

Checksheet-FAMILY RESPONSIBILITIES & REQUIREMENTS for Successful Use of Voucher

My Housing Specialist is _____
@grahamhousing.com Ext _____

You have been issued a ___ bedroom Voucher with Rent Payment Standard (RPS) amount UP TO \$ _____. **THIS IS NOT THE ACTUAL AMOUNT BEING PAID FOR RENT. RPS is used to calculate your share of rent as well as the amount that GHA will pay towards your rent by comparing it to the Gross Rent.** Maximum Subsidy the PHA can pay is the lesser of RPS minus TTP or RPS – Gross Rent. ** Gross Rent = Rent charged by owner + Utility Allowance (UA). *Reference ATTACHED UTILITY ALLOWANCE WORKSHEET* ** When searching for a unit, it is important to understand that your total housing costs includes both the rent to owner and any utility costs that the family is responsible to pay, ie: Electric, Gas & Water. ***** Your share of the rent is based on at least 30% of your household monthly adjusted income (TTP), Utility Allowance & Gross Rent that exceeds RPS. ***The higher your household income is, the more likely you'll be able to afford a Gross Rent that exceeds the RPS.*** **** ***A very low household income will not support higher rents; unit rent will need to be much lower than RPS listed above to be affordable for the family*** Based on the information and documents you've provided at voucher issue, we've calculated your Adjusted Annual Income as \$ _____; **Use the worksheets in your Voucher Handbook & the Utility Allowance worksheet to determine if the rent for a unit is affordable for you.**

1. The **Request for Tenancy Approval (RFTA)** packet must be completed by the landlord/owner and returned (*your responsibility*) to your Housing Specialist **before your voucher expires (THERE ARE NO EXTENSIONS AVAILABLE FOR YOUR VOUCHER (exception: incoming ports).** A proposed/unsigned lease must accompany the RFTA packet.

When the RFTA is received the Housing Specialist will review it for completeness and determine if it is approved or denied. You and the LL will be notified if the RFTA is denied or approved based on the following criteria: **-RFTA and /or lease incomplete or incorrect mismatched information **A National criminal history report will be pulled for all members of household age 18 and over. **Rent Reasonableness: Rent amount must be reasonable with other comparable unassisted units nearby **Affordability: Rent will not be affordable for the family If the Gross Rent exceeds RPS & if the total family share (TTP +UA) exceeds 40% of your adjusted monthly income. (reference your voucher handbook)

2. **INSPECTION:** McCright & Associates will call the owner/landlord to schedule the inspection and will send letters to you and the landlord. **DO NOT CALL YOUR HOUSING SPECIALIST ABOUT INSPECTION DATES.** Your landlord can give you the date & results of the inspection.

3. **Within 14 days of a passed inspection, UTILITIES must be on in the head of household's name and verified to Housing Specialist (Housing Assistance CANNOT begin without these verifications).** Verification from each utility company must include: tenants name, new address, new account# and the date service will begin. These can be faxed 336-227-0561, emailed or hand delivered and must be received by the deadline. All essential utility(s) must be on and maintained in your name at all times while receiving housing assistance. **WE DO NOT ACCEPT RECEIPTS FOR PAYMENT OR DEPOSITS AS VERIFICATION OF UTILITIES** *As soon as you know the RFTA has been approved contact the Utility Companies immediately to discuss preparations for utilities to be transferred or cut on in your name*

Duke Energy 1-800-777-9898 Piedmont Gas 1-800-752-7504 PSNC 1-877-776-2427	Water/Sewer: Burlington 222-5100 Graham 570-6700	Green Level 578-3443 Haw River 578-0784 Mebane 919-563-3401 Elon 584-0282 Gibsonville 449-4144
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4. **Double Subsidy is not allowed; If you are currently living in any other Government Assisted Housing, you must provide Proof that you do not have possession of your current assisted unit by providing GHA with End of participation report: 50058 or 50059. GHA will NOT begin assisting with your rent without this verification.**

5. **LEASE: Your Housing Specialist will inform tenant and landlord when is ok to sign your lease. Provide a copy of your signed lease to your housing specialist.**

6. **Change of Address to Post Office; we are not responsible for undelivered mail**
All changes in income, employment or household composition must be reported in writing within 10 calendar days to your housing specialist; phone calls are not acceptable notification.

I (PRINT NAME) _____ have read & understand all statements above. I am aware that Graham Housing will not assist with my rent until the unit passes inspection AND all required documents and verifications have been given to my Housing Services Specialist at GHA by the dates requested.
 Signature: _____ Date: _____