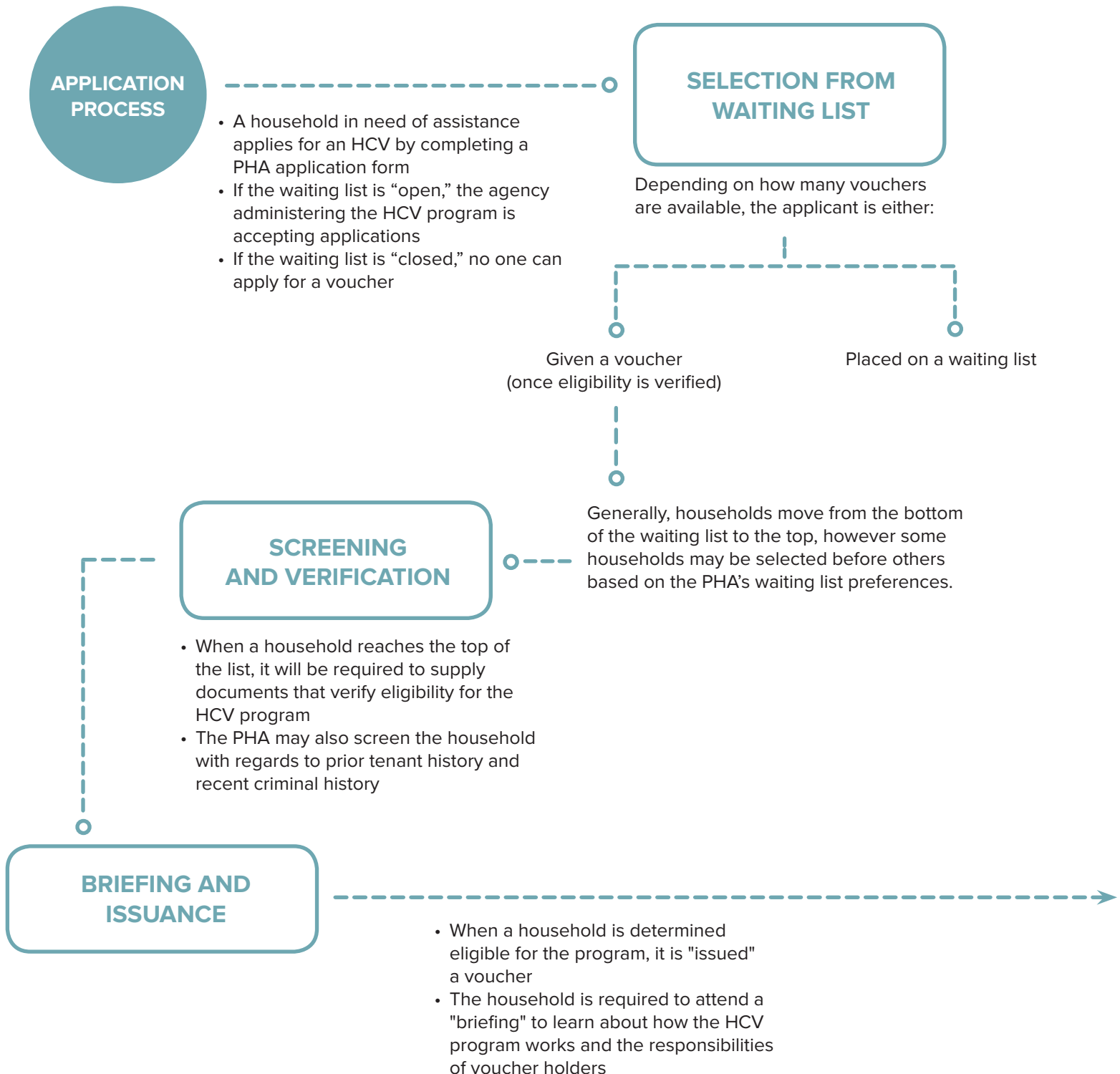


Key Activities in the Housing Choice Voucher Program

Here are the basic stages of a household's journey toward stable rental housing with a housing choice voucher (HCV). Individual situations, public housing agency (PHA) policies, and local housing markets are among the factors likely to influence your specific experience.



INSPECTION AND RENT REASONABLENESS DETERMINATION

- The PHA inspects the unit to ensure that it is safe, decent, and of good quality
- The rent of the unit is compared to rents of similar, unassisted units in the community to ensure it is reasonable

UNIT APPROVAL AND MOVE-IN

- All paperwork is signed (i.e., lease between household and owner and contract between PHA and owner) and the household moves into the unit
- HCV rental assistance begins. The household pays 30 – 40% of its income toward rent and any tenant-paid utilities, and the HCV subsidy pays the difference

ANNUAL RE-EXAMINATION

At least annually, the household must be re-certified for the program and the PHA must reinspect the unit and re-examine the contract rent amount to ensure they continue to meet HCV guidelines

HOUSING SEARCH

- The household has a short time (usually 60 days) to find a rental unit that meets HCV guidelines
- In some cases, the household may already be living in a housing unit that meets the HCV guidelines and may choose to use the voucher in the existing unit
- Once a unit is located and the owner agrees to participate in the HCV program, the household submits a Request for Tenancy Approval form to the PHA, which stops the clock on the housing search time