APPROVED
SCHEDULE A LEASE-UP APPOINTMENT!
Your landlord may attend with you or send the completed paperwork prior to your appointment.

Payment Standards (PS)

Payment Standard Table

Payment Standards are set by the number of bedrooms. Use the payment standard table to set limits for your housing search. The dollar amount to the right is used to calculate your housing assistance payment (HAP).

- Your payment standard will be the lower of
- ◆ your family bedroom size according to the RHA's occupancy standards, OR
 - ◆ the bedroom size of the unit you rent.

<u>Size</u>	<u>PS</u>
Studio	\$470
1	\$472
2	\$572
3	\$771
4	\$831
5	\$955
6	\$1,098
7	\$1,263

Occupancy Standards

Unit Size Household Size

	Min #	Max #
0 Bdrm	1	1
1 Bdrm	1	2
2 Bdrm	2	4
3 Bdrm	3	6
4 Bdrm	4	8
5 Bdrm	5	10
6 Bdrm	6	12

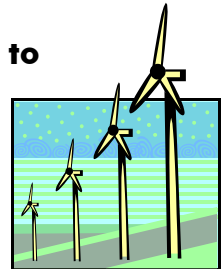
RHA may consider exceptions to the occupancy standards if circumstances are justified based on age, sex, health, disability, relationship of family members, or other personal circumstances

You can rent a unit reasonably over the amount of your PS, but the extra rent amount will be paid by you!

Utility Allowance (UA)

UA is the average cost of monthly utility based on bedroom size and type of utility an energy-conscious household. The RHA uses utility allowances set by the State of Montana. A copy of the UA schedule is attached to this packet.

A Utility Allowance is only used if the utilities are not included in the rent.



Tenant Rent & HAP Worksheet

1
My Payment Standard is:

\$ _____

2
Contract Rent
The amount of rent charged by your landlord every month.
My contract rent is:

\$ _____

3
Annual Income
The amount you will make from all sources in the next 12 months.
My annual income is:

\$ _____

Tenant Rent & HAP Worksheet (continued)

4

Allowable HUD Deductions

Dependents under the age of 18 or family members 18 and over who are full time students or disabled: \$480 each per year
My Dependent Deduction is:

\$ _____

Elderly or Disabled: head of household or spouse is 62 or over, or disabled: \$400 per household per year
My Elderly/Disabled Deduction is:

\$ _____

Your HAP is sent monthly by the RHA to your landlord.

5

Allowable HUD Expenses

Medical Expenses (for elderly and disabled families only)

My Annual Medical Expense:
\$ _____ (a)

.03 (3%) of my annual income:
\$ _____ (b)

Take your answer to 5(a) and subtract your answer to 5(b)

\$ _____
This is your annual allowable Medical Deduction

Reasonable Childcare Expenses for children under 13 will be deducted if they enable an adult family member to work or attend school. Add your receipts.
My Annual Childcare totals:

\$ _____

6

Add your answers from questions 4 and 5

\$ _____
These are your allowable HUD Deductions & Expenses

7

Take your answer to question 3 and subtract your answer to question 6

\$ _____
This is your Annual Adjusted Income

You pay the difference between the HAP amount and the rent to your landlord every month.



8

My answer to question 7 divided by 12 is:

\$ _____
This is your Monthly Adjusted Income

Multiply your monthly adjusted income by .30 (30%)

\$ _____
This your Total Tenant Payment (TTP)

9

Take your answer to question 1 and subtract your answer to question 8(b) from it.

\$ _____
This is the maximum amount allowed for your monthly housing assistance payment (HAP)

HUD rules will not allow you to pay more than 40% of your monthly adjusted income for your share of the rent.

40% of my adjusted monthly income is (.40 x 8(a):

\$ _____

IMPORTANT!
If your monthly rent is more than the payment standard YOU will pay the extra rent amount!



Portability

You want to move outside RHA's jurisdiction to somewhere in the United States of America. How can you take your voucher with you?

You will be eligible for portability if:

- **You have completed the initial HAP Contract period of 12 months,**
- **Non-resident families at time of application have completed a full 12-month period under a HAP Contract with RHA living within the boundaries of RHA's jurisdiction,**
- **Your initial one-year lease term has been met, or your landlord agrees to release you from your lease,**
- **There is a Housing Agency in the area where the family is moving to which administers a Section 8 Tenant Based Program that is eligible to receive and administer the voucher,**
- **You did not reside within RHA's jurisdiction when you applied for assistance, have not lived here for 12 months, but the RHA and the housing authority where you want to live agree to your move,**
- **You are *not* eligible for portability if you are moving out of your unit because of a lease violation.**



You may be denied portability if your household owes money to any Housing Authority, or if your family has violated a Family Obligation!



To start your move you will need to give 3 notices:

- **A 30 day notice to your landlord of intent to move**
- **A 30 day notice to RHA of your intent to move**
- **A portability request to RHA**

If RHA decides you are eligible to "port" your voucher, we will start the paperwork for you and inform your new jurisdiction that you will be arriving.

Moving is an important decision.

Each jurisdiction has different rules, policies, deadlines, fair market rent limits, payment standards, utility allowances and income limits. You must agree to abide by all of the above at your new jurisdiction.

It is very important for you to ensure that moving is a good decision for you.

After you move, you must report to the housing authority in your new location, complete the necessary paperwork, and your housing search begins again!

14 Reasons RHA would have Grounds for Termination
(What you may do or not do that would cause you to lose your voucher!)

You or a member of your household.....

- 1. Violates a Family Obligation of the Section 8 Housing Choice Voucher Program (see list of Family Obligations included in this packet),**
- 2. Any member of the family has been evicted from Federally-assisted housing in the last 5 years,**
- 3. Commits fraud (including failure to report income and/or unauthorized persons residing at the rental), bribery, or any corrupt act in connection with any Federal Housing Program,**
- 4. Commits drug-related criminal activity or violent criminal activity,**
- 5. Interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents due to abuse of alcohol,**
- 6. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing programs,**
- 7. Has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damage to the unit or other amounts owed by the family under the lease,**
- 8. Breaches a repayment agreement with any Housing Authority to pay amounts owed to the Housing Authority or amounts paid to an owner by the Housing Authority,**
- 9. Has engaged in or threatened abusive or violent behavior toward any Housing Authority personnel,**
- 10. Fails to sign and submit consent forms for obtaining continuing eligibility factor verifications,**
- 11. Have abandoned your unit for more than 7 days without informing the Housing Authority of your absence,**
- 12. Have informed the Housing Authority of your absence, but have been gone for over 90 days without a verified health reason; or have informed the Housing Authority of your absence for a verified health reason related to you or a household member under the assistance, but you have been absent for over 180 days.**
- 13. Have received 2 terminations for cause while participating in the Section 8 or other assisted housing program,**
- 14. As a participant in the Family Self Sufficiency Program, fail to comply, without good cause, with the family's FSS Contract of Participation.**

Are you in jeopardy of losing your assistance?

FAMILY OBLIGATIONS FOR THE SECTION 8 HOUSING PROGRAM

(under 24 CFR 982.551)

Included But Not Limited to the Following

The Family Must

- 1. The family must supply any information the Ronan Housing Authority (RHA) or Housing & Urban Development (HUD) determines is necessary for the Administration of the program including submission of required evidence of Citizenship or eligible immigration status.**
- 2. The family must supply any information requested by RHA or HUD for use in a regularly scheduled examination or interim examination of family income and composition. Re-examinations will be conducted annually.**
- 3. The family must disclose and verify social security numbers, and must sign and submit consent forms for obtaining information.**
- 4. Any information supplied by the family must be true and complete.**
- 5. The family is responsible for a Housing Quality Standards (HQS) breach caused by any of the following:**
 - a. the family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;**
 - b. the family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or**
 - c. any member of the household or guest damages the dwelling unit or premises (damages beyond normal wear and tear).**

If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or within any RHA approved extension). If the family has caused a breach of HQS, the RHA must take prompt and vigorous action to enforce family obligation. Such enforcement may include termination of assistance.

- 6. The family must allow the RHA to inspect the unit at reasonable times and after reasonable notice. RHA will provide a minimum of 48 hours notice to the family.**
- 7. The family must notify the RHA and the owner before the family moves out of the unit, or terminates the lease on written notice to the owner.**
- 8. The family must give the RHA a copy of any owner lease termination notice within ten days of receipt of the notice.**
- 9. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.**

FAMILY OBLIGATIONS (continued)

- 10. The family must give written notification to RHA of any changes in income within 10 days of the change. Income changes must be re-certified by RHA before the 25th of the month to effect a rent change on the first (1st) of the next month.**
- 11. The family must give written notification to RHA of the birth, adoption or court awarded custody of a child within 10 days. The family must request RHA approval to add any other family member as an occupant of the unit. No person may move into the unit without the prior written approval of RHA.**
- 12. The family must give written notification to RHA if any family member no longer resides in the unit within 10 days of the change.**
- 13. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family and are permitted under the lease.**
- 14. The family must supply any information or certification requested by RHA to verify that the family is living in the unit.**
- 15. The family must notify RHA in writing of any extended absence by a family member in excess of 90 days. If such absence is temporary, the family will be asked to certify that such absence is temporary and does not represent a change in family composition, which may otherwise result in a reduction in the family's HAP payment.**

The Family Must Not

- 16. The family may not commit any serious or repeated violation of the lease.**
- 17. The family must not sublease or rent the unit.**
- 18. The family must not assign the lease or transfer the unit.**
- 19. The family must not own or have any interest in the unit, or reside in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family.**
- 20. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.**
- 21. Any member of the family may not engage in drug-related criminal activity, or violent criminal activity.**
- 22. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative Federal, State or local housing assistance program.**



Fair Housing It's Your Right and It's the Law

The Fair Housing Act provides, within constitutional limitations, for fair housing throughout the United States. The Act covers any housing transaction that prohibits or discourages a protected class member from securing and/or enjoying the housing of her/his choice.

**Protected Classes Covered by
The Federal Fair
Housing Amendments Act
&
the Montana
Human Rights Act include:**

Race/Color/National Origin

Disability

Marital Status

Familial Status

Age

Religion and/or Creed

Gender

**Preserving and
Promoting
Equal Opportunity
in Housing Access
and Choice**



Fair Housing Laws protect you against intimidation, coercion and harassment. Should you file a complaint, the Federal and State Fair Housing Laws offer protection against retaliation. A copy of the Housing Discrimination Complaint form is included in this packet.



***If you believe you have been a victim of discrimination in housing and/or you have questions about the Federal and State Fair Housing laws, you can contact a representative from Montana Fair Housing by calling
Toll Free: 1-800-929-2611***



WHAT IS A HEARING?

A Hearing is a meeting to determine whether the RHA has made decisions about your family's participation in the Section 8 Housing Choice Voucher Program that follow the law, HUD regulations and RHA policies.

You may request a hearing if you disagree with a decision made by the RHA about the following....

- **Annual income**
- **Utility allowance**
- **Denial of assistance**
- **Denial of a local preference**
- **Adjusted income**
- **Family unit size determination**
- **Total Tenant Payment**
- **Termination of assistance**
- **Request for an exception relating to your family unit size**

The Executive Director of the RHA will choose a hearing officer not related to the decision or determination in question.

You may have a lawyer or any other type of representation at the hearing.

You may examine all relevant RHA documents and pay to have copies made. The RHA must also be able to examine any evidence to be brought forward by you before the hearing.

Time Limits

You have 20 days from the date you are notified of an action with which you disagree to request a hearing in writing.

The RHA has 30 days to schedule a hearing.

The Hearing Officer has 20 days to make a decision and inform the RHA.

The RHA has 15 business days from the decision date to inform you of the decision in writing.

You have 10 days from the date of notification to request a review regarding the decision.



The RHA cannot take any action until the hearing process is completed and a final decision has been made by the Hearing Officer.

All requests and notifications must be made in writing.

MISSION STATEMENT

**The mission of the
Ronan Housing Authority is to
promote safe, decent, adequate,
affordable and fair housing to benefit low
and moderate-income families
within the City of Ronan and
throughout Lake County.**

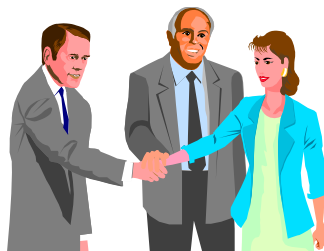
Policy on the Release of Information to Prospective Landlords

In accordance with HUD requirements, it is the policy of the Ronan Housing Authority to furnish to prospective landlords the family's current address as shown in the RHA's records, and if known, the name and address of the landlord at the family's current and prior addresses.

RHA may also furnish prospective landlords with information, based on documents in its possession, about the family's rental history, or any history of drug trafficking.

The RHA will give the same types of information to all families and to all landlords.

RHA will also provide information to prospective landlords about program regulations, rules, requirements, and a statement of the responsibilities of all participants in the program.



Glossary of Section 8 Housing Terms

Definitions provided by: Nan McKay & Associates and Montana Fair Housing

Admission: The effective date of the first HAP contract for a family (first day of initial lease term). The point at which a family becomes a participant.

Annual Income: The anticipated total Annual Income of an eligible family from all sources for the 12 month period following the date of determination of income.

Adjusted Annual Income: Annual Income less allowable HUD deductions and expenses.

Child Care Expenses: Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed or for an adult to further his/her education.

Contract Rent: The amount of rent the HA authorizes an owner to collect for a unit occupied by a family receiving assistance. The rent may be paid by the tenant, the HA, or both.

Dependent: A member of the family (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person, or is a full-time student 18 years or older.

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief laws.

Drug-Related Criminal Activity: Drug trafficking, illegal use, or possession for personal use, of a controlled

substance as defined in Section 102 of the Controlled Substance Act.

Elderly Household: A family whose head or spouse, or whose sold member, is at least 62 years of age or a disabled person. It may include two or more elderly, disabled persons living together or one or more such persons living with another person who is determined to be essential to his/her care and well being.

Excess Medical Expenses: Any medical expenses incurred by an elderly family in excess of 3% of the Annual Income that is not reimbursable from any other source.

Fair Market Rent: The rent limit published in the Federal Register for Section 8 Rental Assistance, which includes utilities (except telephone) and ranges and refrigerators. It is used as a standard to obtain privately owned, existing, decent, safe and sanitary rental housing of a non-luxury nature with suitable amenities. Separate FMRs are established for units of varying sizes (number of bedrooms) and types. In the Voucher program it is used as a cap for the Payment Standard.

Family: May be a single person or a group of persons. A group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law. Discrimination on the basis of familial status is prohibited.

Familial Status: One or more individuals (who have not attained the age of 18 years) being domiciled with (1) a parent or another person having legal custody of such individual(s); or

(2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The provision also protects any person who is pregnant.

Family Self Sufficiency Program: A program developed by the HA to promote the self sufficiency of assisted families, including the provision of supportive services

Full-Time Student: A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. This includes a vocational school with a diploma or certificate program, as well as an institution offering a College degree.

Gross Rent: The sum of the rent to owner (Contract Rent) plus any utility allowance.

Handicap: Disability; with respect to a person (1) a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) a record of having such an impairment, or (3) Being regarded as having such an impairment. This term does not include current, illegal use of or addiction to a controlled substance.

Head of Household: The person who assumed legal and financial responsibility for the household and is listed on the application as head.

Housing Assistance Payment: The amount the HA pays the owner for a unit occupied by a Section 8 tenant. It is the payment standard for the unit minus the tenant rent.

Glossary of Section 8 Housing Terms (continued)

Housing Assistance

Payment Contract: A written contract between the HA and the owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family. It defines the owner and HA responsibilities, and is referred to as the HAP Contract.

Housing Quality Standards: The HUD minimum quality standards for housing assisted under the Section 8 programs.

HUD: The Department of Housing and Urban Development or its designee.

Landlord: Either the legal owner of the property, or the owners representative or managing agent as designated by the owner.

Lease: A written agreement between an owner and an eligible family for the leasing of a housing unit.

Low Income Family: A family whose Annual Income does not exceed 80% of the median income for the area as determined by HUD.

Major Life Activity: Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

Medical Expenses: Total medical expenses anticipated during the period for which Annual Income is computed, and are not covered by insurance. (Only Elderly families qualify.)

Minor: A member of the family (excluding foster children) who is under 18.

Owner: Any person or entity with the legal right to lease or sublease a unit to a participant.

Participant: A family that has been admitted to the HA program, and is currently assisted by the program.

Payment Standard: In the voucher program, an amount used by the HA to calculate the housing assistance payment for a family. Each payment standard amount is based on the fair market rent. The HA adopts a payment standard for each bedroom size and for each FMR rent area in the HA jurisdiction.

Portability: Renting a dwelling unit with Section 8 assistance outside the jurisdiction of the initial HA.

Re-certification: Sometimes called Re-examination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if no interim changes are reported by the family.

Reasonable Rent (rent reasonableness): a rent to owner that is not more than either: (1) the rent charged for comparable units in the private unassisted market or (2) the rent charged by the owner for a comparable assisted or unassisted unit in the building or premises.

Rent (To Rent): Includes to lease, to sublease, to let and otherwise to grant for a consideration the right to occupy premises not owned by the occupant.

Security Deposit: A dollar amount that can be collected from the family by the owner to be used for amounts owed under the lease according to State/local law.

Subsidy Standards: Standards established by a HA to Determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Tenant: The person or persons who executes the lease as lessee of the dwelling unit. Also referred to as Resident.

Tenant Rent: The amount payable monthly by the family as rent to the owner.

Total Tenant Payment: The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

Unit/Housing Unit: Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit.

Utility Allowance: The HA's estimate of the average monthly utility bills for an energy conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities.

Very Low Income Family: A low income family whose annual income does not exceed 50% of the median income for the area.

Violent Criminal Activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (Rental Voucher): A document issued by a HA to a family selected for admission to the voucher program. The voucher describes the program and the procedures for HA approval of a unit selected by the family.

HQS Inspection Checklist



Section 8 Assistance cannot start until your unit passes the Housing Quality Standards (HQS) inspection. This is not a complete list of HQS requirements, but does contain the most common reasons that units fail the inspection.

Fire Prevention/Safe & Sanitary Conditions

- 1. Unit must have a working smoke detector on every living level. Detector must be located near sleeping area on levels where there are bedrooms.**
- 2. Unit must be free of mold and mildew.**
- 3. Units that use a well must have a water test to prove the water contains NO heavy metals, bacteria or parasites.**

Electrical

- 1. All outlets and light switches must have covers.**
- 2. Each bedroom must have at least one outlet and overhead light, or two working outlets.**
- 3. All wall-mounted electrical conduit must be secured to the wall.**
- 4. All electrical splices must be in a covered electrical box.**
- 5. All outlets near a water source must have a Ground-fault Circuit Interrupter (GFI)**

Appliances

- 1. All burners on stove must work and, if gas, pilot must be working.**
- 2. Stove must have all burner and oven knobs.**
- 3. Refrigerator must work properly and be large enough for the family size.**

Plumbing & Heating

- 1. Hot water heater must have a pressure relief valve and drain pipe no less than four inches off the floor.**
- 2. Heating system must be in safe operating condition, and produce enough heat to service the entire dwelling unit.**
- 3. All Plumbing fixtures and pipes must be leak-free.**

Windows & Doors

- 1. All windows that are designed to open must open and lock**
- 2. Windows cannot be cracked or broken.**
- 3. Each bedroom must have an egress window (5.7 square foot openable space).**
- 4. All exterior doors must lock, except for screen doors.**
- 5. Each bathroom must have a window that opens for ventilation, or an operable exhaust fan.**

Structural

- 1. Any floor coverings that pose a tripping hazard are not acceptable.**
- 2. Paint cannot be chipping or peeling - interior or exterior.**
- 3. All stairs that have four or more steps must have a handrail.**
- 4. The foundation must be in good condition and have no serious leaks.**
- 5. The roof must be structurally sound and watertight.**

Information About Your Income and Assets

Changes in household income, family composition and child care expenses in the amount of \$100.00 or more per month must be reported to the Ronan Housing Authority within 10 days of the date of the change. A re-certification appointment will be scheduled to determine your portion of the rent.

1. **Employment Income** For every member of your family who works, provide the following information:

- ☎ Name, address, telephone number of the employer.
- ☎ Current rate of regular pay and overtime pay and the number of hours per week normally worked (three month's current pay stubs).
- ☎ Information about any changes you expect in your pay or the number of hours worked during the next twelve months.
- ☎ Other type of income you expect to receive from employment, such as tips, commissions, profit-sharing programs, etc.

2. **Benefit and Support Income** If any member of your family receives any of the following types of income, provide name, address and telephone number of the source of the income, and information about the amount received:

- | | |
|---|----------------------------|
| ☎ Unemployment Compensation | ☎ Alimony |
| ☎ Social Security | ☎ Child support |
| ☎ Supplemental Social Security | ☎ Pension |
| ☎ Welfare or other public assistance | ☎ Disability Income |
| ☎ Regular support from family members or friends | |

3. **Amounts in Savings and Checking Accounts** (including Christmas Clubs, Certificates of Deposit, IRA and Keough Accounts) Provide the account number for all accounts and the balance in your accounts.

4. **Real Estate You Own** Provide information about the current value of the property. If you own property and rent it, provide the address of the property, information about how much income you receive and what expenses you have for the property. (Last year's Schedule E from your income tax forms has this information.)

5. **Stocks, Bonds, Trusts, Other Investments** Provide account numbers and statements on value of investments and information about income from investments.

6. **Life Insurance Policies** Provide name of company and policy numbers.

7. **Educational Grants and Scholarships** If any member of your family receives an educational grant or scholarship, provide information about the amount of the assistance and the purposes for which the assistance can be used, and the name, address and telephone number of the institution providing the assistance.

8. **Other Income** For any other type of income your family has, provide the name, address and telephone number of the source of the income and information about the amount of the income.

Acknowledgement

I have attended the Section 8 Housing Choice Voucher Program Orientation, and have received the Section 8 Voucher Information Packet. I understand the information and program policies as they have been explained to me and as contained in the packet.

Signature

Please Print Your Name

Date