

PREPARING FOR YOUR ANNUAL INSPECTION

* Most Common Fail Conditions *

- You or someone 18 or older must be home for your annual HQS Inspection.
- Non-Functional smoke detectors.
- Missing or cracked electric outlet cover plates.
- Railings not present where required.
- Peeling exterior and interior paint.
- Tripping hazards caused by permanently installed floor coverings (carpet/vinyl).
- Cracked or broken window panes.
- Inoperable bathroom fan/no ventilation.
- Leaking faucets or plumbing.
- No temperature/pressure relief valves on water heaters.
- You must ensure power, gas and water are sustained and maintained in your unit at all times, or your housing assistance will be terminated. If utilities are off, you will only have 24 hours to get them back on to prevent termination of your Housing Choice Voucher.
- If the landlord is responsible, they will have 24 hours to restore services. If they fail to comply, we will cancel their contract.
- Notify your landlord/manager in writing when items need repair and notify your Occupancy Specialist, if repairs are not made in a timely manner.



WARNING

- If **YOU** are receiving TANF, and lose assistance due to fraud or failure to comply with economic sufficiency programs, SNRHA will not decrease your portion of rent. SNRHA will verify the reason.
- **Side Payment:** It is illegal for you to make side payments to the owner for rent above the amount approved by SNRHA. Violations will lead to termination of your housing assistance.
- Submitting false information will be cause for termination of your housing assistance.
- We **DO NOT** tolerate any threatening or verbally abusive behavior towards any SNRHA staffs. This behavior will result in your housing assistance being terminated.

HEARINGS

SNRHA provides all participants who are terminated with the right to a hearing. It is your responsibility to request a informal hearing in writing, within 10 calendar days from the date of your termination notice.



*Southern Nevada Regional Housing Authority
P.O. Box 1897
Las Vegas, NV 89125
(702) 922-6900 TTY (702) 387-1898
Fax (702) 922-6929*

Southern Nevada Regional Housing Authority will not discriminate because of race, color, religion, age, nationality, origin, disability, familial status or sexual orientation.

Our agency provides reasonable accommodations to elderly or disabled applicants and participants to ensure programs and services are accessible. If you need a reasonable accommodation, please submit your request in writing to: SNRHA at P.O. Box 1897, Las Vegas, NV 89125, Attn: ADA/504 Officer. SNRHA provides free translation and interpretation services for its clients.

Si usted no puede leer este documento por favor pida la asistencia de nuestro personal bilingue. La Autoridad de Vivienda del La Region del Sur de Nevada proporciona servicios de traduccion para participantes y clientes. Si usted necesita esta forma en Espanol, porque no lee ingles o requiere que esta communication sea interpretada o traducida por favor llame inmediatamente a nuestra oficina (702) 922-6906 para una interpresacion a traduccion gratuita.



**SNRHA'S
HOUSING CHOICE
VOUCHER
"HELPFUL HINTS
TO KEEP YOUR
HOUSING CHOICE VOUCHER"**



SNRHA MANAGEMENT

SNRHA developed this “Helpful Hints Brochure” as a tool to assist you in being a successful Housing Choice Voucher participant.

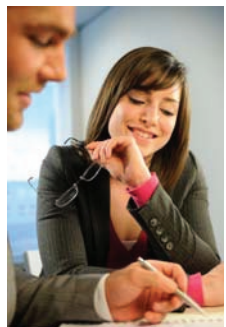
At each annual recertification, you will be provided with a new copy and required to sign an acknowledgment of receipt.

It is our goal to provide every participant with all the information required to ensure you do not lose your Housing Choice Voucher.

Please contact your Case Manager with any questions or concerns **prior** to a small problem leading to termination.

This brochure is not inclusive of “all” reasons for terminations. The most common reasons are in bullets.

We sincerely hope this continued educational tool will assist you.



When everyone plays by the rules, we can help more families in need of rental subsidy assistance!



REQUIREMENTS

- You **must** report **ALL** changes in writing within 10 calendar days, such as employment, welfare, Social Security, adding or deleting people from the household, etc.
- You must receive written approval prior to allowing anyone to move into your unit, and you are required to notify SNRHA of birth, marriage, adoption, court awarded custody, and etc. in writing. All members must have a valid Social Security Card to be added.
- You **must** have zero income when you certified on our zero income form. If you sign a zero income form and staff finds out that you had income, your housing assistance will be terminated. You will be required to attend a recertification appointment every 180 days. If someone gives you money, for example, to pay utilities bills or if they pay the bills for you, you must report it as income immediately!
- If you have a repayment agreement, you **must** pay your monthly payments on time each month until the balance is paid in full. Payments not received by the 10th of each month, shall result in the full balance due within 14 calendar days of default notice or your housing assistance will be terminated.
- You **must** pay any and all debts owed to any Housing Authority.
- Failure to sign the required consent forms will lead to termination.
- You must pay your portion of rent to the landlord/manager when due.
- You **must** attend your annual recertification appointment or call to reschedule **prior** to the scheduled date, unless hospitalized, out of town or due to jury sequester. Failure to attend the 2nd appointment will result in termination of your housing assistance.
- If you are evicted for cause, you will be terminated from the Housing Choice Voucher Program.

MOVING OR ABSENCE FROM THE UNIT

- You **must** notify your Case Manager at least 30 days in writing **prior** to moving out of your unit.
- You **must** notify SNRHA immediately if you receive a foreclosure notice.
- You cannot move **“prior”** to giving written notice to your landlord **AND** getting our approval, even for the same complex! This means your occupancy specialist must give you written approval by issuing a Housing Choice Voucher.
- You cannot be absent from your unit for more than 30 days without SNRHA’s prior written approval, and never more than 180 days. Violations will lead to termination of your housing assistance.



VISITORS

- Visitors: You cannot have visitors for more than 30 consecutive days or 60 days in a 12 month period without SNRHA and your landlord/manager’s written approval.
- Family members or guests may not participate in any drug related or criminal activities which would be grounds for termination of your housing assistance.



Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C.1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government’s financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers of all household members is mandatory, and not providing the Social Security Numbers will affect your eligibility unless you are a non-citizen. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

Si no entiende este folleto por favor llame a nuestra oficina para ayuda bilingue.