



HOUSING AUTHORITY  
of the City of Long Beach

521 E. 4th Street  
Long Beach, CA 90802  
Tel 562 570-6985  
Fax 562 499-1052  
www.haclb.org

### BRIEFING PACKET CHECKLIST

The following are included in your Briefing Packet:

#### Tenant

1. Briefing Packet Checklist
2. City of Long Beach Map
3. Family Obligations/Ground for Termination
4. Family Self-Sufficiency
5. Income and Deductions
6. Local Policy Master Form
7. Participant's Right to an Informal Hearing
8. Section 8 Housing Choice Voucher Program
9. Subsidy/Occupancy Standards
10. Handbook for Tenants
11. Utility Allowance
12. Tenancy Addendum

#### Landlord

1. Authorization to Release Tenant Information
2. Booklet - A Good Place to Live
3. Booklet - Fair Housing It's Your Right
4. Booklet - Protect Your Family From Lead In Your Home
5. Establishing Rents
6. Good Place to Live
7. List of Public Housing Agencies
8. Owner Information Sheet
9. Pre-Inspection Checklist
10. Request for Portability
11. Section 8 Portability Program

Hand out:

Housing Choice Voucher

Lease-Up paperwork

(Owner/Tenant Acknowledgment, Request for Lease Approval, Owner Certification, Definition of Disability, Sample Lease Agreement and Sample HUD Lease Addendum.)

Referral List

*I have attended the Section 8 Rental Assistance Briefing, I have had the Lead-Based Paint brochure explained to me, and I have received a copy of the Lead-Based Paint brochure.*

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE





FSS - The road to a better life!

Housing Authority of the City of Long Beach  
Family Self-Sufficiency Program  
521 E. 4<sup>th</sup> Street  
Long Beach, CA 90802

## THIS COULD BE YOURS!

	City of Long Beach <b>Housing Authority</b> 521 E. 4 <sup>th</sup> Street Long Beach, CA 90802 (562) 570-6985	No. 722 22-71922
		Date: _____
Pay To The Order Of <u>                    Your Name Could Be Here!                    </u>		
<u>Thirty Six Thousand Seven Hundred Thirty Two Dollars &amp; 30/100</u>		\$36,732.30
XYZ Bank 123 Bank Road Anywhere, CA 90000		
Memo: For Successful Completion of FSS Program		<u>FSS Staff</u> <small>Signature</small>
: 1 2 3 4 5 6 7 8 9  :       '0 1 2 3 4 5 6 7 8 9   '		6 7 2 2     Non-Negotiable

### JOIN THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND LET US HELP YOU LIVE A BETTER LIFE!

#### What is FSS?

The Family Self-Sufficiency Program is a voluntary, self-paced program designed to help you overcome barriers to getting and keeping a good job or establishing your own business. Barriers might include education, job training/skills, transportation, child-care and language skills. In addition to helping you get a good job and/or establishing your business, **FSS puts money into an escrow savings account for you while you are working!** The money is paid to you at the successful completion of your five-year program.

#### Can I Join FSS?

If you are currently receiving Section 8 rental assistance in the City of Long Beach and are interested in refining your job skills and/or establishing a business then **YOU CAN PARTICIPATE IN OUR FSS PROGRAM!** Families on the waiting list are not eligible.

#### Where Do I Start?

We have three FSS staff members that are here to assist you:

Rose Usher	562-570-6025
Nadith Schuster	562-570-6697

[www.ci.long-beach.ca.us](http://www.ci.long-beach.ca.us)  
[www.fss.cityoflongbeach.gov](http://www.fss.cityoflongbeach.gov)

I'm interested in learning more about the FSS Program and saving my way to economic self-sufficiency!

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

SS#: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_









Health and Human Services  
521 E. Fourth Street  
Long Beach, CA 90802  
Tel 562 570-6985  
Fax 562 499-1061

## FISCAL YEAR 2019 PAYMENT STANDARDS

Effective 12/12/2018

	0 Bdrm	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm	6 Bdrm	7 Bdrm
90802	\$1,291	\$1,543	\$1,995	\$2,677	\$2,940	\$3,381	\$3,822	\$4,263
90803	\$1,607	\$1,922	\$2,489	\$3,339	\$3,675	\$4,226	\$4,778	\$5,329
90804	\$1,431	\$1,719	\$2,218	\$2,979	\$3,268	\$3,758	\$4,249	\$4,739
90805	\$1,352	\$1,614	\$2,087	\$2,796	\$3,071	\$3,532	\$3,993	\$4,453
90806	\$1,378	\$1,641	\$2,126	\$2,848	\$3,137	\$3,607	\$4,078	\$4,548
90807	\$1,302	\$1,554	\$2,016	\$2,699	\$2,972	\$3,417	\$3,863	\$4,309
90808	\$1,439	\$1,722	\$2,226	\$2,982	\$3,287	\$3,779	\$4,272	\$4,765
90810	\$1,040	\$1,239	\$1,607	\$2,153	\$2,373	\$2,729	\$3,085	\$3,441
90813	\$1,263	\$1,513	\$1,950	\$2,613	\$2,875	\$3,306	\$3,738	\$4,169
90814	\$1,291	\$1,543	\$1,995	\$2,677	\$2,940	\$3,381	\$3,822	\$4,263
90815	\$1,491	\$1,785	\$2,310	\$3,098	\$3,413	\$3,924	\$4,436	\$4,948

\*Applicable to all contracts received on or after December 12, 2018 and to annual recertifications effective January 1, 2019.

\*\*Applicable to HCV, HOPWA, and VASH.





Community Development  
521 E. Fourth Street  
Long Beach, CA 90802  
Tel 562 570-6985  
Fax 562 499-1052

Attention Landlords:

**SUBJECT: Establishing Rents**

So that there are no misconceptions about the procedure of establishing rents for a new rental unit, please understand that the Housing Authority must undertake two separate processes in order to arrive at the rent amount. These processes take place after the tenant and landlord have submitted the Request for Lease Approval.

- **AFFORDABILITY:** The Housing Authority must determine that the client can afford the rent. This affordable amount may be less than what the Landlord wants for the unit. If that's the case, staff will call the landlord to ask if the lower amount is acceptable.
- **RENT REASONABLENESS:** The Housing Authority then inspects the unit to determine that it meets Housing Quality Standards, and to determine what amenities the unit has. The Housing Authority must then determine if the rent for the unit is reasonable in relation to the rents for similar properties in the neighborhood. Please note that the allowed rent amount may be less than the affordability amount already determined. We can only allow rents that are reasonable for the neighborhood.

*HOUSING AUTHORITY OF THE CITY OF LONG BEACH*





## LOCAL POLICY MASTER FORM

We are pleased to issue you a Housing Choice Voucher and hope you are successful in locating and leasing a suitable unit for your family. The purpose of this form is to advise you of our local policies. Please take time to review these policies carefully so misunderstandings can be avoided. If you have specific questions about these policies, your housing representative will be happy to answer them.

1. The Housing Authority of the City of Long Beach (HA) initially issues a Housing Choice Voucher for 180 days. Extensions past this time may be made for clients with medical issues that may impair the search for a unit.
2. The HA will suspend a voucher when a Request For Lease Approval is received in the office. Submitting your paperwork stops the clock on your time. If the request is denied, new paperwork is issued and the clock starts again with the remainder of the time left.
3. The HA will release information to a prospective landlord only with written authorization from you. The information would include the name, address and telephone number of the three most recent landlords along with the address and dates of occupancy of the units and the number of authorized people in the household.
4. The HA's jurisdiction where families are permitted to lease a unit is: Within the city limits of Long Beach. The cities of Signal Hill and Lakewood are not administered by this HA. Try to locate units in low poverty areas away from the downtown area.
5. The number of bedrooms assigned to your family is based on your family composition and the subsidy standards established by the HA. The HA will only consider exceptions to the subsidy standards for verified medical reasons.
6. The Landlord may collect a security deposit from the Tenant consistent with the Landlord's private market practices. The Housing Authority may prohibit security deposits in excess of amounts charged by the Landlord to unassisted tenants, not to exceed two months rent.
7. You are not allowed to let anyone other than an approved household member use your address for mailing purposes.





# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

## INCOME AND DEDUCTIONS

The Housing and Urban Development (HUD) determines the rules for calculating income and deductions for the Section 8 Voucher Program.

### **Annual Income:**

Annual income is defined as the anticipated total annual income from **all** sources. Although some types of income are not counted, the family is responsible for reporting all sources of income for the household. The Housing Authority (HA) is responsible for applying the HUD rules and deciding what needs to be counted in the Annual Income calculation. This is the first step toward determining the amount of rental assistance the family receives.

### **Examples of income are:**

Employment	Public Assistance	Unemployment
Pensions	Relocation Payments	Child Support
Net income of a business	SSI	Worker's Compensation
Annuities	Interest from assets	Regular contributions/gifts
Social Security	TANF	Disability
Alimony	Military Pay	Net income from Real/Personal Property

### **Determining Adjusted Income:**

After determining the total income for the household, the HA makes any necessary adjustments to the annual income in accordance with HUD regulations. If the family qualifies, there are five possible deductions and allowances. HUD-approved deductions and allowable expenses are subtracted from the Annual Income to get the family's **Adjusted Annual Income**. Deductions and HUD allowable expenses include: asset income, and medical, childcare, dependents.

### **Deductions / Allowances:**

- **Dependents:**  
 A \$480 deduction is made for all minors under the age of 18, and family members 18 and over (other than the head of household or spouse) who are full-time students or people with a disability.
- **Elderly Family:**  
 A \$400 household deduction is made for families whose head, spouse, or sole member is 62 or over, or is a person with a disability.
- **Allowable Medical Expenses:**  
 For an Elderly Family, medical expenses for all family members that are greater than 3% of the Annual Income will be deducted.
- **Allowable Handicapped Assistance Expenses:**  
 Handicapped assistance expenses exceeding 3% of the Annual Income when it permits a family member to work.
- **Allowable Childcare Expenses:**  
 Reasonable Childcare expenses will be deducted when it enables a family member to work or attend school.



## **PARTICIPANT'S RIGHT TO AN INFORMAL HEARING**

### **Who Can Request a Hearing**

A Participant is a person or family for whom the Authority has executed a contract with the landlord for housing assistance payments on behalf of the person or family.

### **Why You May Request a Hearing**

As a Participant you have the right to request an informal hearing if you question whether a decision made by the Authority is in accordance with law, HUD regulations, or Authority rules in the following situations:

- A decision to deny or terminate your assistance.
- A determination of the number of bedrooms entered on the Housing Choice Voucher in case you want to move to another dwelling unit and continue participation in the Authority program.
- A determination of the amount of your Total Tenant Payment or your share of the rent. This does not include determinations of the Authority's schedule of utility allowances.

### **Why You May NOT Request a Hearing**

You do not have the right to an informal hearing under HUD regulations and Authority rules in the following situations:

- A decision by the Authority not to extend the Housing Choice Voucher issued to you beyond the initial 60 days, when you want to move.
- A determination by the Authority that the unit does not comply with Housing Quality Standards established in accordance with HUD regulations, because:
  - a) the owner has failed to maintain or operate a unit to provide decent, safe and sanitary housing (including all services, maintenance and utilities required under the lease), or
  - b) the Contract Unit is not the appropriate size because of a change in family size or composition.
- A decision by the Authority to exercise any remedy against the owner for breach of the Housing Assistance Payments Contract or Housing Choice Voucher Contract, including the termination of housing assistance payments to the owner.
- To review discretionary administrative determinations by the Authority, such as granting exceptions to unit size standards.
- To consider general policy issues or class grievances.

### **When and How You will be Notified**

When the Authority makes a decision affecting your participation, you must be given prompt written notice of the decision stating:

- The reason(s) for the decision.
- That you may make a request for an informal hearing if you do not agree with the decision.
- That you must make such a request in writing within 10 days from the date of the Authority's notice.
- That you will be able to ask questions of your Housing Specialist or other person at the Housing Authority involved in the decision.
- That you have the option of obtaining and being represented by legal counsel or any other person and presenting relevant evidence in your favor.

### **When the Disputed Action Takes Effect**

When an informal hearing is required due to a decision to terminate your assistance, you will be given the opportunity for the hearing before the termination of housing assistance payments if the termination is due to:

- Absence from unit for more than allowed period
- Participant fraud
- Violations of Family Obligations
- Participants' actions or inactions

A hearing is not required before carrying out a decision if that decision is to:

- Change the tenant share of rent or appropriate utility allowance
- Deny a new Housing Choice Voucher
- Establish a unit size when the family wants to move
- Take action due to owner's breach of contract

### **How the Informal Hearing is Conducted**

1. In all cases where a hearing is required and requested in writing within the specified time, the Authority shall schedule the hearing shortly following the receipt of the request by the Authority.
2. The Participant shall be notified of the scheduled hearing at least ten days in advance of the date.
3. The hearing may be conducted by any person designated by the Authority, other than a person who made or approved the disputed decision or a subordinate of such person.
4. All documents to be used at the hearing must be made available to the other party in advance of the hearing.
5. The Participant may be represented by an attorney or other representative, at his or her own expense.
6. The person who conducts the hearing shall be responsible for ensuring that adequate information is brought out at the hearing so that a reasonable decision may be made.
7. The Authority and the Participant shall be given the opportunity prior to Hearing to present evidence. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.
8. The person who conducts the hearing shall issue a written decision stating the reasons for the decision. Factual determinations relating to the individual circumstances of the Participant shall be based on the evidence presented at the hearing. The hearing decision shall be furnished to the Housing Authority. The Housing Authority notifies the participant and provides a copy of the hearing results.



# Know Your Fair Housing Rights!

Call our **FREE** Housing Assistance Hotline

**1-800-446-FAIR**  
**(3247)**

We can help navigate issues concerning:

- Discrimination
- Tenant/Landlord Disputes
- Reasonable Accommodations and Modifications
- Repairs
- Fair Housing Laws
- Evictions
- Rent Increases
- Security Deposit
- Lease Agreements

We also provide workshops on Fair Housing Rights and Responsibilities for Tenants and Landlords. For more info, visit:

**[www.FHFCA.org](http://www.FHFCA.org)**



*A private non-profit, non-partisan, educational foundation*



**Conozca  
sus derechos  
de vivienda  
justa!**

**LLAME A NUESTRA LINEA DE ASISTENCIA DE VIVIENDA:**

**1-800-446-FAIR**

**Se Habla Español**

**Podemos ayudarle GRATIS a navegar las cuestiones relativas a:**

- Discriminación
- Controversias de Inquilinos/Arrendador
- Modificaciones y  
Accomodaciones Discapacidad
- Reparaciones
- Leyes de Vivienda Justa
- Desalojos
- Aumento del Alquiler
- Contratos de Arrendamiento
- Depósito de Seguridad

También ofrecemos talleres sobre Derechos y Responsabilidades de Equidad de Vivienda para Inquilinos y propietarios. Para obtener más información, visite:

**[www.fhfca.org](http://www.fhfca.org)**



*Una organización privada sin fines de lucro, no partidista, fundación educativa*

**New Federal Law Protects You If You Are a Victim of Domestic Violence, Dating Violence, Stalking, or Sexual Abuse**

A federal law that went into effect in 2006 gives extra protections to women and other tenants who are victims of domestic violence or other threatening situations. The law is called "VAWA" for short, but its full name is *The Violence Against Women and Justice Department Reauthorization Act of 2006.*

VAWA protects tenants and other household members who are the victims of criminal violence or threats. Under the new law the tenant protections are not limited to the situations where a husband hits his wife, or to similar types of domestic violence. It also covers "dating violence," "stalking" and "sexual abuse." You don't have to be married to the abuser or pursuer in order to have your rights as a tenant, or as a subsidy holder, safeguarded by the new law.

**How does this new law protect you?**

Under the new law, if you are the victim of the violence or sexual abuse, or are the target of stalking, you can't be evicted from your public housing apartment or lose your Section 8 Voucher based on an incident or a danger arising from that criminal behavior. For example, you can't be evicted just because there has been a police call, or if there has been a loud fight. Specifically, the law says that criminal activity directly connected to domestic violence, dating violence, stalking or abuse that is caused by any member of your household (or any guest) can't be the reason for evicting you (or for stopping your subsidy), if you who were the victim of the abuse or threat.

The law also protects your tenancy if you are in a situation where there is a pattern of domestic violence. It says that if you have been the victim of one or more incidents (or threats) of domestic violence (or "dating violence" or "stalking"), those incidents cannot be considered to be "serious or repeated violations" of your lease. Before the new law went into effect, domestic violence situations might have been treated as lease violations, say for example, if there had been repeated disturbances to other tenants or similar problems.

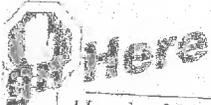
**What should you do if you need to get an abuser out of your household?**

There's another very important protection: the new law also says that if a member of your household has used violence against you, the housing authority (or your Section 8 landlord) can't evict the abuser alone, but allow you and the other members of your household (usually your children) to remain as tenants. If you need to have the abuser taken off of your lease in order to protect yourself or your children, ask us about how to do that. We'll be glad to help you.

**What do you have to do to show us that you are eligible for VAWA's protections?**

Although we are always willing to try to refer you to an agency that can help you with personal issues, you have no obligation to tell us about domestic violence in your household unless you want to in order to ask for the protections VAWA gives you (such as to explain why you should not be evicted by the housing authority, or why your Section 8 subsidy should not be ended, or why an abuser in your household should be taken off the lease). **ALL PERSONAL INFORMATION THAT YOU GIVE US IS KEPT STRICTLY CONFIDENTIAL.** It's important for you to know that, because in order to give you the VAWA protections, we need to make a record (called "certification") that you fit under the new law. One way we can do that is by having you give us the information on the form HUD-50066. If you prefer, VAWA also allows you to ask a victim's service agency or legal services office that is helping you to certify to us that you are a victim of domestic violence.

HACL B requires all adult household members (those who are or will be 18 years of age on the anniversary date) to sign this certification



Head of House	Date
Spouse/Co-Head	Date
Other family members over age 18	Date
Other family members over age 18	Date





HOUSING AUTHORITY  
of the City of Long Beach

# UNIT SEARCH LOG/REQUEST FOR LEASE PAPERS

**Attention City of Long Beach Housing Authority Voucher holders:** It is very important for you to search for a rental unit every day and turn in a Request for Tenancy Approval (RFTA). In order for the Housing Authority to issue you another Request for Lease Approval (RFTA) or consider a request to extend your voucher, you must complete all the spaces below and turn this form back in to the Housing Authority. Please list all units you have looked at during your search and the reason why they did not accept your application or you did not move into the unit.

<b>Move Specialist:</b>		<b>Request #</b>
<b>Name:</b>		<b>Voucher Expiration Date:</b>
<b>Voucher Size:</b>		<b>Date:</b>

	Unit Address and Zip Code	Owner/Manager Name	Telephone Number	Reason your application was not accepted	Number of Bedrooms
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

	Unit Address and Zip Code	Owner/Manager Name	Telephone Number	Reason your application was not accepted	Number of Bedrooms
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

I understand that false statements of misrepresentation concerning the above information may result in cancellation of my Housing Choice Voucher.

We must be able to contact you by telephone, please provide a number where we can reach you.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

## SUBSIDY/OCCUPANCY STANDARDS

### HOUSING CHOICE VOUCHER SIZE ISSUED

The HA establishes subsidy/occupancy standards for the determination of Voucher bedroom size which provide a minimum commitment of subsidy while avoiding overcrowding. The HA does not determine who shares a bedroom/sleeping room; but rather how many bedrooms the HA will subsidize for the family. Generally, the HA allows one bedroom per two people within the following guidelines:

1. One bedroom will be allocated for two people.
2. An additional bedroom will be allocated for every two additional people.
3. Upon receipt of (a) a written request from the family; and (b) appropriate verification from a doctor or medical practitioner, the HA **may** allocate an additional bedroom for a verified medical reason.
4. Foster children will be included in determining unit size **only if they will be in the unit for more than twelve months.**
5. Live-in attendants are generally provided a separate bedroom.
6. Space may be provided for a full-time student, over 18, who is away at school and lives with the family during school recesses.
7. Space will not be provided for a family member who is absent most of the time, such as a member who is in the military.

The unit considerations in this section are used as a guide to determine if and when the bedroom size should be changed. If an unusual situation occurs, which is not covered in this policy, the Supervisor reviews the case and makes a determination based on the individual circumstances and the verification provided.



**Allowances for Tenant-Furnished  
Utilities and Other Services**

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

Date (mm/dd/yyyy):							
Locality: <b>Housing Authority of the City of Long Beach, CA</b>		Unit Type: <b>Apartment</b>					
Utility or Service:	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
Monthly Dollar Allowances							
<b>Heating</b>							
a. Natural Gas	\$10.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00
b. Bottle Gas/Propane							
c. Electric	\$8.00	\$9.00	\$11.00	\$12.00	\$14.00	\$16.00	\$17.00
d. Electric Heat Pump	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$13.00	\$14.00
e. Oil / Other							
<b>Cooking</b>							
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00	\$10.00
b. Bottle Gas/Propane							
c. Electric	\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$16.00	\$17.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances) <i>(Includes Monthly Credit)</i>	\$13.00	\$16.00	\$24.00	\$34.00	\$46.00	\$58.00	\$64.00
Air Conditioning	\$5.00	\$6.00	\$9.00	\$11.00	\$13.00	\$16.00	\$17.00
<b>Water Heating</b>							
a. Natural Gas	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	\$21.00
b. Bottle Gas/Propane							
c. Electric	\$11.00	\$13.00	\$16.00	\$20.00	\$23.00	\$27.00	\$29.00
d. Oil / Other							
<b>Water, Sewer, Trash Collection</b>							
Water	\$18.00	\$18.00	\$22.00	\$30.00	\$38.00	\$46.00	\$54.00
Sewer	\$9.00	\$9.00	\$9.00	\$10.00	\$11.00	\$12.00	\$12.00
<b>Tenant-supplied Appliances</b>							
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>							
Gas Charge \$5.10	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>Actual Family Allowances</b>		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
Number of Bedrooms		Other		\$			
		Other		\$			
		Total		\$			



**Allowances for Tenant-Furnished  
Utilities and Other Services**

U.S. Department of Housing and  
Urban Development  
Office of Public and Indian Housing

		Date (mm/dd/yyyy):				
Locality: <b>Housing Authority of the City of Long Beach, CA</b>		Unit Type: <b>Detached House</b>				
Utility or Service:	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>
Monthly Dollar Allowances						
<b>Heating</b>						
a. Natural Gas	\$15.00	\$18.00	\$19.00	\$20.00	\$22.00	\$23.00
b. Bottle Gas/Propane						
c. Electric	\$14.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00
d. Electric Heat Pump	\$9.00	\$11.00	\$13.00	\$15.00	\$16.00	\$18.00
e. Oil / Other						
<b>Cooking</b>						
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00
b. Bottle Gas/Propane						
c. Electric	\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$16.00
<b>Other Electric &amp; Cooling</b>						
Other Electric (Lights & Appliances) <i>(includes Monthly Credit)</i>	\$21.00	\$26.00	\$42.00	\$59.00	\$77.00	\$94.00
Air Conditioning	\$4.00	\$5.00	\$11.00	\$17.00	\$23.00	\$29.00
<b>Water Heating</b>						
a. Natural Gas	\$7.00	\$9.00	\$12.00	\$16.00	\$20.00	\$24.00
b. Bottle Gas/Propane						
c. Electric	\$13.00	\$16.00	\$20.00	\$25.00	\$29.00	\$33.00
d. Oil / Other						
<b>Water, Sewer, Trash Collection</b>						
Water	\$18.00	\$18.00	\$22.00	\$30.00	\$38.00	\$46.00
Sewer	\$9.00	\$9.00	\$9.00	\$10.00	\$11.00	\$12.00
Trash Collection	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
<b>Tenant-supplied Appliances</b>						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
<b>Other--specify: Monthly Charges</b>						
Gas Charge \$5.10	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
				Sewer		\$
Address of Unit				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
				Other		\$
				Total		\$
Number of Bedrooms						



**TENANCY ADDENDUM Section 8  
Tenant-Based Assistance Housing Choice  
Voucher Program (To be attached to  
Tenant Lease)**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0169  
Exp. 09/30/2017

**1. Section 8 Voucher Program**

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

**2. Lease**

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

**3. Use of Contract Unit**

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

**4. Rent to Owner**

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

- (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or
- (2) Rent charged by the owner for comparable unassisted units in the premises.

**5. Family Payment to Owner**

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

**6. Other Fees and Charges**

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

**7. Maintenance, Utilities, and Other Services**

- a. **Maintenance**
  - (1) The owner must maintain the unit and premises in accordance with the HQS.
  - (2) Maintenance and replacement (including

redecorated) must be in accordance with the standard practice for the building concerned as established by the owner.

**b Utilities and appliances**

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
  - (a) Pay for any utilities that are to be paid by the tenant.
  - (b) Provide and maintain any appliances that are to be provided by the tenant.

**c Family damage.** The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

**d Housing services.** The owner must provide all housing services as agreed to in the lease.

**8. Termination of Tenancy by Owner**

**a Requirements.** The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

**b Grounds.** During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

- (1) Serious or repeated violation of the lease;
- (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
- (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
- (4) Other good cause (as provided in paragraph d).

**c Criminal activity or alcohol abuse.**

- (1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:
  - (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
  - (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
  - (c) Any violent criminal activity on or near the premises; or
  - (d) Any drug-related criminal activity on or near the premises.
- (2) The owner may terminate the tenancy during the term of the lease if any member of the household is:
  - (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that

is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

**(b) Violating a condition of probation or parole under Federal or State law.**

- (3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

- (4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

**d Other good cause for termination of tenancy**

- (1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.
- (2) During the initial lease term or during any extension term, other good cause may include:
  - (a) Disturbance of neighbors,
  - (b) Destruction of property, or
  - (c) Living or housekeeping habits that cause damage to the unit or premises.
- (3) After the initial lease term, such good cause may include:
  - (a) The tenant's failure to accept the owner's offer of a new lease or revision;
  - (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
  - (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).
- (4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.
- (5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner: (a) will occupy the unit as a primary residence; and (b) has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or additional protections for tenants. **This provision will sunset on December 31, 2012 unless extended by law.**

**e. Protections for Victims of Abuse.**

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other "good cause" for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) 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, shall not be 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 domestic violence, dating violence, or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may "bifurcate" a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public

housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

- (7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

**f. Eviction by court action.** The owner may only evict the tenant by a court action.

**g. Owner notice of grounds**

- (1) At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- (2) The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- (3) Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

**9. Lease: Relation to HAP Contract**

If the HAP contract terminates for any reason, the lease terminates automatically.

**10. PHA Termination of Assistance**

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

The tenant must notify the PHA and the owner before the family moves out of the unit.

**12. Security Deposit**

- a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.
- c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.

- d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

**13. Prohibition of Discrimination**

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status or disability in connection with the lease.

**14. Conflict with Other Provisions of Lease**

- a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

**15. Changes in Lease or Rent**

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
  - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
  - (2) If there are any changes in lease provisions governing the term of the lease;
  - (3) If the family moves to a new unit, even if the unit is in the same building or complex.
- c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

**16. Notices**

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

**17. Definitions**

**Contract unit.** The housing unit rented by the tenant with assistance under the program.

**Family.** The persons who may reside in the unit with assistance under the program.

**HAP contract.** The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

**Household.** The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

**Housing quality standards (HQS).** The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

**HUD.** The U.S. Department of Housing and Urban Development.  
**HUD requirements.** HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

**Lease.** The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

**PHA.** Public Housing Agency.

**Premises.** The building or complex in which the contract unit is located, including common areas and grounds.

**Program.** The Section 8 housing choice voucher program.

**Rent to owner.** The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

**Section 8.** Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

**Tenant.** The family member (or members) who leases the unit from the owner.

**Voucher program.** The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.

---

Tenant Name

---

Tenant Signature

Date

---

Owner Name

---

Owner Signature

Date



## Searching For a Rental Unit

### Finding a Rental Unit is a Challenge

The rental market in and around Long Beach has become expensive and difficult. The vacancy rate is below five (5) percent and the trend is for the rent to keep rising. Below are some helpful tips to assist you in your search for a suitable unit for you and your family.

#### **STEP 1: Deciding What You Need and Factors to Consider**

- **Type of Unit** (i.e. apartment complex, duplex, single family home)
- **Unit Size** (i.e. number of bedrooms, as well as bathrooms and other areas)
- **Unit Features** (i.e. elevator, laundry facility, garage, air conditioning)
- **Location** (i.e. access to schools, stores, public transportation, medical facilities, employment)
- **Neighborhood** (i.e. character, activity, safety, appearance)
- **Other Special Requirements** (i.e. wheelchair access)
- **Utility Costs** (i.e. electricity, gas, water, trash and who provides the range and refrigerator)
- **Security Deposit** (NOTE: For an unfurnished unit the Security Deposit must not exceed more than two times the monthly rent.)

#### **STEP 2: Conducting Your Search and Factors to Consider**

- **Housing Authority list of Available Units (updated on the 1<sup>st</sup> and 15<sup>th</sup> of each month) and is also available at [www.haclb.org](http://www.haclb.org).** You may come into the office with a copy of your voucher and pick up a list but remember that these units have not been inspected or approved. This should NOT be your only source for locating a unit.
- **Word of Mouth**-Ask family, friends, co-workers about available units.
- **Physical Search**-Driving or walking in areas that you are interested in to look for vacancy signs.
- **Newspapers**-Daily and weekly community newspapers, as well as the Pennysaver publication often lists units available for rent.
- **Property Management Companies**-Many landlords hire property management companies to handle their rental properties. These companies have a list of available units at their location and some also have websites offering listings.
- **Community Centers**-Churches, community centers, etc. may have postings of units for rent.
- **Internet Resources**-If you do not have Internet access at home, you may access it from your local library or through friends or family.



### STEP 3: Meeting the Landlord

The nicer the unit the more applications the landlord will have from which to select a new tenant. If you want a nice you must show that you are the top candidate for it.

#### By Telephone-

- Always introduce yourself and state the reason that you are calling (to inquire about the rental unit).
- Ask what the monthly rental amount will be (it may be different than the advertised rate).
- Ask for an appointment to see the unit as soon as possible. If you are unable to keep the appointment, notify the landlord immediately and reschedule.
- Always be positive. The landlord may rent to someone else but they may have other units available.
- If you feel comfortable, explain that you are participating in the Section 8 Voucher Subsidy Program. You may wish to discuss this in person.

#### In Person-

- **Be professional:** Dress as if you are going for a job interview. If possible, leave children, friends and pets at home. Remember, first impressions are lasting impressions.
- **Be on time:** It is better to be 10 minutes early than 1 minute late.
- **Ask questions:** Ask about anything you need to know about schools, neighbors, transportation or the unit.
- **Come prepared:** You may be asked to complete a rental application. Prepare a list beforehand of information such as previous addresses, names and phone numbers of previous landlords, and employment so that you can complete the application accurately.
- **Items to bring:** Be sure to have with you your picture ID, Housing Authority paperwork for the landlord to complete, money to pay for a credit check and if possible, references from current and previous landlords.

### STEP 4: Completing the Rental Application

- Complete the application accurately and honestly.
- Also, neatness is important.

### STEP 5: Screening/Credit Review



The most important consideration for a landlord who is renting a unit is whether you will be able to pay the rent and how good a tenant you will be. A landlord's first step in selecting a tenant is screening. All landlords are permitted to screen tenants, as long as it relates to pay their rent and comply with the lease and house rules.

To determine credibility and ability to pay rent, the landlord will check your credit history. Know your credit history before you meet with the landlord. If you have problems with your credit, make sure you can explain them and be ready to point out any progress that you have made to clean up your past problems. California Law states that a landlord may charge an application screening fee not exceeding \$33 per adult to cover their actual out-of-pocket screening costs.

#### **STEP 6: Introducing Section 8 Voucher Subsidy Program**

After you met the landlord, seen the apartment and you determined that you like it, make sure to tell the landlord that you will be having assistance paying your rent through the Section 8 Program.

Explain to the landlord that you only pay about 30-40% of your income towards the rent and the Housing Authority pays the balance of the rent. You may want to make copies of the Section 8 Owner Information sheet in your Briefing packet. This may help you to convince the landlord or manager that the Section 8 Program works well when the tenant is reliable. It is up to you to convince the landlord or manager that you are reliable.

#### **STEP 7: Are you selected?**

*If you are selected...*

If you are selected, please have the landlord or property manager of the unit, along with your family, complete the forms in the Owner Packet and return them immediately to the Housing Authority. The Housing Authority prior to the tenant taking possession and moving into the unit must schedule an inspection. The unit is ready for inspection when the unit is vacant, all repairs are completed and all utilities are on. If the landlord is providing the stove and/or refrigerator, it must be present in the unit at the time of the inspection. If the tenant is providing the stove and/or refrigerator it does NOT have to be in the unit at the time of the inspection. An inconclusive inspection form will be left with the person present at the inspection to be completed when the stove and refrigerator is placed in the unit. This form must be returned to the Housing Authority prior to a contract for the unit being prepared. After a unit passes inspection, the contract rent must be determined through a rent reasonable process. The Housing Authority negotiates the fair rent amount with the landlord. You will need to confirm with Housing Specialist when it is acceptable to move into the unit. The Lease, Lease Addendum and Contract will then be prepared and



521 E. 4th Street  
Long Beach, CA 90802  
Tel 562 570-6985  
Fax 562 499-1052  
[www.haclb.org](http://www.haclb.org)

sent to the landlord for signature of the family members and landlord. The signed Contract must be returned to the Housing Authority before payments can begin. Remember, your portion of the rent should be paid directly to the landlord as the Housing Authority's portion will be also be sent directly to the landlord.

*If you are not selected...*

It may be helpful to find out the reason that you were not selected. If you are told that you do not have enough income, make sure they understand that the housing subsidy should be taken into consideration. If the landlord tells you that you were not selected because of your credit history, you can request a free copy of your credit report from the credit-reporting agency that reports your credit. This will help you to find out the problem and determine a long-term strategy to repair it.

If you have bad references, it is more difficult to find a landlord willing to rent to you. The best way to take care of this problem is to keep your unit in good condition and always pay your rent on time.