

portion of the rent or keep your utilities on in the unit will result in loss of your assistance.

HOW LONG DO I HAVE TO REMAIN IN THE UNIT?

You must sign a one-year lease, so look for a unit that you will be happy in. Check with utility companies to see if you can afford the utilities on the unit. Check the neighborhood and schools for your children.

WHAT IF I WANT TO MOVE?

Remember, this is a one-year lease, you must remain in the unit for one-year. If you move before the end of the year, without the Housing Authorities approval and your landlord, you will lose your assistance for a period of two years. Three months before the anniversary date of your contract, we will contact you to renew your assistance. If at that time you have decided to move, you need to call our office. You will be instructed to give a written notice at least 30-days before the renewal date of the contract to our office and your landlord. You will be issued a Voucher and "Request for Tenancy Approval" packet. Then you will need to find another unit that will work for what you qualify for.

WHAT IF I WANT TO MOVE OUT OF STATE OR TO ANOTHER TOWN?

If you have complied with all the requirements, you should be eligible to "PORT". Portability means that you can take your assistance anywhere that has a Housing Choice Voucher Program. You will need to let us know when you give your written notice to move. You must tell us where you wish to move. Papers will be

sent to the Housing Authority there and they will assist you without going on a waiting list.

IF I HAVE CHANGES DURING THE TERM OF MY CONTRACT, WHAT MUST I DO?

First, all changes must be reported in writing within 10-days of the occurrence. If you get a job, lose a job, change jobs, add another person to your household, such as a birth, lose a person, such as divorce; all changes MUST be reported. Your assistance will be adjusted based on the changes in the household. Failure to report changes can cause you to lose your assistance, repay money and not be eligible for assistance for two years. IT IS VERY IMPORTANT THAT YOU RETURN ALL INFORMATION BY THE DEADLINE!

WHAT IF MY UNIT NEEDS REPAIRS?

Contact your landlord, make a note on the calendar when you called. Give the landlord time to make the necessary repairs. If the repair is an emergency, such as a gas leak, the repair must be made in 24 hours. If not, it must be made in a reasonable amount of time. If the landlord does not make the repair, contact our office. We will request the repairs be made.

OK, I HAVE A UNIT, I KNOW MY RENT PAYMENT, WHAT NEXT?

Remember, this is your home. Keep it clean, keep your rent and utilities paid. Be a good neighbor and a good tenant.

**Northwest Regional
Housing Authority**
114 Sisco Avenue
P O Box 2568
Harrison, Arkansas
870-741-5522

Housing Choice Voucher Program



Serving the counties of Baxter, Boone,
Carroll, Madison, Marion, Newton and
Searcy



Equal Opportunity
Housing

The Northwest Regional Housing Authority helps very-low income families pay a portion of their rent and utilities. Payments are based on the family's income, amount of the rent and what utilities are not provided with the rent.

HOW DO I QUALIFY?

To see if you are income eligible, you may call or come by our office. We will need to know the number of persons in your household and which county you wish to live in. You will need to compare this income limit to your gross income (income before taxes).

HOW DO I APPLY?

Applications can be obtained at our office, at most Department of Human Service offices or mailed to you by calling our office. You may return the completed application to our office either in person or by mail. The application will be checked and then entered on the waiting list by the date and time it is received.

HOW LONG MUST I WAIT FOR ASSISTANCE?

The length of time you will be on the waiting list varies during the year depending on the number of persons already on assistance. When the vouchers are all in use, the wait gets longer. Be sure to contact our office in writing to tell us of any changes, especially a change of address.

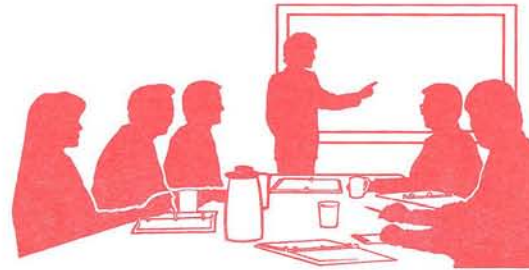
WHAT HAPPENS NEXT?

When we have an opening in the program, we will send letters to the first families on the waiting list who are at or below 30% of median income or extremely low income. After all of these applicants are assisted,

the applicants above 30% of median income or low income will be assisted next. If you receive a letter, you must call or come by our office to make an appointment for a briefing.

WHAT IS A BRIEFING?

You and several other families will be told about the Housing Choice Voucher Program. You will be told what to look for, what we expect from you, what you should expect from your landlord and what your landlord expects from you. You may ask questions and receive answers regarding the program benefits.



After the group briefing, you will talk to the Intake Clerk regarding your personal circumstance. She will give you information on your case including income information and allowances. You will need to bring income information, including bank statements and social security cards for all family members. If we have all income and asset verifications, you will be issued a voucher. You will have 60-days to find a unit.

HOW DO I FIND A UNIT?

You will be instructed on the amount of rent to look for and what to check to be sure the unit will pass inspection. When you find a unit in your price range, you and the

potential landlord will complete a "Request for Tenancy Approval" packet. This will be given to you when you are issued a Voucher. Remember, if you find a unit that is too expensive, your request may be denied. You may find a house, trailer, or an apartment!



INSPECTION?

All units must be inspected for Housing Quality Standards. You will be given a list of items to look for in a unit. No rental assistance payments can be made on a unit that does not pass inspection. Inspections are scheduled as soon as possible after receiving the "Request for Tenancy Approval" packet back in our office.

WHAT HAPPENS AFTER THE INSPECTION?

A rental assistance contract will be sent to your landlord along with a list of repairs if there are any. Units that do not pass must be re-inspected within 2 weeks. After the papers are returned by the landlord, the contract will be processed and rental assistance payments will be made. Units must pass and all papers signed before the 15th of a month in order to pro-rate assistance for that month, otherwise the contract will start on the 1st of the following month. In no case will our office pay back rent.

WHAT EXPENSES WILL I BE RESPONSIBLE FOR?

You will be responsible for security or cleanup deposits, utility deposits and your portion of the rent each month. Failure to pay your