



Housing Choice Voucher Program



You have been accepted into the program! What is the next step?



You have been accepted into the Housing Choice Voucher Program. Because you qualify for this program a voucher will be issued in your name once we complete the final back ground checks on all adult household members. With this subsidy, a portion of your rent will be paid for by the Housing Choice Voucher program. To begin receiving assistance, you must find appropriate housing, the housing must meet housing quality standards, and the owner must agree to take part in the program.

This booklet will guide you through the process so you can successfully participate in the Housing Choice Voucher program.

This booklet will help you to:

FIND SUITABLE HOUSING THAT MEETS HUD GUIDELINES

HOW THE PROGRAM WORKS

AND

YOUR RESPONSIBILITIES AS A PARTICIPANT

If you have question about the Housing Choice Voucher program or any other concerns, please feel free to ask your Housing Representative. We are here to assist you and to help you navigate through the process.

I look forward to working with you!

Housing Choice Voucher Coordinator
843-546-9621, ext. 223



Table of Contents

- Welcome** 3
- Vouchers** 5
- What are my responsibilities once I am in the program?** 6
 - Family Responsibilities 7
 - Request for Lease Approval 8
 - Finding Appropriate Housing 9
 - Security Deposits 10
 - End of Participation / Termination of Assistance 11
 - Facts About Moving 12
 - Housing Quality Standards 13
 - Family Violations of Housing Quality Standards 13
 - Housing Quality Standards Checklist 14
 - Tips for Successful Housing Search 16
 - Leasing Up & Preparing to Move 17
 - The Violence Against Women Act (VAWA) 18
- Other Common Questions and Information** 25
 - Should I Rent This Unit? 26
 - Subsidy Standards 27
 - Voucher Worksheet 28
 - Notes 30



When you receive subsidy from the Housing Choice Voucher Program it is based on several factors:

- We subtract 30% of your monthly adjusted gross income from a payment standard which is determined by our subsidy pool and must be equal to, or lower than the Fair Market Rent limits set by The Department of Housing & Urban Development. We call that figure the Estimated Voucher Subsidy.
- This is the amount the GHA will subsidize your rent and you will owe the balance to the owner, as well as utilities that are not included in the rent.
- We must determine if the amount of rent you will pay is affordable.
- The Housing Authority must also review the rent in relation to your total household expenses.
- The Housing Authority minimum rent is \$50.
- Shop smart! The higher the rent, the more YOU pay!
- You may choose a unit with more bedroom than indicated on your Voucher; however, the subsidy will be determined by using the payment standard for the bedroom size on your Voucher. On the other hand, you may choose a unit with fewer bedrooms than indicated on your Voucher, and the subsidy will be determined by using the actual size of the unit.
- Please keep in mind that the number of bedrooms required is governed by Federal Guidelines and GHA policy. Exceptions may be made if justified adequately to GHA personnel.





**What are my responsibilities
once I am in the program?**

Family Responsibilities

The family must follow the rules of the HCV Program in order to continue participating in the program. The family may be terminated from the program if the family violates any family obligation or commit any fraud in connection with the federal housing program.

The Family Must:

- Provide truthful, accurate and complete records, information, or documentation needed
- Supply any information requested by GHA to verify information
- Permit inspection of the dwelling unit at a reasonable time after reasonable notice.
- Give at least a thirty (30) day written notice to GHA and the owner of the family's intent to more or terminate leases
- Use the assisted unit for residence, the unit must be for ONLY the member on the lease
- Report any and all changes in the family income, family composition within ten (10) after occurrence
- Request written approval from GHA to add any other person as an occupant of the unit.

The family must not:

- Sublease, assign lease or transfer lease
- Provide accommodations for borders and lodgers
- Commit fraud, bribery, or any other corrupt or criminal act in connection with any Federal Housing Program
- Engage in any drug-related criminal activities or violent criminal activities
- Receive housing assistance under the HCV Program while receiving another housing subsidy
- Commit any serious or repeated violation of the HCV lease and contract

The household is separating who gets to keep the assistance?

If the household divides the assistance goes with the individual who retains custody of any minor children. Should both adults each retain one or more child a voucher may be issued to participants who meet the HVC requirements and has been in the unit for 12 months, If there are no children involved, the elderly or disabled family member will retain the subsidy. If both are equally eligible or neither disabled nor elderly it will then be awarded to the family member remaining in the original assisted unit.

GHA will abide by any court determination of which family member continue to receive assistance in the program.



Request for Lease Approval

Once you have located housing, it must be approved by our agency. You must submit a request for lease approval, which can be given to you by your HCV Coordinator.

You and the owner should complete the request for lease approval and it should be brought back to GHA.

The owner must agree to take part of this program. A list of potential units, and a “Tenants and Owner’s Rights and Responsibilities” booklet will be provided. The owner must sign a housing assistance payment (HAP) CONTRACT with G.H.A. the contract sets the conditions under which GHA will help pay your rent.

The HCV Coordinator will discuss the program requirement and benefits with the owner. Please do not try and explain the program to the owner. You may give the owner our phone number and the HCV Coordinator name and extension.



Finding Appropriate Housing

YOUR VOUCHER IS VALID FOR 60 DAYS!

During this time, you must either have your current housing approved or locate other housing.

If you wish to stay where you are, please notify your housing representative immediately. If the unit meets Housing Quality Standards (this information is included in your packet that you received today) and the owner will accept the program, it may be possible for you to receive assistance at your current residence.

- If your current housing does not meet the requirements, or if you want to move, it is your responsibility to locate a suitable unit
- You must show that you are making reasonable efforts to find housing
- You need to let GHA know weekly how the search is progressing
- You must discuss any possible extensions with GHA
- Extensions of vouchers will be granted only for those families who have demonstrated their interest in the program and have communicated with GHA regularly
- If a member of the household is disabled and the household needs an extension because of disability, GHA will allow two additional extensions of 30 days each in order to provide reasonable accommodation
- If you need information about finding housing suitable for a disabled household member, please tell you housing representative

IF YOU HAVE NOT FOUND HOUSING WITHIN THE ALLOWABLE TIME FRAME, YOUR VOUCHER WILL EXPIRE AND THE VOUCHER WILL BE ISSUED TO THE NEXT PERSON ON THE WAITING LIST



Security Deposits

The owner of the unit you have chosen can charge you a security deposit. The security deposit can be no more than one month's rent. Landlords cannot collect more than they would collect from an unassisted tenant. If the owner requires a security deposit to hold the unit, be sure the receipt notes that it is refundable if the unit is not approved by GHA.

If you move out of the unit, the owner, subject to State or Local Law may use the security deposit, including any interest, as reimbursement for any unpaid rent, damages to the unit, or for other amounts that you may owe under the lease.

The owner is required by law to give you a written list of all items charged against the deposit, and the amount of each item. After deducting the amount, if any, the owner must refund the full amount of the unused balance to you. If the security deposit is not sufficient to cover the balance due, the owner may see to collect the balance from you. It is very important that you communicate with the owner and give them a forwarding address when you move.

For more information regarding Security Deposit, please refer to the enclosed brochure from Legal Assistance



End of Participation / Termination of Assistance

Program assistance may be denied or terminated at any time for any of the following reasons:

- if the family violates any family obligations under the program
- if any member of the family has ever been evicted from public housing
- if the family was evicted from public housing due to drug related criminal activities within three years of current application
- if any Housing Authority (HA) has ever terminated assistance under the voucher program for any member of the family
- if any member of the family commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
- if the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with HCV program or Public Housing assistance under the 1937 housing act
- if a family leased after October 2, 1995, causes damage in excess of \$1,000 to the unit and does not make arrangements with the owner for payment or owes more than 3 months' rent, and has not made arrangements for payment or fails to follow through with payment arrangements
- if the family has not reimbursed and Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease
- if the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel
- if any member of the family fails to sign and submit consent forms for obtaining information in accordance with the regulations
- if a family does not submit required evidence of citizenship or eligible immigration status
- if any family member commits a drug related or violent crime
- if the family allows unauthorized persons to live in the unit without proper approval
- if the family fails to fulfill its obligations under the lease with the landlord

If the family's rental assistance is terminated or reduced for any reason you have the right to request an informal appeal with the housing authority executive director. You must request this informal appeal in writing and a meeting will be scheduled. If you receive an eviction notice from your landlord via magistrates court (notice to quit), please follow the instruction provided in the information you receive. You should contact your housing representative immediately if this occurs.



Facts About Moving

**You may be able to move without losing your subsidy, but...
You must do it correctly!**

If you have a complaint about your housing unit, notify your landlord IN WRITING. You will be given forms to use for this purpose. Give the original to your landlord, give a copy to your housing representative, and keep a copy for your records.

NUMBER OF MOVES PER YEAR: The Housing Authority will limit the number of at will moves from one unit to another to (1) per twelve (12) month period. If a household has “good cause” for moving, then a request may be submitted to the authority for review and approval.

**The owner must be given a written thirty (30) day notice of intent to vacate. You must provide a copy for GHA as well.
If you move without consent from GHA, your assistance can be terminated.**

PORTABILITY

The ability of a family to move from one jurisdiction to another is called PORTABILITY. Portability allows you to move anywhere in the United States with your voucher.

If you want to leave the GHA service area, you will need to do the following:

- Call your Section 8 Coordinator to find out if you can be issued a housing assistance transfer.
- Let GHA know where you want to move and the HCV Coordinator will advise you how to contact the other housing authority that you wish to move to and request assistance.
- Submit a Request for Lease Approval to the housing authority that covers the town you are planning to move to; this must be done within an established time frame.
- If you port to another jurisdiction, you will be required to follow the other housing authority’s rules and procedures as well as GHA’s. If at any time you or your family violates regulations, your assistance can be terminated.



Housing Quality Standards

When you find a unit, make sure it fits your standards as well as those of GHA. To ensure this please read over the enclosed check list that you should take with you when you go to view the unit.

If the unit was built before 1978 it may contain lead based paint. Lead is potentially dangerous and damaging, especially to children.

Please read the brochure you are given today regarding the danger of Lead Based Paint.

Family Violations of Housing Quality Standards

The family is responsible for violations of housing quality standards (hqs) caused by any of the following:

- Failure to pay for utilities that you are required to pay (does not include any utilities that the landlord pays)
- Failure to provide and maintain any appliances that are not provided by the owner but are to be provided by the tenant
- Damages to the dwelling unit or premises (beyond normal wear and tear) caused by anyone living in the household or guest
- Any life threatening HQS violation caused by the family must be corrected by the family within no more than 24 hours. Any other family caused defects must be corrected by the family within no more than 30 calendar days (or any GHA approved extension)

Your assistance can be terminated if you cause the unit to fail the housing quality standards.

It is a violation of your housing assistance contract to not allow inspections of your unit.



Housing Quality Standards Checklist

The unit you choose must be “SAFE, DECENT, and SANITARY”. Use this checklist to help determine if the unit will pass basic inspection guidelines. Check off problem items as you go through the unit on your FIRST visit. Later, a housing agency representative will inspect the unit more thoroughly.

Building Exterior	Yes	No
Are foundations, stairs, rails, gutters, and porch sound and free from hazards and deterioration?		
Is there a handrail for four or more steps?		
Are the chimney and other brickwork free of loose bricks and mortar?		
If you have a child under age 6, is the paint peeling, chipping or cracking?		

Living Room	Yes	No
Are there two working electrical outlets or one outlet and one light fixture?		
Can main or first floor level windows be locked?		
Are the windows and frames in good condition?		
Are walls, ceilings and floors in good condition?		
If you have a child under age 6, is the paint peeling, chipping or cracking?		

Kitchen	Yes	No
If appliances are provided, are they working properly?		
Is the plumbing free from leaks and working properly?		
Are there two working electrical outlets or one outlet and one light fixture?		
Can all first floor windows be locked and are they in good condition?		
If you have a child under age 6, is the paint peeling, chipping or cracking?		
Is there adequate space for storage and food preparation?		



Housing Quality Standards Checklist

Bathroom	Yes	No
Are the tub, sink, shower and toilet in good condition and working properly?		
Is there an air vent or an openable window with a lock? (Proper ventilation)		
Are floors, ceilings and walls clean and in good condition?		
Is there at least one light fixture?		

Bedrooms	Yes	No
Is there a window in good condition in each bedroom?		
If the bedroom is on the first floor, does the window lock?		
Are there two working electrical outlets or one outlet and one light fixture in each bedroom?		
Are floors, ceilings and walls clean and in good condition?		
If you have a child under age 6, is the paint peeling, chipping or cracking?		

Other Rooms & Areas	Yes	No
Does the furnace and water heater work? Are they in good condition?		
Does the unit contain working smoke detectors? If any hearing impaired person intends to occupy the unit, the smoke detector must have an alarm system designed for hearing impaired persons.		
Does the hot water heater have a pressure relief valve and discharge line 6 to 8 inches from the floor?		
Does the unit have at least 2 exits? (Any window is an acceptable exit on the first or second floor)		
Are all the rooms well-lit and free from electrical hazards?		
Are the house and yard free from trash and other debris?		
Does the furnace provide adequate heat for all rooms?		



Tips for Successful Housing Search

The following are places to look for new housing

- Newspapers
- Community bulletins boards
- Landlord Referral List
- Friends, Family and Neighbors
- Former Landlords

When you locate a unit, ask these questions...

- What is the street address?
- How much is the rent?
- How many bedrooms does it have?
- Are the utilities included?
- What type of heating?
- What time of cooking fuel is used?
- Are the stove and refrigerator provided?

Make an appointment to view the unit

- Be prompt! If you cannot keep the appointment, cancel in a timely manner
- Make child care arrangements
- Take references
- Find out if the landlord is familiar with the section 8 program but do not try to explain the program
- If the owner have questions pleased give him the Georgetown Housing Authority Number

Make sure the unit meets your standards and take your Housing Quality Checklist when you go out to view a unit!!!



Leasing Up and Preparing to Move

When you find a place that you feel meets your standards and the program standards do the following:

Steps	
Step #1	Ask the owner to complete the request for lease approval (your HCV Coordinator can give you one)
Step #2	Bring the request for lease approval back to the office
Step #3	The coordinator will discuss the program with the owner
Step #4	Your HCV Coordinator will set up an inspection for the unit
Step #5	If the unit meets the requirements of the program, and the landlord agrees to participate in the program a Lease and a Contract will be prepared for signature
Step #5	Do not move in until your hcv coordinator gives you the okay to do so.

“The key is to plan ahead”

- GHA will not help with your moving cost
- Give your current landlord proper notice
- Make arrangements for utilities to be transferred to your new address. There will be deposit required or an additional service fee. Plan ahead!!
- Fill out and mail a change of address card to the post office

Leave in good standing!!!! This is very important... You want to have a good reference to give to a new landlord.



The Violence Against Women Act (VAWA)

[GEORGETOWN HOUSING AUTHORITY¹] Notice of Occupancy Rights under the Violence Against Women Act²

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation³. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **[PUBLIC HOUSING PROGRAM/HOUSING CHOICE VOUCHER PROGRAM]** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **[PUBLIC HOUSING PROGRAM/HOUSING CHOICE VOUCHER PROGRAM]**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under **[PUBLIC HOUSING PROGRAM/HOUSING CHOICE VOUCHER PROGRAM]**, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under

1. The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD’s program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.
2. Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.
3. Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



The Violence Against Women Act (VAWA)

[PUBLIC HOUSING PROGRAM/HOUSING CHOICE VOUCHER PROGRAM] solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR



The Violence Against Women Act (VAWA)

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.



The Violence Against Women Act (VAWA)

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.



The Violence Against Women Act (VAWA)

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- (1) Would occur within an immediate time frame, and
- (2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with Christina S. Woodruff, Executive Director, Certified Victim's Advocate, Georgetown Housing Authority

For Additional Information

You may view a copy of HUD's final VAWA rule at [www.hud.gov].

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **Christina S. Woodruff, Executive Director, 843-546-9621, ext. 227.**

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact

The Family Justice Center - 24 hour hot line - 843-436-3733, office - 843-546-3926

City of Georgetown Police Department 843-545-4300

Georgetown County Sheriff's Department - 843-546-5102

Rape Crisis Center of Georgetown - 843-545-5198.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.



The Violence Against Women Act (VAWA)

For help regarding sexual assault, you may contact:

Rape Crisis Center of Georgetown - 843-545-5198

Victims of stalking seeking help may contact:

City of Georgetown Police Department 843-545-4300

Georgetown County Sheriff's Department - 843-546-5102

Attachment: Certification form HUD-5382 [form approved for this program to be included]

Did you know...

- Georgetown Housing Authority started their victims of domestic violence program in 1999, and was one of the first housing authorities in the United States to institute such a program.



The Violence Against Women Act (VAWA)

**VIOLENCE, DATING VIOLENCE
OR STALKING**

**U.S. Department of Housing
and Urban Development**
Office of Housing

OMB Approval No. 2502-0204
Exp. 6/30/2017

LEASE ADDENDUM

VIOLENCE AGAINST WOMEN AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005

TENANT	LANDLORD	UNIT NO. & ADDRESS

This lease addendum adds the following paragraphs to the Lease between the above referenced Tenant and Landlord.

Purpose of the Addendum

The lease for the above referenced unit is being amended to include the provisions of the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA).

Conflicts with Other Provisions of the Lease

In case of any conflict between the provisions of this Addendum and other sections of the Lease, the provisions of this Addendum shall prevail.

Term of the Lease Addendum

The effective date of this Lease Addendum is _____. This Lease Addendum shall continue to be in effect until the Lease is terminated.

VAWA Protections

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

Tenant

Date

Landlord

Date

Form HUD-91067
(9/2008)





Other Common Questions and Information

Should I Rent this Unit?

With the help of your Housing Choice voucher program you can choose a house or apartment you like. You should think about what kind of unit you would like to live in and its' condition.

We have included this handy checklist that you can use when looking at a potential rental unit.

Questions to Ask Yourself	Yes	No
Are the rooms large enough?		
Is the yard important?		
Does the rent seem reasonable?		
Do you agree with the wall paper, floors, and carpets		
Are there stores nearby?		
Are there schools nearby?		
Are there hospitals nearby?		
Is there transportation nearby?		
Where will I be able to apply for work?		

These are some things you would need to think about because once you're in a unit you cannot move until your lease is up (1 year) then you will be on a month to month basis.



Subsidy Standards

The family must follow the rules of the HCV Program in order to continue participating in the program. The family may be terminated from the program if the family violates any family obligation or commit any fraud in connection with the federal housing program.

Voucher Size	Minimum Number of Persons in Household	Maximum Number of Persons in Household	Maximum Occupancy (Assuming Living Room is Used as a Living / Sleeping Area)
	1	1	1
1-BR	1	2	4
2-BR	2	4	6
3-BR	2	6	8

As a general policy, no more than two persons shall be required to share a bedroom. GHA will take into consideration mitigating circumstances in cases where applicants or program participants have a verifiable need for a different size unit than that chart above.



Voucher Worksheet

Each time that you view a rental unit, you should ask yourself the following questions to determine the total housing cost for that unit:

A) RENT

Total rent for this unit	\$
--------------------------	----

B) UTILITIES

(Check the proper items used)

Heat

Natural Gas	<input type="checkbox"/>	\$	Electric	<input type="checkbox"/>	\$
Propane Gas	<input type="checkbox"/>	\$	Oil	<input type="checkbox"/>	\$

Cooking

Natural Gas	<input type="checkbox"/>	\$	Electric	<input type="checkbox"/>	\$
Propane Gas	<input type="checkbox"/>	\$			

Hot Water

Natural Gas	<input type="checkbox"/>	\$	Electric	<input type="checkbox"/>	\$
Propane Gas	<input type="checkbox"/>	\$	Oil	<input type="checkbox"/>	\$

C) UTILITY ESTIMATED ALLOWANCE

What is the estimate cost for each of the utilities? See enclosed utility allowance chart.

	Estimated Allowance		Estimated Allowance
Heat	\$	Hot Water	\$
Cooking	\$	Other Electricity	\$



D) RENT TOTALS	
Estimated rent you will pay	\$
Rent for this Unit	\$
Minus the estimated subsidy	\$

Equal the estimated rent you will pay.
(at least \$50.00 which is GHA's minimum tenant payment)

E) FINAL ESTIMATED TOTALS	
Estimated total from above	\$
Estimated utilities you must pay for in addition to the rent	\$
YOUR ESTIMATED TOAL RENT BURDEN	\$

If you feel you can afford that amount and the unit appears to meet the remaining requirements, call your HCV Coordinator with the information.











