

Voucher

Moving to Work

Housing Choice Voucher Program

Housing Authority of the City of Atlanta, Georgia

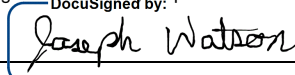
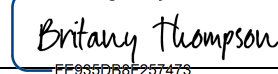


Housing Program

Program Move

Moving To Work

Notice to Vacate

Please read entire document before completing form. Fill in all blanks below. Type or print clearly		Voucher Number 33371
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size 3
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy) 01/17/2023
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after the date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy) 03/18/2023
4. Date Extension Expires (if applicable) (mm/dd/yyyy) (See Section 6 of this form.)		4. Date Extension Expires (mm/dd/yyyy) 05/17/2023
5. Name of Family Representative JOSEPH WATSON	6. Signature of Family Representative DocuSigned by:  59A1DDA0584B4C4...	Date Signed (mm/dd/yyyy) January 18, 2023
7. Name of Public Housing Agency (PHA) Housing Authority of the City of Atlanta		
8. Name and Title of PHA Official Denise Andrews Housing Services Administrator	9. Signature of PHA Official DocuSigned by:  FE935D88F257473...	Date Signed (mm/dd/yyyy) January 17, 2023

1. Housing Choice Voucher Program

- A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the Housing Choice Voucher Program. Under this program, the family chooses a decent, safe, and sanitary unit to live in. If the owner agrees to lease the unit to the family under the Housing Choice Voucher Program, and if the PHA approves the unit, the PHA will enter into a Housing Choice Rental Assistance Agreement, HCRAA, (formally referred to as the HAP Contract) with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

2. Voucher

- A. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HCRAA contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.
- B. The voucher does not give the family any right to participate in the PHA's Housing Choice Voucher Program. The family becomes a participant in the PHA's Housing Choice Voucher Program when the HCRAA between the PHA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

t1212697

HCO6004

PFILE

t1212697 *HCO6004* *PFILE*

3. PHA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (on the form supplied by the PHA), signed by the owner and the family including the AH prescribed tenancy addendum. Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one in this voucher.
- B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the HCRA Lease addendum supplied by the PHA. This is done by adding the HCRA Lease addendum to the lease used by the owner. If there is a difference between any provisions of the HCRA Lease addendum and any provisions of the owner's lease, the provisions of the HCRA Lease addendum shall control.
- D. After receiving the request for tenancy approval, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HCRAA contract until the PHA has determined that all the following program requirements are met; the unit is eligible; the unit has been inspected by the PHA and passes AH's Enhanced Housing Quality Standards; the rent is reasonable; and the landlord and tenant have executed the HCRAA Lease Addendum.
- E. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish a copy of the HCRAA & HCRA Lease Addendum to the owner.
1. The owner and the family must execute the lease & HCRA Lease Addendum
 2. The owner must sign the HCRAA & HCRA Leases Addendum and must furnish to the PHA a copy of the executed HCRA Lease Addendum and executed HCRAA.
 3. The PHA will execute the HCRAA and return an executed copy to the owner
- F. If the PHA determines that the unit cannot be approved for any reason, the PHA will notify the owner and the family that:
1. The proposed unit is disapproved for specified reasons, and
 2. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit will be approved.

4. Obligations of the Family

This section states the obligations of a participant household in Atlanta Housing's (AH) Housing Choice Voucher Program (HCVP). Each member of the participant household is required to comply with these obligations at all times during the household's participation in the HCVP in order for the household to receive and remain eligible to receive housing rental assistance. Failure by household members to comply with these obligations may result in termination of housing rental assistance and participation in the HCVP. Reference to the "household" includes each member of the household.

(1) Supplying Required Information

- a) The household must supply any information that AH or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release, or other documentation.
- b) The household must supply any information requested by AH or HUD for use in a regularly scheduled reexamination or interim reexamination of household income and composition in the time period specified and required by AH.
- c) The household must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in the time period specified and required by AH.
- d) Any information supplied by the household must be true and complete.
- e) The assisted household must promptly report changes in household income between annual re-examinations. Required reporting must be done within 10 days of the date of the change income. Failure to report required changes in income within the 10 day grace period will result in a Repayment Agreement and/or termination from the program. Failure to report income will constitute misrepresentation on the part of the family and may result in termination as required by the AH or HUD.
- f) Debt to the PHA: The PHA shall have the right to recover all costs associated with the collection effort including court costs, reasonable attorney fees, and prejudgment interest at the legal rate. In addition, the PHA reserves the right to notify any and all credit service organizations of such a delinquency.

(2) Allowing AH inspection

The household must allow AH to inspect the unit at reasonable times and after reasonable notice, as determined by AH.

(3) Breach of AH inspection standards caused by household

The household is responsible for a breach of AH's inspection standards caused by the household, including but not limited to any of the following:

- a) The household fails to maintain any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
- b) The household fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; and/or
- c) Any member of the household or guest damages the dwelling unit or premises beyond ordinary wear and tear.

t1212697

HCO6004

PFILE

t1212697 *HCO6004* *PFILE*

- d) If an AH inspection standard breach caused by the household is life threatening, the household must correct the defect within no more than 24 hours. For other household caused defects, the family must correct the defect within no more than 30 calendar days (or any AH-approved extension).

(4) Violation of lease

The household may not commit any serious or repeated violation(s) of the lease.

(5) Payment of rent

The household is responsible for paying rent to the owner in the amount approved by AH.

(6) Household notice of move or lease termination

The household must notify AH in writing 30 days before the household moves out of the unit and must notify the owner pursuant to the terms of the Lease.

(7) Eviction notice

The household must give AH a copy of any eviction notice within 5 business days after receiving the eviction notice.

(8) Use and occupancy of unit

- a) The household must use the assisted unit for the residence of AH-authorized members of the household.
- b) The unit must be each household member's only residence.
- c) The composition of the assisted household residing in the unit must be approved by AH. The household must promptly inform AH of the birth, adoption, or a court's award of custody of a child, within 7 business days of the birth, adoption, or court's award of a child. The household must request AH approval to add any other person as a member of the household. No other person may reside in the unit.
- d) The household must promptly notify AH, within 7 business days, if any household member no longer resides in the unit.
- e) If AH has given approval, a foster child or a live-in aide may reside in the unit. AH has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in aide, and defining when AH consent may be given or denied.
- f) Members of the household may engage in legal profitmaking activities in the unit with prior written approval of owner, but only if such activities are incidental to primary use of the unit for residence by members of the household.
- g) The household must not sublease or let the unit.
- h) The household must not assign the lease or transfer the unit.

- i) The household must not damage the assisted unit or premises (other than, damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- j) The household must not receive HCVP assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State, or local housing assistance program.
- k) The household must not receive HCVP assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the AH has determined (and has notified the owner and the family of such determination in writing) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

(9) Absence from unit

The household must supply any information or certification requested by AH to verify that the household is living in the unit, or relating to household absence from the unit, including any AH-requested information or certification on the purposes of household absences. The household must cooperate with AH for this purpose. The household must notify AH in writing if any member of the household is absent from the unit for a period of 30 calendar days. The household must provide written notice on or before the 30th day of absence.

(10) Interest in unit

The household must not own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).

(11) Fraud and other program violation

The members of the household must not commit fraud, bribery, or any other corrupt or criminal act in connection with AH programs.

(12) Criminal Activity

The members of the household may not engage in:

- a) Drug-related criminal activity
- b) Violent criminal activity
- c) Other criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons.

The members of the household must not allow guests to engage in criminal activity on or near the assisted unit.

(13) Alcohol abuse by household members

The members of the household must not abuse alcohol in a way that threatens the health, safety, or right to peaceful

t1212697

HCO6004

PFILE

t1212697* *HCO6004* *PFILE

enjoyment of other residents and persons.

t1212697

HCO6004

PFILE

t1212697* *HCO6004* *PFILE

(14) Threatening behavior

Neither household members nor their guests may engage in threatening, abusive, or violent behavior toward AH personnel.

(15) Work / Program Participation Requirement

At least one adult member in the household must be either legally and gainfully employed on a full-time basis for at least 20 hours per week (with income at least equivalent to minimum wage) at all times while participating in the Housing Choice Voucher Program OR be legally and gainfully self-employed in a legitimate business enterprise for at least 20 hours per week, and such employment must be appropriately documented in accordance with AH's requirements. All other adults in the household must be either:

- a) 18 to 61 years old, and legally and gainfully employed or self-employed (as defined below) on a full-time basis at least 20 hours per week;
- b) 18 to 61 years old and a full-time student at an AH-recognized school or institution;
- c) 18 to 61 years old and employed (but not self-employed) on a part-time basis and either attending an AH-recognized school or institution on a part-time basis or participating in an AH-approved training program for a combined minimum total of 20 hours per week for employment and education/training;
- d) Elderly; or
- e) Disabled

Self-employment income claimed by applicants and/or participants must be verified by submission of filed federal tax returns, filed W9s, IRS Tax transcript, federal tax form 1099, profit and loss statement certified by a Certified Public Accountant, business licenses, or other methods approved by AH. Yearly earnings from self-employment must be equivalent to 20 hours per week for 52 weeks per year at federal minimum wage.

(16) Required Participation in Human Development Services Program

Household members must participate in AH's human development services program which requires cooperation with a case manager's requirements and the requirements of any and all plans designed to connect the household members to services and resources.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail or by telephone. The PHA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of this voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

7. Termination of Housing Assistance

Housing Assistance under this voucher will be terminated if the family fails to comply with any of the family obligations described in Section 4; if 30% of the family's monthly adjusted income exceeds the rent to owner; or, if the PHA determines that funding is not available to pay the housing assistance.

t1212697

HCO6004

PFILE

t1212697 *HCO6004* *PFILE*

Voucher

Moving to Work

Housing Choice Voucher Program

Housing Authority of the City of Atlanta, Georgia



Housing Program

Program Move

Moving To Work

Notice to Vacate

Please read entire document before completing form. Fill in all blanks below. Type or print clearly		Voucher Number 33371
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size 3
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy) 01/17/2023
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after the date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy) 03/18/2023
4. Date Extension Expires (if applicable) (mm/dd/yyyy) (See Section 6 of this form.)		4. Date Extension Expires (mm/dd/yyyy) 05/17/2023
5. Name of Family Representative JOSEPH WATSON	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA) Housing Authority of the City of Atlanta		
8. Name and Title of PHA Official Denise Andrews Housing Services Administrator	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)

5. Housing Choice Voucher Program

- C. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the Housing Choice Voucher Program. Under this program, the family chooses a decent, safe, and sanitary unit to live in. If the owner agrees to lease the unit to the family under the Housing Choice Voucher Program, and if the PHA approves the unit, the PHA will enter into a Housing Choice Rental Assistance Agreement, HCRAA, (formally referred to as the HAP Contract) with the owner to make monthly payments to the owner to help the family pay the rent.
- D. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

6. Voucher

- D. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HCRAA contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.
- E. The voucher does not give the family any right to participate in the PHA's Housing Choice Voucher Program. The family becomes a participant in the PHA's Housing Choice Voucher Program when the HCRAA between the PHA and the owner takes effect.
- F. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

t1212697

HCO6004

PFILE

t1212697 *HCO6004* *PFILE*

7. PHA Approval or Disapproval of Unit or Lease

- G. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (on the form supplied by the PHA), signed by the owner and the family including the AH prescribed tenancy addendum. Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one in this voucher.
- H. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- I. The lease must include, word-for-word, all provisions of the HCRA Lease addendum supplied by the PHA. This is done by adding the HCRA Lease addendum to the lease used by the owner. If there is a difference between any provisions of the HCRA Lease addendum and any provisions of the owner's lease, the provisions of the HCRA Lease addendum shall control.
- J. After receiving the request for tenancy approval, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HCRAA contract until the PHA has determined that all the following program requirements are met; the unit is eligible; the unit has been inspected by the PHA and passes AH's Enhanced Housing Quality Standards; the rent is reasonable; and the landlord and tenant have executed the HCRAA Lease Addendum.
- K. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish a copy of the HCRAA & HCRA Lease Addendum to the owner.
4. The owner and the family must execute the lease & HCRA Lease Addendum
 5. The owner must sign the HCRAA & HCRA Leases Addendum and must furnish to the PHA a copy of the executed HCRA Lease Addendum and executed HCRAA.
 6. The PHA will execute the HCRAA and return an executed copy to the owner
- L. If the PHA determines that the unit cannot be approved for any reason, the PHA will notify the owner and the family that:
3. The proposed unit is disapproved for specified reasons, and
 4. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit will be approved.

8. Obligations of the Family

This section states the obligations of a participant household in Atlanta Housing's (AH) Housing Choice Voucher Program (HCVP). Each member of the participant household is required to comply with these obligations at all times during the household's participation in the HCVP in order for the household to receive and remain eligible to receive housing rental assistance. Failure by household members to comply with these obligations may result in termination of housing rental assistance and participation in the HCVP. Reference to the "household" includes each member of the household.

(1) Supplying Required Information

- g) The household must supply any information that AH or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release, or other documentation.
- h) The household must supply any information requested by AH or HUD for use in a regularly scheduled reexamination or interim reexamination of household income and composition in the time period specified and required by AH.
- i) The household must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in the time period specified and required by AH.
- j) Any information supplied by the household must be true and complete.
- k) The assisted household must promptly report changes in household income between annual re-examinations. Required reporting must be done within 10 days of the date of the change income. Failure to report required changes in income within the 10 day grace period will result in a Repayment Agreement and/or termination from the program. Failure to report income will constitute misrepresentation on the part of the family and may result in termination as required by the AH or HUD.
- l) Debt to the PHA: The PHA shall have the right to recover all costs associated with the collection effort including court costs, reasonable attorney fees, and prejudgment interest at the legal rate. In addition, the PHA reserves the right to notify any and all credit service organizations of such a delinquency.

(2) Allowing AH inspection

The household must allow AH to inspect the unit at reasonable times and after reasonable notice, as determined by AH.

(3) Breach of AH inspection standards caused by household

The household is responsible for a breach of AH's inspection standards caused by the household, including but not limited to any of the following:

- e) The household fails to maintain any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
- f) The household fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; and/or
- g) Any member of the household or guest damages the dwelling unit or premises beyond ordinary wear and tear.

t1212697

HCO6004

PFILE

t1212697 *HCO6004* *PFILE*

- h) If an AH inspection standard breach caused by the household is life threatening, the household must correct the defect within no more than 24 hours. For other household caused defects, the family must correct the defect within no more than 30 calendar days (or any AH-approved extension).

(4) Violation of lease

The household may not commit any serious or repeated violation(s) of the lease.

(5) Payment of rent

The household is responsible for paying rent to the owner in the amount approved by AH.

(6) Household notice of move or lease termination

The household must notify AH in writing 30 days before the household moves out of the unit and must notify the owner pursuant to the terms of the Lease.

(7) Eviction notice

The household must give AH a copy of any eviction notice within 5 business days after receiving the eviction notice.

(8) Use and occupancy of unit

- l) The household must use the assisted unit for the residence of AH-authorized members of the household.
- m) The unit must be each household member's only residence.
- n) The composition of the assisted household residing in the unit must be approved by AH. The household must promptly inform AH of the birth, adoption, or a court's award of custody of a child, within 7 business days of the birth, adoption, or court's award of a child. The household must request AH approval to add any other person as a member of the household. No other person may reside in the unit.
- o) The household must promptly notify AH, within 7 business days, if any household member no longer resides in the unit.
- p) If AH has given approval, a foster child or a live-in aide may reside in the unit. AH has the discretion to adopt reasonable policies concerning residence by a foster child or a live-in aide, and defining when AH consent may be given or denied.
- q) Members of the household may engage in legal profitmaking activities in the unit with prior written approval of owner, but only if such activities are incidental to primary use of the unit for residence by members of the household.
- r) The household must not sublease or let the unit.
- s) The household must not assign the lease or transfer the unit.

- t) The household must not damage the assisted unit or premises (other than, damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- u) The household must not receive HCVP assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State, or local housing assistance program.
- v) The household must not receive HCVP assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the AH has determined (and has notified the owner and the family of such determination in writing) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

(9) Absence from unit

The household must supply any information or certification requested by AH to verify that the household is living in the unit, or relating to household absence from the unit, including any AH-requested information or certification on the purposes of household absences. The household must cooperate with AH for this purpose. The household must notify AH in writing if any member of the household is absent from the unit for a period of 30 calendar days. The household must provide written notice on or before the 30th day of absence.

(10) Interest in unit

The household must not own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).

(11) Fraud and other program violation

The members of the household must not commit fraud, bribery, or any other corrupt or criminal act in connection with AH programs.

(12) Criminal Activity

The members of the household may not engage in:

- d) Drug-related criminal activity
- e) Violent criminal activity
- f) Other criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons.

The members of the household must not allow guests to engage in criminal activity on or near the assisted unit.

(13) Alcohol abuse by household members

The members of the household must not abuse alcohol in a way that threatens the health, safety, or right to peaceful

t1212697

HCO6004

PFILE

t1212697* *HCO6004* *PFILE

enjoyment of other residents and persons.

t1212697

HCO6004

PFILE

t1212697* *HCO6004* *PFILE

(14) Threatening behavior

Neither household members nor their guests may engage in threatening, abusive, or violent behavior toward AH personnel.

(15) Work / Program Participation Requirement

At least one adult member in the household must be either legally and gainfully employed on a full-time basis for at least 20 hours per week (with income at least equivalent to minimum wage) at all times while participating in the Housing Choice Voucher Program OR be legally and gainfully self-employed in a legitimate business enterprise for at least 20 hours per week, and such employment must be appropriately documented in accordance with AH's requirements. All other adults in the household must be either:

- f) 18 to 61 years old, and legally and gainfully employed or self-employed (as defined below) on a full-time basis at least 20 hours per week;
- g) 18 to 61 years old and a full-time student at an AH-recognized school or institution;
- h) 18 to 61 years old and employed (but not self-employed) on a part-time basis and either attending an AH-recognized school or institution on a part-time basis or participating in an AH-approved training program for a combined minimum total of 20 hours per week for employment and education/training;
- i) Elderly; or
- j) Disabled

Self-employment income claimed by applicants and/or participants must be verified by submission of filed federal tax returns, filed W9s, IRS Tax transcript, federal tax form 1099, profit and loss statement certified by a Certified Public Accountant, business licenses, or other methods approved by AH. Yearly earnings from self-employment must be equivalent to 20 hours per week for 52 weeks per year at federal minimum wage.

(16) Required Participation in Human Development Services Program

Household members must participate in AH's human development services program which requires cooperation with a case manager's requirements and the requirements of any and all plans designed to connect the household members to services and resources.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail or by telephone. The PHA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of this voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

7. Termination of Housing Assistance

Housing Assistance under this voucher will be terminated if the family fails to comply with any of the family obligations described in Section 4; if 30% of the family's monthly adjusted income exceeds the rent to owner; or, if the PHA determines that funding is not available to pay the housing assistance.

t1212697

HCO6004

PFILE

t1212697* *HCO6004* *PFILE



REQUEST FOR TENANCY APPROVAL

PARTICIPANT NAME JOSEPH WATSON

TENANT CODE t1212697

VENDOR AND PAYEE INFORMATION

(Please indicate who will be receiving payments (Payee))

☐ PROPERTY OWNER - NAME _____ VENDOR CODE _____ ☐ Payee

☐ MANAGEMENT - NAME _____ VENDOR CODE _____ ☐ Payee

PROCESS OVERVIEW

Thank you for your interest in Atlanta Housing's (AH) Housing Choice Voucher Program (HCVP)! The following information will assist you in accurately completing the Request for Tenancy Approval (RTA). Our goal is to efficiently execute a contract in as little time as possible from the receipt of an accurately completed RTA. The sooner we execute a contract, the better for both you and the renter. **Our ability to execute a contract within a timely manner is heavily dependent upon your unit being ready at the initial inspection and your timely submission of requested documents.** Below are five key steps to executing a contract successfully and receiving your payments:

1. Your timely submission of documents - This application will undergo an underwriting process. When AH requests additional documents, please provide accurate documentation promptly (i.e. within 48 hours of request) via the Property Owner Portal or by email to the person making the request to avoid cancellation.

Note: All documentation supporting a request for consideration of rent comparables or an appraisal to substantiate a square footage that differs from the tax assessor's website record must be submitted with the RTA (no exceptions). Submissions during the underwriting process will not be honored and subsequent appeals will not be processed.

2. Your property passing the initial inspection - You will be contacted to schedule your initial inspection. To ensure your property passes the inspection, follow the steps outlined in the *AH's Enhanced Inspection Standards Checklist*. Your property must be rent ready, **completely vacant** (including free of furniture), and all utilities must be on for the inspection to be conducted.

3. Your acceptance of the rent offer - After you pass your initial inspection, the rent determination will begin. Upon AH's approval and your agreement of rent for your property, we will email the initial confirmation notice which outlines the terms of the Housing Choice Rental Assistance (HCRA) Agreement.

4. Your timely return of a signed HCRA Agreement - Within 48 hours, the final HCRA Agreement and Lease Addendum will be submitted to you via Electronic Signature software which outlines key terms such as agreed upon rent amount, contract period, approved household members and utility responsibilities. Please read and sign the HCRA Agreement and HCRA Lease Addendum within 48 hours for payment to be executed. **Please note that AH will not pay housing assistance to the Landlord or Participant until there is an executed HCRA Agreement in place. Under no circumstance is a Housing Choice Participant to move into your unit prior to having a signed and executed HCRA Agreement with AH.**

5. Enforce your lease- After you sign your HCRA Agreement, it is important that you manage your property in accordance with this agreement and enforce your lease. The lease is between you and your new renter. AH's role is to provide rental assistance to you on behalf of the renter. If your renter does not comply with your lease, they may no longer be eligible to participate in the HCVP.

Thank you for your interest in partnering with Atlanta Housing to provide quality affordable housing for the betterment of the community!

t1212697

HCO6002

PFILE

t1212697* *HCO6002* *PFILE

REQUEST FOR TENANCY APPROVAL

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

REQUEST FOR TENANCY APPROVAL FORMS GUIDE

Please note if you are a new property owner to AH's HCVP, you will be required to attend a mandatory Property Owner's Briefing and complete a Property Owner Application. If you are a current property owner, you may be required to update your application and attend a briefing on an annual basis or upon request.

- **RECORDED DEED-** *A recorded deed is required at all RTA submittals. If a property has been purchased in the last 90 days, an unrecorded deed, along with the receipt from the Court Clerk or an unrecorded deed along with the settlement statement, will be acceptable.*
 - AH will check the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) to validate ownership through our underwriting process.
- **SETTLEMENT STATEMENT -** *A settlement statement (i.e. HUD-1) is required for cash sales, for properties without a current mortgage, or if the deed has not yet been recorded..*
- **CURRENT MORTGAGE STATEMENT-** *A current mortgage statement is required for all single family units; for multi-family communities with 5 or more units that have a rent schedule, it is only needed when the community first applies to participate on program. In addition, exceptions may be made at the Director level as it relates to single family owners that own multiple units that are all tied to the same loan. The mortgage statement must show the mortgagee name, property address, and that it is paid to date with no previous or unpaid balance.*
 - If a bank statement is unavailable, a signed letter on bank letterhead including bank personnel contact information with the above information is acceptable.
 - Properties involved in a loan modification will generally not be approved for the HCVP; special approval will be required.
 - If there is no mortgage, a Settlement Statement showing a cash purchase, cancellation of security deed recorded on GSCCCA, title search or letter on bank letterhead as specified above stating loan is satisfied are acceptable.
- **LEAD-BASED PAINT DISCLOSURE NOTICE -** *If the property was built before 1978, the form must be completed in its entirety by the Landlord and Participant with all the appropriate boxes checked, initialed and signed.*
- **MULTI-FAMILY COMMUNITIES (5 UNITS OR MORE) -** *If the property has 5 units or more and has a rent schedule, additional information may be required when the community initially applies for participation.. For new multi-family communities, a current rent roll must be provided that supports the rental amount(s) being requested*
- **AUTHORIZATION TO TRANSACT (IF APPLICABLE) –** *Form must be submitted for any property manager, management company, third party individual or business not listed on the Property Owner Application who will be conducting business with AH on behalf of the owner.*
- **HOMEOWNER'S ASSOCIATION VERIFICATION –** *If there is an active Homeowner's Association in the community, the owner must be in compliance with the rules and regulations of the covenants. AH will require the owner to **self-certify** that it is permissible to lease the unit in the community. In addition, the owner will need to send documentation that all HOA dues, fees and utilities are current.*

NOTE: IF ALL OF THE REQUIRED DOCUMENTS THAT ARE APPLICABLE TO THE SUBJECT UNIT ARE NOT PROVIDED, AH WILL RETURN THE POA/RTA TO THE SUBMITTER REQUESTING THE APPLICABLE DOCUMENTS. FAILURE TO PROVIDE THE REQUESTED DOCUMENTATION COULD RESULT IN THE CANCELLATION OF YOUR RTA.

t1212697

HCO6002

PFILE

Revised 08/2021 Page 2 of 7

t1212697* *HCO6002* *PFILE

REQUEST FOR TENANCY APPROVAL

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

PARTICIPANT INFORMATION

Participant Name JOSEPH WATSON Tenant Code t1212697

Does the Participant require Reasonable Accommodations due to a disability? ☐ Yes ☐ No

UNIT IS INSPECTION READY CERTIFICATION

INSPECTION REQUIREMENT: By initialing, the owner or owner's authorized representative is certifying that the AH Enhanced Inspections Checklist was used to prepare the unit for inspection and it is (all must be checked):

☐ Vacant ☐ Active Utilities ☐ Free of furniture ☐ Inspection Ready **PRIOR** to submitting this Request for Tenancy Approval. Units NOT ready on initial visit may be subject to rejection without further notice from AH.

*I certify that the unit is **READY** for inspection: _____ (initial) Date: ____/____/____.*

PROPERTY INFORMATION

1. Has this property/unit been rented to AH Housing Choice Voucher Participants before? ☐ Yes ☐ No

If yes, when was your last Housing Assistance Payment: Month _____ Year _____

2. Is there a mortgage on the property? ☐ Yes ☐ No If yes, when was your last payment made: Month _____ Year _____

3. Is the property involved in a loan modification? ☐ Yes ☐ No

4. Is there a Homeowner's Association for the property? ☐ Yes ☐ No

If yes, I certify by initialing below that the following are true and correct:

☐ I have permission from the HOA to lease the unit in the community. Initials _____

☐ I have attached documents to support that all dues and utilities (if part of the HOA dues) are current. Initials _____

Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States. I understand that if statement is in any way falsified, I could also be subject to termination from the AH Program. Initials _____

Unit Street Address

Apt #

City

State

Zip

ATLANTA

GA

Community or Subdivision Name

Bedroom size must match voucher (**NO EXCEPTIONS**)

of Bedroom(s)

of Bathroom(s)

Square Footage

*AH will verify with
Tax Assessor

Year Built

t1212697

HCO6002

PFILE

t1212697* *HCO6002* *PFILE

REQUEST FOR TENANCY APPROVAL

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

PROPERTY TYPE

Type of Residence (select one):

Single Family: ☐ House ☐ Duplex ☐ Triplex ☐ Quadruplex

Multi-Family: ☐ Small (5 to 24 units) ☐ Large (25 or more units)

Single Room Occupancy (SRO): Total Number of Rooms for Lease: _____

If property is and SRO, I certify by checking the boxes and initialing below, that the following are true and correct:

☐ I have complied with all City of Atlanta Zoning requirements to lease rooms to multiple tenants in the same dwelling that are not of the same family. Initials _____

☐ I have attached documents (Special Use Permit) from the City of Atlanta Zoning Department to support approval of the SRO dwelling. Initials _____

Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States. I understand that if statement is in any way falsified, I could also be subject to termination from the AH Program. Initials _____

If the unit is subsidized, indicate type of subsidy:

☐ COA/Home/CDBG/NPS ☐ DCA Home LIHTC/NSP ☐ ADA/URFA ☐ Tax Credit ☐ Other - Describe: _____

If Multi-Family Property/Complex: Total # of Units in Property/Complex: _____

Is this community designated for: ☐ Elderly (senior) ☐ Disabled ☐ Supportive Housing

Type of Ownership (select one): ☐ Sole Proprietor (Individual) ☐ LLC ☐ Corporation ☐ Partnership ☐ Trust ☐ Estate

RENT AMOUNT

****Requested Monthly Rent \$ _____ ***Proposed Move-in Date _____**

**If you do not agree with the tax assessor's square footage, an appraisal must be submitted with this RTA reflecting the requested change.*

***Requested rent cannot exceed the payment standard for voucher/bedroom size for subject unit. To determine the payment standard, visit AH's website at www.atlantahousing.org. ***Your proposed move-in date should be at least 30 days in the future and for the first of month. AH will set the actual move-in date once the rent offer has been accepted.*

REQUEST FOR TENANCY APPROVAL

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

UTILITY RESPONSIBILITY (REQUIRED)

Please indicate in the column below the utility type; please indicate in the column to the right who is responsible for payment of the specific utility listed below.		Payment Responsibility: T=Tenant O=Owner
Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Heat Pump	
Cooking	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	
Water Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Heat Pump	
Other Electric: (outlets, lights, general electricity)		
Electric	<input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered	
Gas	<input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered	
Water	<input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered	
Sewer	<input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered	
Air Conditioning	<input type="checkbox"/> Central A/C <input type="checkbox"/> Window Unit A/C	
Trash (City)	Note: Responsibility for trash is always Owner	O
Other (Specify)		

- ☐ I am not requesting consideration for an Energy Efficiency Rent Boost. Initials _____
- ☐ I am requesting consideration for an Energy Efficiency Rent Boost for the following:

ENERGY EFFICIENCY RENT BOOSTS

Energy Efficiency Rent Boost Level	Description	Minimum Requirement	Documentation/Verification Required (all criteria must be met)
Level 1 – Silver - \$50	Upgraded Lighting System, Low Flow Water Upgrades, Upgraded Insulation	Replacement of incandescent bulbs with LED Bulbs, Low Flow faucet aerators and Toilet(s) that use 1.28 gallons or less per flush, installing insulation to meet or exceed an R-38 value in the attic and for unconditioned basement or crawl space install floor insulation to meet or exceed R-19	AH Inspector Verification
Level 2 – Gold - \$125	All Qualifications for Level 1(Silver), plus: Professional Weather Sealing and Energy Star Appliances (Refrigerator only)	Upgrades to all of the following are required in addition to Level 1 above plus: <ul style="list-style-type: none"> Weather sealing per table 402.1.2 of GA Energy Code Energy Star Rated Refrigerator 	AH Inspector Verification <ul style="list-style-type: none"> Landlord must supply model number and serial number to the inspector Verification of Energy Star Product at https://www.energystar.gov/products Landlord must supply final weather sealing test report or equivalent as approved
Level 3 – Platinum - \$175	All Qualifications for Level 1 and 2 (Silver & Gold) plus: New/like new or recently replaced HVAC System and Energy Efficient Windows	Upgrades to all of the following are required in addition to Level 1 and Level 2 above plus; <ul style="list-style-type: none"> Furnace and Central A/C or Energy Star Qualified PTAC unit 16 Seer or better exterior condenser Proper seal of ductwork Programmable Thermostat Replacement of all single pane windows with Low-E Glass Windows 	AH Inspector Verification <ul style="list-style-type: none"> Landlord must supply model number and serial number to the inspector

For consideration in the rent offer, the upgrades described above **MUST** be verified by the Inspector and if applicable, required documentation/verification must also be provided to the Inspector.

t1212697

HCO6002

PFILE

Revised 08/2021 Page 5 of 7

t1212697 *HCO6002* *PFILE*

REQUEST FOR TENANCY APPROVAL

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

COMPARABLE UNITS (If Applicable)

- ☐ I am not requesting consideration of comparable units. Initials _____
- ☐ I am requesting consideration of comparable units and am providing the required supporting documentation:
- ☐ Current Redacted Leases ☐ FMLS ☐ GMLS Initials _____

Note: For leases, all personal identifying information must be redacted. Unit address, rental amount, and lease date must be legible.

For consideration in rent offer, comparable unit(s) information and documentation for major systems boost MUST be provided at the submission of the RTA (no exceptions). Documentation will not be accepted after the RTA has been submitted.

PROPERTY OWNER DOCUMENTS

Property Owner's Required Documents Checklist and Certifications

Property Owner must provide:

- ☐ Recorded Deed ☐ Unrecorded Deed (requires receipt from Clerk's office or submission of the Settlement statement)
- ☐ Current Mortgage Statement (required for all single family units) ☐ Settlement Statement w/ Signature Page (required for cash sales, properties without a current mortgage, or if the deed has not yet been recorded)

Additional Documents (if applicable)

- ☐ Lead-Based Paint Disclosure ☐ Authorization to Transact
- ☐ Landlord Briefing Certificate # ☐ Homeowner's Association (Dues and Utilities current and Self-Certification of Authorization to Lease)
- ☐ City of Atlanta Zoning Documentation (SRO Dwellings only)

Property Owner's Certification

Check one of the following regarding Lead-Based Paint:

- ☐ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- ☐ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint-free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program. Please complete and submit the "Lead-Based Paint Disclosure Notice".
- ☐ A completed statement is attached, containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the Housing Choice Participant. Please complete and submit the "Lead-Based Paint Disclosure Notice".
1. The program regulation requires Atlanta Housing to certify that the rent charged to the Housing Choice voucher participant is not more than the rent charged for other unassisted comparable units. Owners of properties with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.
- | Address and Unit Number | Date Rented | Rented Amount |
|-------------------------|-------------|---------------|
| a) _____ | | |
| b) _____ | | |
2. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the Housing Choice Participant, unless AH has determined (and has notified the owner and the Housing Choice Participant of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a Housing Choice Participant who is a person with disabilities.
3. AH has not screened the Housing Choice Participant's behavior or suitability for tenancy. Such screening is the owner's own responsibility.
4. Please note that only a single RTA for the subject property may be submitted for processing at one time.
5. AH will arrange for inspection of the unit with the property owner. Property owner or owner representative **MUST** be present at the initial inspections. AH will notify the owner and Housing Choice Participant as to whether or not the unit will be approved. The owner has reviewed AH's Enhanced Inspection Standards Checklist to ensure the unit complies with the standards prior to submitting this RTA.
6. **Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States.**

t1212697

HCO6002

PFILE

t1212697 *HCO6002* *PFILE*

REQUEST FOR TENANCY APPROVAL

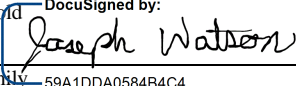
INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

Property Owner’s Required Documents Checklist and Certifications Continued

UPON APPROVAL OF THIS REQUEST FOR TENANCY APPROVAL, AH WILL MAKE PAYMENT TO THE INDIVIDUAL OR BUSINESS ENTITY AS AUTHORIZED BY THE OWNER ON THE PROPERTY OWNER APPLICATION. IF YOU WOULD LIKE TO CHANGE THIS INFORMATION, PLEASE SUBMIT A CHANGE OF KEY CONTACT INFORMATION FORM ALONG WITH A COPY OF THE VOIDED CHECK.

REQUEST FOR TENANCY APPROVAL POINT OF CONTACT

AH will discuss the processing of this Request for Tenancy Approval with the owner or the person designated by the owner as authorized on the Property Owner Application and Authorization to Transact form. If you would like to change this information, please submit an updated Authorization to Transact form.

Print or Type Name of Authorized Owner/Owner Representative	Print or Type Name of Head of Household
Signature of Owner/Owner Representative	Signature of Head of Household <small>DocuSigned by:</small> 
Street Address	Present Street Address of Family <small>59A1DDA0584B4C4...</small>
City ST Zip	City ST Zip
Telephone Number Mobile Telephone Number	Telephone Number Mobile Telephone Number
Email Address Date	Email Address Date

t1212697 HCO6002 PFILE
t1212697 *HCO6002* *PFILE*



LEAD-BASED PAINT DISCLOSURE NOTICE

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. 42 U.S.C. 4582(d)

Owner/Landlord Name: _____ Owner/Landlord Phone: _____

Property Name (if applicable): _____ Year Built: _____

Unit Address: _____ City: _____ ST: _____ Zip: _____

Participant Name: _____ Participant Client ID: _____

Owner/Landlord Disclosure (Check only one below):

1.) Presence of lead-based paint and/or lead-based paint hazards: (Check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing. (Explain): _____

☐ Owner/Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

2.) Records and reports available to the Owner/Landlord: (Check only one below):

☐ Owner/Landlord has provided the Participant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing. (List documents) _____

☐ Owner/Landlord has no records or reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Participant's Acknowledgement: (Initial each below):

SW Participant has received copies of all the records and/or information provided in Section 2, as applicable.

SW Participant has received the pamphlet *Protect Your Family from Lead in Your Home*.

Owner/Landlord Acknowledgement: (Initial below):

_____ Owner/Landlord is aware of obligations under 42 U.S.C. 4852(d) which is mentioned above in the Lead Warning Statement and is aware of his/her responsibility to ensure compliance.

Certificate of Accuracy:

Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States.

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Owner/Landlord Name _____ Signature _____ DocuSigned by: _____ Date _____
Participant Name JOSEPH WATSON Signature Joseph Watson Date January 18, 2023

If you require special assistance or reasonable accommodations due to a disability, including but not limited to the need to receive documents or communications in alternate formats, please contact Housing Choice at (404) 892-4700, by email at hcreace@atlantahousing.org or by mail at 230 John Wesley Dobbs Avenue, N.E., Atlanta, Georgia 30303, Attention: Housing Choice Reasonable Accommodations. For Georgia Relay Service assistance, dial 711.

t1212697

HCO6003

PFILE

t1212697* *HCO6003* *PFILE



NEW PROPERTY OWNER APPLICATION SUBMISSION

Welcome and thank you for your interest in Atlanta Housing's (AH) **Housing Choice Voucher Program (HCVP)**.

In order to become an AH Housing Choice property owner, applicants must submit a Property Owner Application (POA) through AH's Property Owner Portal at www.ownerportal.atlantahousing.org, where you can submit the application electronically and digitally sign the document.

Before final approval of your application, you must also either attend a Property Owner Briefing in person or view the information online.

To attend in person, you may register at:

<https://fs2.formsite.com/PROPERTYOWNERBRIEFING/form2/index.html>

To view the information online, visit:

<https://fs2.formsite.com/PROPERTYOWNERBRIEFING/so2tl7jru5/index.html>

Once complete, you'll receive your Landlord Briefing Attendance Number which confirms your completion of the briefing.

Finally, once you have selected a tenant and completed the Request for Tenancy Approval (RTA), you can upload it to the portal as well, saving you the hassle of traveling to the Atlanta Housing office.

We are so excited that you have chosen to partner with Atlanta Housing to provide quality housing for the betterment of the community.

Sincerely,

AH HCVP Landlord Services

hccontractsmailbox@atlantahousing.org

404-892-4700 (press Option 3 for Housing Choice)

HCO6004

PFILE

HCO2049* *LLFILE