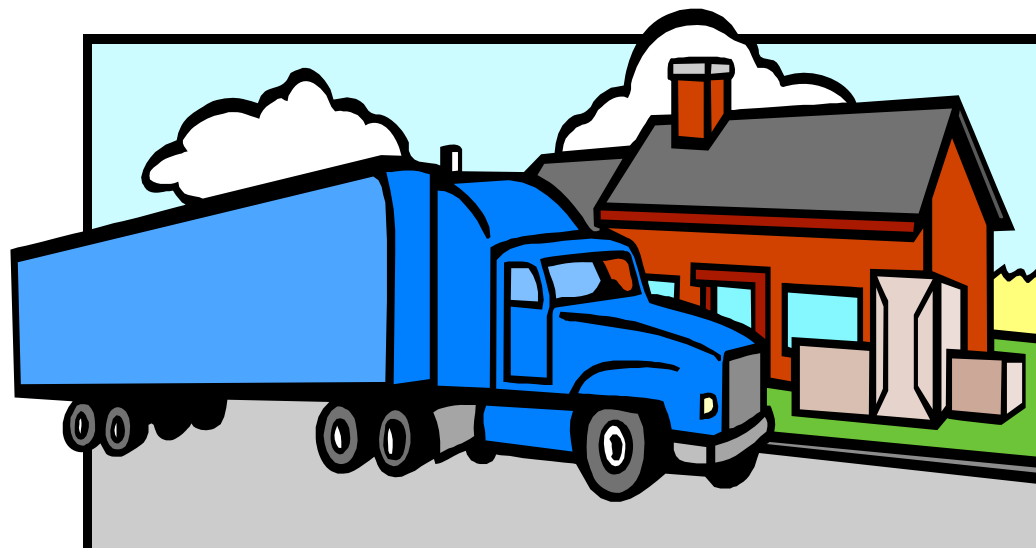




# WELCOME TO THE HOUSING CHOICE VOUCHER (HCV)



## **MOVERS SESSION**



# PLEASE SAVE YOUR QUESTIONS UNTIL AFTER THE PRESENTATION

PLEASE SILENCE YOUR PHONES





# YOUR VOUCHER

## WHAT YOU SHOULD KNOW

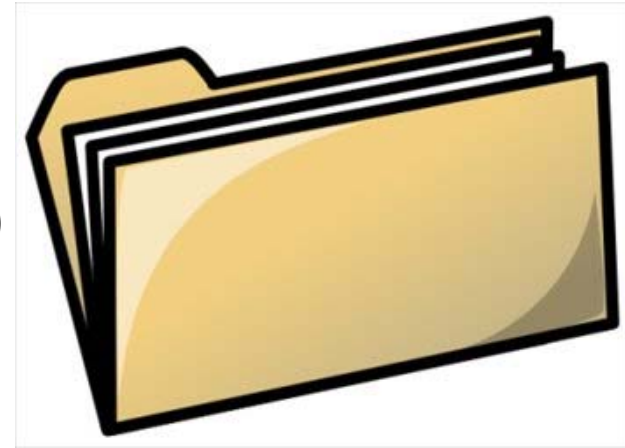
- The voucher is good for a 120 day period
- Any extension requests must be **in writing** to the attention of your Housing Caseworker **before** the voucher expiration date.
- Voucher extension consideration is subject to funding availability.
- There are no hearing rights for an expired voucher.



# VOUCHER PACKET

PLEASE REVIEW ALL FORMS IN YOUR MOVER PACKET INCLUDING BUT NOT LIMITED TO:

- SIGNED VOUCHER
- VOUCHER EXPIRATION NOTICE
- AFFORDABILITY WORKSHEET
- REQUEST FOR TENANCY APPROVAL (RFTA)
- PORTABILITY
- NOTICE OF INTENT TO VACATE \*
- NOTICE TO EXTEND/ RESCIND
- OVERVIEW OF THE HOUSING CHOICE VOUCHER PROGRAM
- A GOOD PLACE TO LIVE BROCHURE



**\*DO NOT SERVE A NOTICE OF INTENT TO VACATE TO YOUR LANDLORD UNTIL YOU ARE READY TO SUBMIT THE RFTA FOR YOUR NEW UNIT.**



# Has your landlord served you a notice to vacate?

## PLEASE NOTE

- You must provide SHRA a copy of any notice served to you by your landlord within 15 days of being served.
- Regulations require that a property owner serve a participant of the HCV program with a 90 Day Notice to Vacate, unless the notice to vacate is " With Cause" (With cause is a violation of your rental agreement).
- If you believe you were not properly served by your landlord, you may use the website of the California State Department of Consumer Affairs to obtain information about proper notice at:

<http://www.dca.ca.gov/publications/landlordbook/moving-out.shtml>



# Serving Your Landlord a Notice to Vacate

- You MUST serve your landlord notice that you plan to move at least 30 days in advance if sending by mail.
- You may send your notice certified mail and provide proof of receipt from the US Post Office if you can not get your landlord's signature.



## NOTICE OF INTENTION TO VACATE

### This Notice MUST:

1. Be used by Housing Choice Voucher Participants to inform a landlord of the tenant's intent to vacate.
2. Be submitted with a Request For Tenancy Approval (RFTA) of a new rental unit.
3. Be for AT LEAST 30 days. (Due to processing the Housing Authority suggests that you give a 60 day notice).

### TENANT DECLARATION

I, Client Name t000000, intend to vacate the unit located at 630 I Street Sacramento CA 95814

On \_\_\_\_\_

Date

I understand that I am responsible for paying my portion of rent during this notice period. I further understand that the Housing Assistance Payment will terminate on the planned vacate date and the Housing Authority will have no further obligation unless this notice is either extended or rescinded by submitting a *Notice to Extend/Rescind* before the planned vacate date indicated above.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

### LANDLORD DECLARATION

I \_\_\_\_\_ declare that I am the:

Print

- Owner  
 Agent

for the above listed property, and I acknowledge that I have been notified of the above-named tenant's intent to vacate the above unit on the date specified. I further understand that my Housing Assistance Payment Contract will terminate on the planned vacate date and the Housing Authority will have no further obligations unless this notice is either extended or rescinded by submitting a *Notice to Extend/Rescind* before the planned vacate date indicated above.

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date



## Move

# Notice to Extend/Rescind

- A "Notice to Extend" must be used when you have issued a "Notice Vacate" or have been served a 90 day notice by your landlord and need to stay in your current unit beyond the intent to vacate date.
- A "Notice to Rescind" must be used if you no longer want to move and have served your Landlord with a notice to vacate.
- Both notices must be signed by you and the Landlord and must be submitted to the PHA before the intent to vacate date.



# Extending or Rescinding Your Notice to Vacate

If you need more time during your move or if you change your mind; you **MUST** inform your landlord and receive permission to change to date of your Notice to Vacate.



## NOTICE TO EXTEND/RESCIND

- 1) This notice **MUST** be used to inform a landlord of their intent to extend their notice to vacate,
- 2) A copy of this notice must be submitted to the Housing Authority before the vacate date listed on the Notice of Intent to Vacate.

## TENANT DECLARATION

I, Test Testy t0017430 , currently live at 630 I Street Sacramento CA 95814 and wish to:

EXTEND my vacate date I now plan to vacate on \_\_\_\_\_  
Date

RESCIND my request to vacate. I no longer plan to move.

I will be responsible for the full contract rent if this notice is not received by the Housing Authority prior to the vacate date.

\_\_\_\_\_  
Tenant Signature Phone # Date

## LANDLORD DECLARATION

I, \_\_\_\_\_ declare that I am the:  
Print

- Owner
- Agent

for the above listed property, and I acknowledge and agree to the above-named tenant's request to:

EXTEND their vacate date to the day specified above.

RESCIND their request to vacate. They no longer plan to move.

I further understand that if this notice is not received by the Housing Authority prior to the vacate date my Housing Assistance Payments Contract for the above unit will terminate and the tenant will be responsible for full contract rent.

\_\_\_\_\_  
Landlord Signature Phone # Date





# Finding a New Home



In order to assist you finding a new home  
SHRA has launched a new tool to help  
tenants in search of a rental.

**SACRAMENTO.GOSECTION 8.COM**

Information and the website  
can be found in your briefing packet.

<http://sacramento.gosection8.com>



# Where You Move

- The Housing Authority pays more where the rent is higher, based on zip codes
- Consider living in areas in Sacramento
  - where there is greater access to opportunities such as lower crime
  - offers your family better schools
  - job opportunities
  - security
- Please read the packet “A Good Place to Live” when doing your housing search as it explains what condition a good apartment or house should be in and what you should look for when doing your inspection



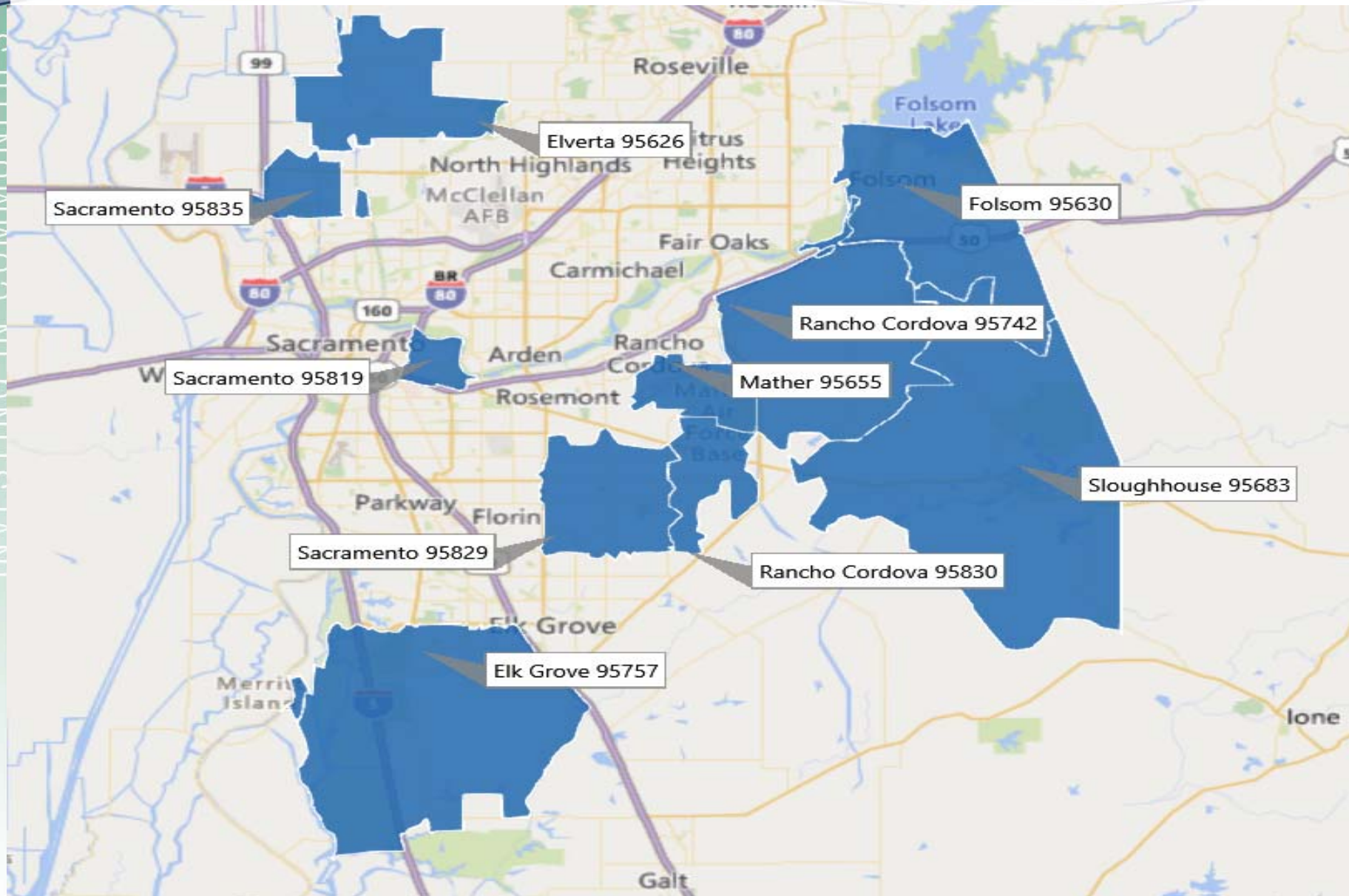
# What is Shared Housing?

- The shared unit consists of both common space and separate private space for each assisted family
- The entire unit must pass Housing Quality Standard Inspection, not just the areas rented by the family
- An assisted family may share a unit with other persons assisted under the HCV program or with other unassisted persons
- The owner of a shared housing unit may reside in the unit as long as the owner is not related to the tenant
- The PHA will not approve shared housing for a tenant who is related to the owner, even as a reasonable accommodation
- The payment standard and utility allowances are pro-rated



# Opportunity Zip Codes

INVESTING IN COMMUNITIES





# Affordability Worksheet

- The Housing Authority will approve different amounts of assistance in different zip codes. Where rent costs more, the Housing Authority will pay more.
- The Affordability Worksheet is an interactive tool to aide you in determining if the rent for a unit you are considering may be affordable for your amount of income.
- The Worksheet does not determine if a requested rent will be approved by the Housing Authority. The rent must be “reasonable.”
- To use the tool, you must go to the SHRA website at: [www.shra.org](http://www.shra.org)
  - Then click on the links:
    - » Find Housing
    - » Housing Choice Voucher Program
    - » Affordability Worksheet (Under Quick Links)
  - or <https://portal.shra.org/HCVForms/AffWorksheet>





# Request For Tenancy Approval (RFTA), Packet and Notice of Intent to Vacate

- A completed RFTA must be submitted when a landlord has accepted your tenancy.
- When you submit a RFTA, you must also have served your current Landlord with the "**Notice of Intent to Vacate**". You must include a copy of the served Vacate Notice with the RFTA or it will be considered incomplete and will not be processed.
- It may take up to 30 days to process a RFTA. Please consider this when determining what vacate date you should give your current landlord on the "**Notice of Intent to Vacate**".



# Reporting Changes

- The family must report any change in income or family composition.
- If a Request for Tenancy Approval (RFTA) has been submitted the move process will be stopped and the reported change in income or family composition will be reviewed to determine if the family remains eligible for the voucher size it has been issued.
- Failure to report changes of income or composition may result in termination, repayment of any overpayment and possible Federal prosecution.

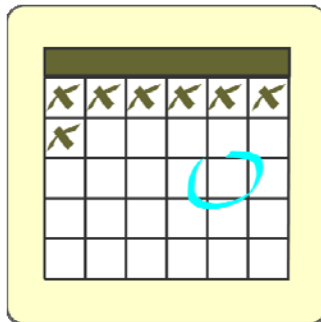


# RFTA

## Voucher Tolling Time

### TOLLING TIME:

- Allows for the full 120 day use of voucher and does not count any time lost on the voucher once a RFTA has been submitted and later voided by the PHA or landlord.
- Gives you back the number of days remaining on a voucher from the date a RFTA has been submitted, if a PHA or landlord later voids the RFTA.



- Before the inspection occurs, a tenant may choose to void the RFTA one time.





# UNIT INSPECTION

- Unit inspection is scheduled after the requested rent has been approved.
- If the unit passes inspection, your lease will begin the later of:
  - The day the unit passes inspection
  - The day you move in
  - The day after your current lease ends



The Lease and Contract are generated and sent out for signatures.

- If the unit fails inspection 2 times, the RFTA will be voided.



# MOVING INTO YOUR NEW HOME



## **REMEMBER:**

- If you move in before your inspection passes or the eligible contract start date YOU will be responsible for the entire amount of the rent.
- You may not have an agreement for additional rent to your landlord.
- You may not allow unapproved household members to live in your home.



# Portability to Another Housing Authority

- Your Housing Caseworker will send the portability packet to the PHA that you would like to port to upon approval.
- Does not automatically transfer the same voucher size or any reasonable accommodation.
- Requires that you serve your Landlord with a Notice to Vacate before a portability packet is sent to another PHA.



# Time for Questions!

- If you have further questions, please remain in this room and ask me after the session is over.
- If you have additional questions after today, submit an appointment request to speak to your caseworker.
- CALL OUR MAIN LINE AT (916) 440-1390.





# The End

## Enjoy your new home!!

