

## Movers Frequently Asked Questions

### 1. What rent limit do I have to search for a new unit?

- A. Your search amount is determined based on the size of your voucher and your Total Tenant Payment (TTP). In addition, you may not pay more than 40% of your monthly adjusted income towards rent and utilities at initial lease-up of a unit.

- B. .  
As a general rule, you should search for a unit where the total rent plus the utilities combined do not exceed your voucher payment standard.

Example	2 Bedroom voucher	\$1,052.00
	Utilities	<u>\$ - 212.00</u>
	Estimated rent	\$ 842.00 (Tenant rent share included)

You may use the *Affordability Worksheet* which is located on our website to assist you in determining if a specific rent amount may be affordable to you, based on the 40% rule. The amounts on the worksheet are estimates and do not determine if a total rent will be approved.

Affordability Worksheet location:

<http://www.shra.org/Housing/HousingChoiceVoucherProgram/HCVForms.aspx>

The final rent approval amount is based on the voucher payment standard, utility responsibility, TTP, unit location, size, amenities and over-all neighborhood market rent comparability analysis.

### 2. How long do I have to search for a unit?

- A. Your voucher is valid for a 120 day period and has the expiration date on it. Once your voucher expires, and if you are no longer in a unit under the HCV program, you will no longer be a voucher participant. There are no hearing rights due to an expired voucher.

### 3. Do I lose the time on my voucher while a Request For Tenancy Approval.(RFTA) is being processed?

- A. No. Once you submit a RFTA the time on your voucher stops and does not resume until the RFTA is approved or voided; this is called *Tolling Time*

If the RFTA is voided by the owner you will receive the remaining time that was available on your voucher as of the date you submitted the RFTA. If the RFTA is voided by the tenant, you will not receiving tolling time.

- 4. How long will it take to process a Request for Tenancy Approval (RFTA)?**
- A. The RFTA processing times usually takes about 14-21 days. However, due to sequestration budget cuts, it could take as longer to process a RFTA. You should consider this when issuing your written thirty day notice to move to your landlord.
- 5. When should I give a Notice of Intention to Vacate to my current landlord?**
- A. You should give your landlord written notice to move no sooner than a day or two before you submit a RFTA for a new unit. Your vacate notice must be attached to your RFTA when you submit it. You must provide the Housing Authority with a copy of the notice as well. If you have given your Landlord a notice to move and need additional time, you should use the Notice to Rescind/Extend that was provided in your mover packet when you received your voucher. The landlord's signature must be present in order for the notice to extend to be valid. The notice to extend must be submitted to the PHA **before** the move out date you have already given to your landlord on your notice of intent to vacate. If you submit the notice to extend after the date on your notice of intent to vacate, the PHA will not pay your current landlord and the contract will be cancelled.
- 6. If I decide not to move but have served my landlord with a written notice to move or the notice of intent to vacate form, can I remain in place?**
- A. Once you have served your landlord a written notice to move, it is up to the landlord to decide if s/he is willing to void your vacate notice. You may use the *Notice to Rescind* form that was provided in your mover packet. This notice voids your request to move and must be signed by your landlord to be valid. If a *Notice to Rescind* form is not received by the Housing Authority before the vacate date you listed in your written vacate notice, the contract will be terminated and the Housing Authority will not make any further assistance payments on your behalf to the landlord.
- 7. Can I get an extension of my voucher if I need more time to move?**
- A. Voucher extension requests are not being approved at this time. However, if you submit a request for an extension, the request must be in writing before the voucher expiration date to the attention of your Housing Specialist.
- 8. May I move into a unit before the Housing Authority approves the unit for the voucher program?**
- A. Yes, but you are not advised to do so. If you elect to move into a unit before it has been approved by the Housing Authority, you will be there as an unassisted tenant. The unit may not meet standard and the owner may not accept the final rent offered. You will still be legally bound by the rental agreement signed with the owner even if the Housing Authority does not approve the rent or the unit does not pass inspection.

**9. May I move my voucher to another Housing Authority?**

- A. Yes. When you move your voucher from one Housing Authority to another it is called “Portability”. You must submit a written request to exercise portability of your voucher to another PHA to your Housing Specialist.

**NOTICE:** This Housing Authority is not approving portability to any jurisdiction where the payment standard is higher than this agency’s payment standard or where the occupancy standard provides for a larger voucher size per family size than this agency.

The occupancy standard is what determines the voucher size a family will receive based on their family size. Each housing authority has its own occupancy standards.

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