



Address: 603 Polk Street South Bldg A., Tacoma, WA 98444
Ph.: 253-620-5400 Fax: 253-620-5455 TTY: 253-620-5499
www.pchawa.org

NEW ADMISSION BRIEFING CHECKLIST

(left side of folder)

- VOUCHER – VALID FOR 120 DAYS
- ESTIMATED HOUSING ASSISTED PAYMENT RENT SHEET
- REQUEST FOR TENANCY APPROVAL

(right side of folder)

- TRANSLATION INTERPRETATION SERVICES INFORMATION
- GENERAL ADMITTANCE PROCEDURES
- VOUCHER TERM, EXTENSION & SUSPENSIONS
- SUBSIDY STANDARDS AND VOUCHER ISSUANCE
- FAMILY OBLIGATIONS
- INFORMATION FOR THE PROSPECTIVE LANDLORD
- HOUSING DISCRIMINATION BOOKLET
- INCOME DISCRIMINATION PACKET
- LANDLORD MITIGATION FLYER
- PCHA PAYMENT STANDARDS
- UTILITY ALLOWANCE SHEETS
- HOW YOUR RENT IS DETERMINED FACT SHEET
- SECTION 8 REFERRAL LIST
- TENANT CERTIFICATION: RENTAL UNIT CHOICE
- PCHA JURISDICTION NOTIFICATION
- NEIGHBORHOOD STATISTICS INFORMATION SHEET
- PORTABILITY INFORMATION SHEET
- A GOOD PLACE TO LIVE BOOKLET
- PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME
- TENANCY ADDENDUM
- COMMUNITY RESOURCE LIST
- APPLYING FOR HUD HOUSING ASSISTANCE?
- WHAT YOU SHOULD KNOW ABOUT EIV
- DEBTS OWED TO PUBLIC HOUSING AGENCIES
- TERMINATION OF ASSISTANCE AND TENANCY
- INFORMAL REVIEWS AND HEARINGS
- GRIEVANCE PROCEDURES
- FAMILY SELF-SUFFICIENCY PROGRAM W/ HOMEOWNERSHIP OPTION
- VAWA
- RENTERS READINESS FLYER

I, _____, certify that the information checked above was provided to me by my Housing Specialist at my scheduled briefing appointment.

I also certify that I understand the forms and its contents that were explained to me by my housing specialist.

I also certify that I was given an opportunity to ask any questions I may have regarding the information in the briefing packet I was provided.

Head of Household signature

Date

Translation Services Available: If you need an interpreter or translator, please indicate your language and we will provide an interpreter/translator for you at your request.

Если вам нужен переводчик или переводчик, пожалуйста, укажите ваш язык и мы предоставим Вам переводчика для вас по вашему желанию.

Nếu bạn cần một thông dịch viên hoặc dịch giả, xin vui lòng cho biết ngôn ngữ của bạn và chúng tôi sẽ cung cấp một thông dịch/phiên dịch cho bạn theo yêu cầu của bạn.

Si usted necesita un intérprete o traductor, por favor, indique su idioma y proporcionaremos un intérprete y traductora para conforme a su petición.

해석자 또는 통역을 필요로 하는 경우 귀하의 언어를 표시하시기 바랍니다 귀하의 요청에 당신을 위해 통역/번역을 제공하겠습니다.



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GENERAL ADMITTANCE PROCEDURES

1. Briefing appointment in PCHA's Office (or designated locations)

- a. Explanation of program.
- b. Responsibilities of applicant.
- c. Forms signed by tenant.
- d. Explanation of maximum rental amounts that may be approved by the Housing Authority and estimated maximum housing assistance.

2. Request for Tenant Approval must be completed by the landlord and signed by both parties. Request must be returned to PCHA (section 8) as soon as possible but prior to expiration of voucher. The expiration date is also listed on your RFTA in the upper left hand corner.

3. Unit Inspection

- a. The Request for Tenancy Approval is first review for completeness and to ensure the rent does not exceed the allowable maximum rent amount.
- b. Inspection of unit may take anywhere from 10-15 working days.
- c. If unit does not pass, the owner will be notified of deficiencies and ask to notify the inspector for re-inspection as soon as corrections are made. NOTE: assistance cannot commence until the date the unit passes inspection, or the date the tenant takes possession of the unit, whichever date comes later.

4. If unit "PASSES" the inspection

- a. Inspector completes rent reasonableness assessment (approximately 2 business days)
- b. Landlord must supply the Housing Authority a copy of an executed lease to begin the move in process.
- c. Once the lease is received the Housing Specialist will complete full calculations determined how much the tenant pays and how much the Housing Authority will pay (approximately 3 working days)

5. HAP Contracts & Tenancy Addendum

Housing Specialist prepares the contracts, pro-rate with lease addendum and first month's rental information. These are mailed to the Landlord to be signed and returned to the office within 60 days from the start date of the HAP contract. Once signed contracts and leases are returned to the office the file will be routed to the Housing Coordinators (finance department) to approve the housing assistance payments.

6. Housing Assistance Payments

File is routed to the finance department. The Finance Department will process the payment to the Landlord via direct deposit. The tenant's portion is to be paid directly to the Landlord. Payments will be processed based off a schedule pre-determined by the Finance Department.

If the tenant has a utility reimbursement (UAP), the same procedure (line 6) will be processed for the tenant. The Housing Authority does not pay utility bills for the tenant; the tenant received the utility allowance payment (UAP) check from PCHA and then must in turn pay the utility company.

*****NOTE: Because of the procedures above the landlord's first check from the Housing Authority takes time. However after the initial procedures have been completed, the future checks to the landlord will go out on or around the first week of each month and should not experience the lengthy delay. Failure to return items promptly, such as the initial lease and signed HAP contracts may further delay the processing of payment.*****

5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

PHA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

PHA Policy

Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list.

5-II.E. VOUCHER TERM AND EXTENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The initial voucher term will be **120** calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the **120** day period unless the PHA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b)]

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number

of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

PHA Policy

The PHA will automatically approve one 30-day extension upon written request from the family

The PHA will approve extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

It is necessary due to reasons beyond the family's control, as determined by the PHA.

Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special requirements make finding a unit difficult

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

Expiration of Voucher Term

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program. If the family still wishes to receive assistance, the PHA may require that the family reapply, or may place the family on the waiting list with a new application date but without requiring reapplication. Such a family does not become ineligible for the program on the grounds that it was unable to locate a unit before the voucher expired [HCV GB p. 8-13].

PHA Policy

If an applicant family's voucher term or extension expires before the family has submitted a Request for Tenancy Approval (RTA), the PHA will require the family to reapply for assistance. If an RTA that was submitted prior to the expiration date of the voucher is subsequently disapproved by the PHA (after the voucher term has expired), the family will be required to reapply for assistance.

Within 10 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher term has expired and that the family must reapply in order to be placed on the waiting list.

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA also must establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of that term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away (six months or less) from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;
- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses, and children under age 7) will be allocated separate bedrooms.

Unmarried adults of the opposite sex will be provided separate bedrooms unless they declare themselves as having a relationship.

Space will not be provided for a child away at school that stays with the family during vacations.

Space will not be provided for a family member who will be absent most except for a spouse who is away for employment purposes or in the military.

Live-in aides will be allocated a separate bedroom. Bedrooms will not be provided for families of live in aides.

Single person families will be allocated one bedroom.

An additional bedroom may be provided for medical apparatus upon certification that the medical apparatus is necessary. The PHA will make the final determination of the additional bedroom based upon the volume, size and type of equipment needed. The definition of medical apparatus does not include items generally used for “hobbies”.

The PHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-4
2 Bedrooms	2-6
3 Bedrooms	3-8
4 Bedrooms	4-10
5 Bedrooms	6-12

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)].

Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member’s disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

PHA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family’s continued need for an additional bedroom due to special medical equipment must be re-verified at annual reexamination.

The PHA will notify the family of its determination within 10 business days of receiving the family’s request. If a participant family’s request is denied, the notice will inform the family of their right to request an informal hearing.

FAMILY OBLIGATIONS

THE FAMILY MUST:

1. All information supplied by the family must be true and complete.

The family is responsible for ensuring all information provided is true and complete. (If the family intentionally, willingly and knowingly fails to provide complete and accurate information, or is involved in an illegal scheme, the Housing Authority will terminate assistance.)

2. Each adult family member must sign HUD form 9886 and any other consent forms necessary to collect relevant information to determine eligibility and levels of assistance. The family must supply any information that the Housing Authority or HUD determines is necessary including evidence of citizenship, eligible immigration status, and all information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
3. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
4. Supply any information requested by the Housing Authority to verify that the family is living in the unit or information related to any family member's absence from the unit. The family must certify that a family member is absent from the unit, and provide sufficient evidence regarding the absent member's place of residence.

If a family member has been denied admission or terminated from the program for criminal activity, the family must certify that the individual will not be permitted in the unit as a guest or visitor, and must provide sufficient evidence regarding the denied member's current residence.

5. Promptly notify the Housing Authority in writing when the family or any family member is away from the unit for an extended period of time (30 days). Absences from the dwelling unit for vacations will be limited to 30 days in any twelve-month period. The family must notify the Housing Authority in writing within ten (10) days if any family member no longer resides in the unit. The family must certify that the individual no longer resides in the unit and must provide evidence relating to the family member's absence from the unit.

Promptly notify the Housing Authority (within 10 days) when a child leaves home to attend college. Absence from the dwelling unit due to incarceration must be reported within ten days (10 days). Absence from the dwelling unit due to hospitalization or rehabilitation will be limited to a period of 90 days in a twelve month period, and extension may be granted for an additional 90 days. The family may not be absent from the unit for a period of more than one hundred eighty days for any reason.

If a family member is absent for longer than the maximum period, the subsidy will be adjusted to reflect the actual number of persons in the home. If the head of household is absent for longer than the maximum period, the Housing Assistance Payments will cease and the term of the HAP contract and lease will terminate.

6. Report in writing within ten (10) days, any increases in income or assets for any member of the household. The Housing Authority will adjust the Housing Assistance Payment on the 1st of the month following a 30 day notification provided the participant notified the Housing Authority within the ten day reporting period. If the family failed to notify the Housing Authority promptly, the increase will be applied retroactively. If the family fails to return all needed documents within 10 days, the increase will be applied retroactively.

If the family reports a decrease in income that would result in a reduction of tenant rent, the Housing Authority will process the adjustment, unless it is determined that the decrease will be effective for 30 days or less. The adjustment will be processed for the last of the month following the reported change, provided the change is reported by the 25th of the month. If the decrease is reported between the 26th and the end of the month, the change will be effective on the first of the second month following the reported change.

7. Families that have declared zero household income must complete a budget analysis and explain how they are meeting their living expenses. This must be completed every three months.

8. Allow the Housing Authority to inspect the unit at reasonable times and after reasonable notice (48- hour minimum).

9. Notify the Housing Authority and the owner in writing before moving out of the unit or terminating the lease. The family must not change units without Housing Authority permission.

10. Use the assisted unit for residence by the family. The unit must be the family's only residence. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to the primary use of the unit for residence by members of the family, and approved by the landlord.

11. Promptly notify the Housing Authority in writing within ten days (10 days) of any changes affecting family composition through death, divorce, marriage, birth, adoption, or court awarded custody.

12. Request Housing Authority approval to add a live-in aide.

13. Give the Housing Authority a copy of all compliance or eviction notices received from the landlord.

14. Pay all utility bills and provide and maintain appliances that the owner is not required to provide under the lease.

15. The family must correct any family caused HQS violations, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest. If the family caused damage is life threatening, the family must correct the defect within twenty-four (24) hours. For other family caused HQS violations, the family must correct the defect

within 30 days.

16. Request Housing Authority approval prior to adding any family member as an occupant of the unit. New family members may not reside in the unit until the member has been approved by the Housing Authority and the landlord.

Guests who stay in the unit for more than the length stipulated in the lease will be considered an unauthorized occupant, and the family will be considered to have violated the family obligations. If the lease contains no language regarding guests then the limit is 14 consecutive days or 30 days in a 12-month period.

Receipt of mail at the assisted address will be considered proof of an unauthorized occupant.

A valid driver's license registered at the assisted address will be considered proof of an unauthorized occupant.

If a family member has been denied admission for criminal activity the family must certify that the family member will not be permitted to visit or stay in the unit as a guest, and must provide adequate evidence to show that the individual resides elsewhere.

Family members who are full time students residing away from home may visit for ninety days (90) without being considered an unauthorized occupant.

When a parent has a joint custody arrangement, children in the household for 183 days or less will not be considered unauthorized occupants.

The Housing Authority will immediately adjust the Housing Assistance payments for changes in household composition.

The family will not be provided with a larger bedroom subsidy for additions of family members except those additions caused by birth, marriage, adoption, or court awarded custody.

THE FAMILY MUST NOT:

1. 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)
2. Commit any serious or repeated violations of the lease.

Serious or repeated violations will include, but not be limited to: Non-payment of rent

Disturbance of neighbors

Living or housekeeping habits that cause damage to the unit or premises

Destruction of property

Standards for wear and tear/Serious violations:

Destroyed walls-large holes, mold due to tenant neglect; excessive grease, graffiti

Destroyed floors-serious carpet stains that cannot be removed with a good cleaning (bleach, dye, paint, burns, red stains etc.), torn tile or vinyl, stained wood floors (holes, punctures, burns etc.)

Broken light fixtures
Broken doors or doorjambs (holes, large gouges etc.)
Broken windows
Overly dirty or broken appliances
Excessive garbage or trash which could cause infestation (can't be picked up by a reasonable person within two hours)
Turned off utilities for which the family is responsible
Broken bathroom fixtures (removed or broken tank covers, faucets, shower doors etc.)
Holes or stains in ceiling
Flea infestation from pets
Burnt countertops
Neglected landscape (when the family is responsible for yard upkeep)
General abuse and/or neglect of unit
Any other failures of health and safety standards
(This list is to provide an example, and is not intended to be all-inclusive)

3. The family must not engage in any felony criminal activity.
4. Family members must not be registered sex offenders under any State sex offender registration program.
5. Family members must not be fleeing to avoid prosecution, custody or confinement after conviction for a crime or an attempt to commit a crime. Family members must not violate a condition of probation or parole.
6. The family must not commit fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.
7. The family must not engage in criminal activity, drug use, possession of drug paraphernalia (as identified in RCW 69.50.102) or alcohol use that threatens the health or safety of property owners, PHA employees or persons performing contract service.
8. Sublease or let the unit or assign the lease or transfer the unit. Sublease includes the receipt of any money for any household expenses from an individual who is not listed as a family member (including live-in aides, their families, or foster children or adults)
9. Receive housing choice voucher assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the Housing Authority has determined that approving the rental of the unit would provide a reasonable accommodation for a family member who is a person with a disability.
10. Receive housing assistance through the housing choice voucher program or the LIPH program while receiving another subsidy for the same unit or a different unit under any state, local or federal program.
11. Engage in threatening, abusive, or violent behavior towards PHA personnel, contractors or landlords. Threatening, Abusive or violent behavior includes verbal as well as physical abuse

or violence. Use of racial epithets or other language, written or oral, that is customarily used to intimidate, may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

12. Breach the terms of a Debt Repayment Agreement with the PHA. The family must not have more than one active (unpaid) debt repayment agreement.

13. Owe money to any PHA in connections with the Housing Choice Voucher, Certificate, Mod-Rehab, or Public Housing programs.

In accordance with USC 18.1.47.1001, which states:

(a) Except as otherwise provided in this section whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the government of the United States, knowingly and willfully

- 1. Falsifies, conceals or covers up by any trick;
- 2. Makes any materially false, fictitious, or fraudulent statement or representation;
- 3. Makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry;

Shall be fined under this title or imprisoned not more than five years or both

I have been provided a copy of the PCHA Family Obligations.

I understand that housing assistance may be terminated if any family member violates the family obligations.

(Head of Household)

(Date)

(Other Adult 18 or older)

(Date)

(Other Adult 18 or older)

(Date)

(Other Adult 18 or older)

(Date)



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INFORMATION PACKET FOR OWNERS RENTING UNDER THE SECTION 8 TENANT BASED ASSISTANCE PROGRAM

DEAR OWNER:

THANK YOU FOR CONSIDERING RENTING TO OUR PROSPECTIVE SECTION 8 FAMILY.

PIERCE COUNTY HOUSING AUTHORITY APPRECIATES YOUR INTEREST IN ASSISTING LOW INCOME FAMILIES TO OBTAIN DECENT, SAFE, AND SANITARY RENTAL UNITS.

PIERCE COUNTY HOUSING AUTHORITY SCREENS NEW CLIENTS FOR CRIMINAL BACKGROUND ONLY.

WE RECOMMEND THAT YOU SCREEN POTENTIAL RENTERS FOR RENTAL HISTORIES SUCH AS PAYMENT OF RENT, EVICTIONS, HOUSEKEEPING HABITS AND DAMAGES TO PREVIOUS RENTAL UNITS.

THE SECTION 8 TENANT BASED ASSISTANCE PROGRAMS DO NOT PROVIDE FUNDS FOR SECURITY DEPOSITS, TENANTS PORTION OF RENT AND UTILITIES, NOR DO THEY PROVIDE FUNDS FOR SCREENING CLIENTS, COMPLIANCE NOTICES REGARDING LEASE ENFORCEMENT, TENANT DAMAGES AND TENANT EVICTIONS.

LANDLORD RESPONSIBILITIES REGARDING SECTION 8 CLIENTS MIRROR THE LANDLORD RESPONSIBILITIES FOR NON ASSISTED TENANTS.

FEDERAL LAW REQUIRES THAT YOU CANNOT CHARGE A SECTION 8 CLIENT MORE MONEY THAN THAT OF A REGULAR, NON ASSISTED TENANT.

FEDERAL LAW ALSO PROHIBITS THE COLLECTION OF SIDE PAYMENTS FOR RENT.

SECTION 8 RENTS ARE DETERMINED BY A RENT REASONABLENESS STUDY (COMPARING SIMILAR UNITS IN AN AREA) AND BY THE HUD PUBLISHED FAIR MARKET RENTS. A NEW TENANT IS RESTRICTED FROM PAYING MORE THAN 40% OF THEIR ADJUSTED INCOME FOR THEIR PORTION OF THE RENT.

PIERCE COUNTY HOUSING AUTHORITY POLICY REQUIRES THAT THE INITIAL TERM OF THE HAP CONTRACT BE FOR ONE YEAR, AND THAT RENEWALS AND ADDENDUMS BE IN ONE YEAR INCREMENTS.

WE HAVE ENCLOSED IN THIS PACKET PIERCE COUNTY HOUSING AUTHORITY POLICIES FOR OWNERS IN THE HOUSING CHOICE VOUCHER PROGRAM AND FOR HOUSING QUALITY STANDARDS. A SECTION 8 UNIT MUST PASS AN HQS INSPECTION PRIOR TO THE TENANT MOVING IN TO THE UNIT AND AT ALL TIMES THROUGHOUT THE TERMS OF THE HAP CONTRACT AND ANY ADDENDUMS.

CLIENTS AND LANDLORDS MAY REQUEST AN EMERGENCY INSPECTION OF THE UNIT AT ANY TIME.

IF THE TENANT DAMAGES HAVE CAUSED THE HQS FAIL ITEM, YOU MAY AFFECT THE REPAIRS AND CHARGE THE TENANT FOR THE DAMAGES.

WE ASK THAT YOU SEND US COPIES OF ALL NOTICES PROVIDED TO THE TENANT REGARDING NON-COMPLIANCE WITH PAYMENT OF RENT, DAMAGES, OR ANY OTHER LEASE VIOLATION.

IF A TENANT MOVES FROM YOUR UNIT OWING SIGNIFICANT DAMAGES, WE ASK THAT YOU NOTIFY US SO THAT WE CAN ENCOURAGE THE TENANT TO PAY THEIR BILL BY ENTERING INTO A DEBT REPAYMENT AGREEMENT WITH YOU AS A CONDITION OF BEING ALLOWED TO CONTINUE RECEIVING SECTION 8 HOUSING ASSISTANCE.

ENCLOSED IN THIS PACKET IS A COPY OF THE HOUSING ASSISTANCE PAYEMENT CONTRACT, TENANCY ADDENDUM (A REQUIRED ADDENDUM TO YOUR LEASE), INFORMATION ABOUT OWNER'S RESPONSIBILITIES UNDER THE CONTRACT AND INFORMATION ABOUT HOUSING QUALITY STANDARDS.

PLEASE DO NOT HESITATE TO CONTACT US IN THE EVENT YOU REQUIRE ADDITIONAL INFORMATION. YOU MAY CONTACT US BY TELEPHONE AT 253-620-5400 OR VISIT OUR WEBSITE AT PCHAWA.ORG.

YOU MAY LIST YOUR RENTAL UNITS FOR FREE ON OUR WEBSITE AT PCHAWA.ORG.

ONCE AGAIN, THANK YOU FOR YOUR INTEREST IN OUR PROGRAM. THE SUCCESS OF THIS PROGRAM IS DIRECTLY RELATED TO CARING AND COMPASSIONATE LANDLORDS LIKE YOU!

Are You a Victim of Housing Discrimination?

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development

WHERE TO MAIL YOUR FORM OR INQUIRE ABOUT YOUR CLAIM

**For Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and Vermont:
NEW ENGLAND OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8320 or 1-800-827-5005
Fax (617) 565-7313 • TTY (617) 565-5453
E-mail: Complaints_office_01@hud.gov

**For New Jersey and New York:
NEW YORK/NEW JERSEY OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 264-1290 or 1-800-496-4294
Fax (212) 264-9829 • TTY (212) 264-0927
E-mail: Complaints_office_02@hud.gov

**For Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, and West Virginia:
MID-ATLANTIC OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450
E-mail: Complaints_office_03@hud.gov

**For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-
sippi, North Carolina, South Carolina, and Tennessee:
SOUTHEAST/CARIBBEAN OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091
Fax (404) 331-1021 • TTY (404) 730-2654
E-mail: Complaints_office_04@hud.gov

**For Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin:
MIDWEST OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone (312) 353-7776 or 1-800-765-9372
Fax (312) 886-2837 • TTY (312) 353-7143
E-mail: Complaints_office_05@hud.gov

**For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:
SOUTHWEST OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
801 North Cherry, 27th Floor
Fort Worth, TX 76102
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876 or 5851 • TTY (817) 978-5595
E-mail: Complaints_office_06@hud.gov

**For Iowa, Kansas, Missouri and Nebraska:
GREAT PLAINS OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 • TTY (913) 551-6972
E-mail: Complaints_office_07@hud.gov

**For Colorado, Montana, North Dakota, South Dakota,
Utah, and Wyoming:
ROCKY MOUNTAINS OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • TTY (303) 672-5248
E-mail: Complaints_office_08@hud.gov

**For Arizona, California, Hawaii, and Nevada:
PACIFIC/HAWAII OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1300
Telephone (415) 489-6524 or 1-800-347-3739
Fax (415) 489-6558 • TTY (415) 436-6594
E-mail: Complaints_office_09@hud.gov

**For Alaska, Idaho, Oregon, and Washington:
NORTHWEST/ALASKA OFFICE**

Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 • TTY (206) 220-5185
E-mail: Complaints_office_10@hud.gov

***If after contacting the local office nearest you, you still have ques-
tions – you may contact HUD further at:***

U.S. Dept. of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone (202) 708-0836 or 1-800-669-9777
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: www.hud.gov

PLACE
POSTAGE
HERE

MAIL TO:

Public Reporting Burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Instructions: (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name

Your Address

City

State

Zip Code

Best time to call

Your Daytime Phone No

Evening Phone No

Who else can we call if we cannot reach you?

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

Contact's Name

Best Time to call

Daytime Phone No

Evening Phone No

1 What happened to you?

How were you discriminated against?

For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?

State briefly what happened.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

2 Why do you think you are a victim of housing discrimination?

Is it because of your:

· race · color · religion · sex · national origin · familial status (families with children under 18) · disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

3 Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name

Address

4 Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address

City

State

Zip Code

5 When did the last act of discrimination occur?

Enter the date

____ / ____ / ____

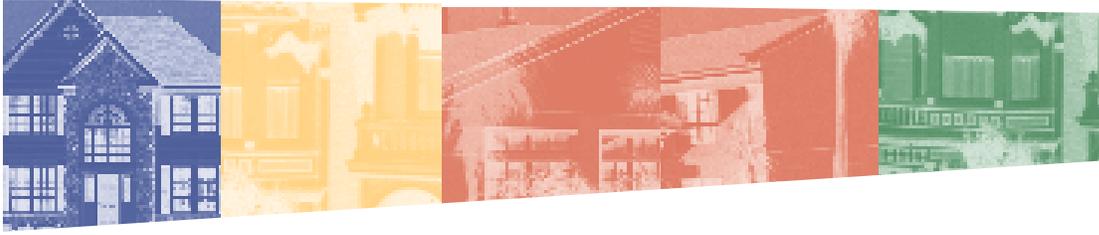
Is the alleged discrimination continuing or ongoing?

Yes No

Signature

Date

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.



It is Unlawful to Discriminate in Housing Based on These Factors...

- Race
- Color
- National origin
- Religion
- Sex
- Familial status (families with children under the age of 18, or who are expecting a child)
- Handicap (if you or someone close to you has a disability)

If You Believe Your Rights Have Been Violated...

- HUD or a State or local fair housing agency is ready to help you file a complaint.
- After your information is received, HUD or a State or local fair housing agency will contact you to discuss the concerns you raise.

Detach here. Fold and close with glue or tape (no staples)

Keep this information for your records.

Date you mailed your information to HUD:

____/____/____

Address to which you sent the information:

Office

Telephone

Street

City

State

Zip Code

If you have not heard from HUD or a State or local fair housing agency within three weeks from the date you mailed this form, you may call to inquire about the status of your complaint. See address and telephone listings on back page.

ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

“The American Dream of having a safe and decent place to call ‘home’ reflects our shared belief that in this nation, opportunity and success are within everyone’s reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability.”

Alphonso Jackson
Secretary

HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights

Tenants: New Legal Protection from Discrimination Based on Source of Income

Intro

A new state law effective September 30, 2018 makes it illegal for landlords in Washington state to discriminate against tenants and would-be tenants based on their source of income.

What does “source of income” mean?

It includes:

- Federal, state, and local public benefits, such as Social Security, Veteran’s benefits, retirement, Temporary Assistance to Needy Families (TANF) or Aged, Blind and Disabled (ABD)
- Rent subsidies from federal, state or local housing programs, such as the Section 8 voucher program, Share Aspire or Housing and Essential Needs (HEN)
- Short-term rental assistance, for example from organizations like Catholic Community Services or Lutheran Community Services

I am looking for a place to rent. How does the new law protect me?

A landlord cannot

- Refuse to rent to you because of the source of your income.
- Cannot charge you more rent than someone who does not get benefits.
- Tell you the unit is not available when it is.

- Advertise a property for rent only for tenants with certain types of income.

I am already renting a place. I just started getting public benefits. Does the new law protect me?

Yes. Your landlord cannot

- End your lease or evict you just because you now get benefits.
- Treat you differently than any tenant who does not get benefits, just because you are now getting benefits.

Does the new law apply to all landlords?

Starting September 30, 2018, it applies to all landlords as defined by the state [Residential Landlord Tenant Act \(RLTA\)](#). It does not apply in situations such as

- Farmworkers living in employer-provided housing
- People getting housing in exchange for work
- People living in hotels or motels

See [RCW 59.18.040](#) for the full list.

Can a landlord still turn down my application for other reasons?

Yes. The landlord can refuse to rent to you if all of these are true:

- The property must pass inspection for you to keep your rental assistance.
- It will cost more than \$1,500 to make sure the property will pass that inspection.
- The landlord cannot get the money to make the improvements.

❖ [Tenant Screening: Your Rights](#) has more about your rights when applying for a rental.

I have a section 8 voucher. I am applying for an apartment after September 30, 2018. The landlord requires me to have income two or three times more than the rent amount. Does the landlord count just my portion of the rent?

Yes. A landlord who uses the amount of your household income in deciding whether to rent to you can count only the portion of rent you are responsible for in determining if your income is enough.

Example: Jane applies for a unit renting for \$1,000/month. Jane's Section 8 Voucher will cover \$600 of the rent. The landlord requires all tenants to have a monthly income that is twice the rent amount. Before, Jane's income would have to be \$2,000 to qualify for the apartment. Under the new law, the landlord must subtract the voucher amount (\$600) from the total rent (\$1,000) before calculating if Jane's income is enough. In this case, Jane's portion of the rent is

\$400. So 2x Jane's portion of rent = \$800. Jane's monthly income only needs to be \$800 to qualify.

I think the landlord denied my rental application because of my income. What can I do?

You can take the landlord to court. If the judge agrees that the landlord illegally discriminated against you because of your source of income, you could win up to four and one-half times the amount of the monthly rent, plus costs and attorneys fees.

What else?

The law also offers help to landlords to recover costs for damages to the apartment. If you have a subsidy like Section 8, and your landlord claims you damaged the unit, your landlord may be able to get these damages, up to \$5,000, paid for by the state.

A landlord can only get money from this state fund (the "mitigation fund") for damages beyond normal wear and tear. **A landlord who gets money from this state fund cannot then go after you for reimbursement for those damages.**

A landlord can also use money from the mitigation fund to pay for initial repairs and any rent lost between the time when they agree to rent to you and when you actually move in. A landlord who uses the mitigation fund for these things is required to rent to you.

Can I get legal help?

If you are low-income, [you may apply online](#) or call 1-888-201-1014 to speak with a free lawyer or paralegal at CLEAR.

Where can I read the law?

Here:

<http://lawfilesexternal.leg.wa.gov/biennium/2017-18/Pdf/Bills/House%20Passed%20Legislature/2578-S2.PL.pdf#page=1>.

This publication provides general information concerning your rights and responsibilities. It is not intended as a substitute for specific legal advice.

This information is current as of October 2018.

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The Right Choice, The Right Solution

Landlord Mitigation Program



Program Overview – Landlord Mitigation Program

Washington State’s Landlord Mitigation Program was enacted on March 15th of 2018 to provide landlords with an incentive and added security to work with a Tenant that is receiving public rent assistance. The program offers up to \$1000 to the Landlord in paying for some potentially required move-in upgrades, up to fourteen days’ rent loss and up to \$5000 in qualifying damages caused by a tenant during tenancy.

Who can submit a claim?

Any landlord that has screened, approved and offered rental housing to any applicant that will be using any form of housing subsidy program is eligible, except properties operated by housing authorities.

How to qualify for the Landlord Mitigation Program– Be prepared

Commerce will approve and pay claims as quickly as possible. However, failing to provide proper documentation to satisfy the requirements below may cause claims to be denied. Please have the following documents prepared to scan and submit with a claim submission. We will not pursue documentation. If we do not receive all required documents and any other supporting evidence, the claim will be denied and will need to be resubmitted placing the claim at the bottom of the queue. Appeals for any other reason will only be permitted if a judgement for damages is obtained.

- 1) Obtain a Washington Statewide Vendor Identification number
- 2) An executed written Rental Agreement between the Landlord and the Tenant(s).
- 3) A Rental Assistance Agreement (or adequate proof of housing assistance).
- 4) A Rental Assistance Inspection Report from a subsidy program.
- 5) A completed Move-In Condition Report (this is not a Rental Assistance Inspection Report) signed and dated by both Landlord and Tenant(s).
- 6) A Tenant ledger showing any unpaid portion of rent and other charges being claimed and application of Security Deposit (if post-move out)
- 7) Notices to Tenant(s) related to unpaid charges.
- 8) Photos of damage and photos of the affected area following repairs.
- 9) All repair invoices for damages that are included in the claim.
- 10) Complete the entire online claim submission form.

OUR MISSION

Grow and improve jobs in Washington State by championing thriving communities, a prosperous economy, and suitable infrastructure.

PROGRAM CONTACT

Nicholas Yuva
Landlord Mitigation Administrator
Office of Supportive Housing
360.725-2949
LandlordFund@commerce.wa.gov

Additional Resources:

Please visit our website:
<http://commerce.wa.gov/landlordfund>

or review the Codified law:
RCW 43.31.605

Department of Commerce
1101 Plum Street SE, Olympia, WA 98504
<http://www.commerce.wa.gov/>



Pierce County Housing Authority

PAYMENT STANDARD Section 8 HCV/LIPH

EFFECTIVE: January 1, 2020 (all actions)

(100 % of HUD 2020 FINAL FMR's)

0 Bedroom	\$961.00
1 Bedroom	\$1075.00
2 Bedroom	\$1408.00
3 Bedroom	\$2031.00
4 Bedroom	\$2472.00
5 Bedroom	\$2843.00
6 Bedroom	\$3214.00
7 Bedroom	\$3584.00
8 Bedroom	\$3955.00

SRO- \$721.00

****SRO 75% of the 0 Bedroom payment standard****

LIPH Maximum Rent's

3 Bedrooms	\$1625 (same as the Flat Rents)
4 Bedrooms	\$1978 (same as the Flat Rents)

LIPH Flat Rent Base Amounts (Flat rents are the Flat Rent minus the UA for the specific unit; see spreadsheet)

3 Bedrooms	\$1625 (80% of the current FMR's)
4 Bedrooms	\$1978 (80% of the current FMR's)

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: Pierce County Housing Authority, WA		Unit Type: Apartment				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$18.00	\$21.00	\$25.00	\$28.00	\$31.00	\$34.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$12.00	\$14.00	\$19.00	\$24.00	\$29.00	\$33.00
d. Electric Heat Pump (avg)	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$20.00
e. Oil / Other						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$13.00	\$15.00	\$21.00	\$27.00	\$33.00	\$39.00
Air Conditioning (avg)	\$1.00	\$1.00	\$1.00	\$1.00	\$2.00	\$2.00
Water Heating						
a. Natural Gas	\$6.00	\$7.00	\$9.00	\$13.00	\$15.00	\$18.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$9.00	\$10.00	\$13.00	\$16.00	\$18.00	\$21.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
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
Other--specify: Monthly Charges						
Electric Charge \$20.49 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Natural Gas Charge \$12.70	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Actual Family Allowances				Utility or Service		per month cost
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				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: Pierce County Housing Authority, WA		Unit Type: Row House/Townhouse/Semi-Detached/Duplex				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$23.00	\$27.00	\$31.00	\$35.00	\$39.00	\$42.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$18.00	\$21.00	\$27.00	\$32.00	\$38.00	\$44.00
d. Electric Heat Pump (avg)	\$13.00	\$15.00	\$18.00	\$20.00	\$23.00	\$25.00
e. Oil / Other						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$16.00	\$19.00	\$27.00	\$34.00	\$41.00	\$49.00
Air Conditioning (avg)	\$1.00	\$1.00	\$1.00	\$2.00	\$2.00	\$3.00
Water Heating						
a. Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$20.00	\$23.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$11.00	\$13.00	\$16.00	\$19.00	\$23.00	\$26.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
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
Other--specify: Monthly Charges						
Electric Charge \$20.49 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Natural Gas Charge \$12.70	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			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: Pierce County Housing Authority, WA		Unit Type: Detached House/Mobile Home				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$25.00	\$31.00	\$35.00	\$40.00	\$44.00	\$49.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$28.00	\$33.00	\$38.00	\$43.00	\$49.00	\$54.00
d. Electric Heat Pump (avg)	\$15.00	\$18.00	\$21.00	\$24.00	\$26.00	\$29.00
e. Oil / Other						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$4.00	\$5.00	\$7.00	\$8.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$3.00	\$4.00	\$6.00	\$8.00	\$9.00	\$11.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$19.00	\$22.00	\$31.00	\$40.00	\$48.00	\$57.00
Air Conditioning (avg)	\$1.00	\$1.00	\$1.00	\$2.00	\$3.00	\$3.00
Water Heating						
a. Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$20.00	\$23.00
b. Bottle Gas/Propane						
c. Electric (avg)	\$11.00	\$13.00	\$16.00	\$19.00	\$23.00	\$26.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
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
Other--specify: Monthly Charges						
Electric Charge \$20.49 (avg)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Natural Gas Charge \$12.70	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Actual Family Allowances				Utility or Service		per month cost
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Other		\$
				Total		\$



PIERCE COUNTY HOUSING AUTHORITY, WA

Water, Sewer and Trash Collection Section 8 HCV Utility Allowances

All Building Types

		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Tacoma Public Utilities	Water	\$40.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00
City of Tacoma	Trash	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Pierce County Sewer	Sewer	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00	\$57.00
Parkland Light & Water	Water	\$47.00	\$47.00	\$50.00	\$54.00	\$57.00	\$61.00
LeMay Pierce County Refuse	Trash	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00
Murrey's Disposal Company	Trash	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00



	0 Bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5 bedroom
Average Water	44	44	48	52	56	61
Average Sewer	57	57	57	57	57	57
Average Trash	33	33	33	33	33	33

FACT SHEET

“How Your Rent Is Determined”

For Public Housing And Housing Choice Voucher Programs

Office of Public and Indian Housing

November, 2002

This Fact Sheet is a general guide to inform the Public Housing Agency (PHA) and HUD-assisted residents of the responsibilities and rights regarding income disclosure and verification. Since some of the requirements vary by program, residents should consult their PHA to determine the specific policies that apply.

Why Determining Income and Family Payment Correctly is Important

The Department of Housing and Urban Development's studies show that many resident families pay the incorrect amount of rent. The main causes of this problem are:

- under-reporting of income by resident families, and
- PHAs not granting exclusions and deductions to which resident families are entitled.

PHAs and residents all have a responsibility in ensuring that the correct family payment is paid. Paying the correct amount eliminates fraud, waste, and abuse.

PHAs' Responsibilities:

- Obtain accurate income information
- Verify residents' income
- Ensure that residents receive the exclusions and deductions to which they are entitled
- Accurately calculate family payment
- Recalculate family payment when changes in family composition and income are reported between annual recertifications (in accordance with PHA policy)
- In Public Housing, execute a lease with the tenant
- In the Housing Choice Voucher program, provide a copy of the required lease language
- Provide tenant a copy of PHA determination of income and family payment
- Provide information on PHA policies upon request
- Notify residents of any changes in requirements or practices for reporting income or determining family payment
- Terminate tenancy for grounds allowed by federal law

Residents' Responsibilities:

- Provide accurate information on family composition
- Report all income at admission and annually (or as required by PHA policy)
- Keep copies of papers, forms, and receipts which document income and expenses
- Report changes in family composition and income between annual recertifications (in accordance with Public Housing and Housing Choice Voucher PHA policy)
- Sign consent for income verification and criminal history checks
- Comply with lease and House Rules

What is Total Income?

A family's income before any taxes or other exclusions or deductions have been taken out of it.

What is Annual Income?

Total Income – Income Exclusions = Annual Income

What is Adjusted Income?

Annual Income – Allowable Income Deductions = Adjusted Income

Family Payment (Total Tenant Payment)

The amount of rent a family will pay is the highest of the following amounts:

- 30% of the family's monthly adjusted income;
- 10% of the family's monthly income;
- Welfare rent (in States where applicable); or
- Minimum Rent (\$0 - \$50 set by the PHA)

Annualization of Income

If it is not feasible to anticipate a level of income over a 12-month period (as in the case of seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a re-determination at the end of the shorter period.

What Counts as Annual Income for Calculation of Family Payment?

Annual income means all amounts, monetary or not, which:

- Go to, or on behalf of, the family head of household or spouse (even if temporarily absent) or to any other family member; or
- Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- Which are not specifically excluded.
- Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

Annual income includes, but is not limited to:

- The full amount, before any payroll deductions of wages and salaries, overtime pay, Commissions, fees, tips and bonuses, and other compensation for personal services;
- The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is

reimbursement of cash or assets invested in the operation by the family;

- Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in above section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount.
- Payments in place of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
- Welfare assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: (i) the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus (ii) the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities.
- Periodic and determinable allowances, such as Alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;
- All regular pay, special pay and allowances of a member of the Armed Forces.

Annual income does not include the following:

- Income from employment of children (including foster children) under the age of 18 years;
- Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses.
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- Income of a live-in aide, as defined in §5.403;
- The full amount of student financial assistance paid directly to the student or to the educational institution;
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- Amounts received under training programs funded by HUD:
- Amounts received by a person with a disability that are disregarded for a limited time purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
- Incremental earnings and benefits resulting to any family member from participation in quality State or local employment training

programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

- Temporary, nonrecurring or sporadic income (including gifts);
- Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- Adoption assistance payments in excess of \$480 per adopted child;
- Deferred periodic amounts from supplemental security benefits that are received in a lump sum amount or in prospective monthly amounts.
- Amounts received by the family in the form of refund or rebates under State or local law for property taxes paid on the dwelling unit;
- Amounts paid by a State agency to a family with a member who has a development disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions are set forth.

Other Income Exclusions**Federally Mandated Income Exclusions --****The following statutory exclusions apply to HUD-assisted and other government programs:**

- The value of the allotment provided under the Food Stamp Act of 1977.
- Payments to volunteers under the Domestic Volunteer Services Act of 1973
- Payments received under the Alaska Native Claims Settlement Act (cash including cash dividends on stock received from a Native Corporation and on bonds received from a Native

Corporation to the extent that it does not in the aggregate exceed \$2,000 per individual per year)

- Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes
- Income Home Energy Assistance Program
- Payments received under programs funded under the Job Training Partnership Act (Workforce Investment Act of 1998)
- Income derived from the disposition of funds to the Grand River Band of Ottawa Indians. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in trust or restricted lands
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 (including Federal Work Study program or Bureau of Indian Affairs (BIA) Student Assistance programs
- Payments received from programs funded under Title V of the Older Americans Act of 1985
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in Re Agent-product liability
- Payments received under the Maine Indian Claims Settlement Act of 1980
- The value of any child care provided or arranged under the Child Care and Development Block Grant Act of 1990
- Earned income tax credit (EITC) refund payments received on or after January 1, 1991
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation
- Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990
- Any allowance paid to a child suffering from spina bifida who is the child of a Vietnam veteran
- Any amount of crime victim compensation under the Victims of Crime Act

- Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998

Earned Income Disallowance for certain Public Housing Residents and Housing Choice Voucher Family members with Disabilities

Certain amounts will not be counted in determining a qualifying family's rent for a specific period of time. A qualifying family is one whose annual income increases as a result of:

- Employment of a family member who was unemployed for at least 12 months prior to employment;
- New or increased earnings during participation in an economic self-sufficiency or other job training program;
- New or increased earnings during or within 6 months after receiving Temporary Assistance to Needy Families (TANF).

During the first 12 months after a qualified family member starts working, 100 percent of the incremental increase of that family member's income is disallowed. The incremental increase is the amount of earned income that exceeds that family member's income prior to starting work.

In the second cumulative 12-month period after the date of first employment, 50 percent of the incremental increase in income is disallowed.

Total time of benefit is limited to a lifetime 48-month period.

NOTE: For Public Housing Only, PHAs may offer to establish Individual Saving Accounts (ISA) for eligible families in place of the earned income disallowance. If offered, the family makes the choice whether or not to participate.

What are deductions from Income?

Deductions are amounts that are subtracted from a family's Annual Income to produce Adjusted Income. There are two types of deductions: mandatory and permissive.

Mandatory Deductions:

- \$480 for each member of the family (excluding head of household or spouse) who is less than 18 years of age or who is a student or person with a disability
- \$400 for any elderly family or disabled family
- The sum of the following to the extent the sum exceeds 3% of annual family income:
 - Unreimbursed medical expenses of any elderly family or disabled family
 - Unreimbursed reasonable attendant care and auxiliary apparatus expenses for disabled family member(s) to allow family member(s) to work. This deduction may not exceed the income received.
- Any reasonable childcare expenses (children under 13 years old) necessary to enable a member of the family to be employed or to further his or her education.

Permissive Deductions (Public Housing Only):

PHAs may establish other deductions as they wish but should understand that HUD **does not** provide any additional operating subsidy and the PHA must establish a written policy for the deductions.

Other Provisions

Hardship Exceptions: PHAs must waive the minimum monthly rent requirement for any family unable to pay due to financial hardships as described in the PHA's written policies.

HUD has specified some circumstances that would constitute hardship which are:

- Switch from flat rent to income-based rent because of hardship.
- A family that is paying a flat rent may at any time request a switch to payment of income-based rent (before the next annual option to select the type of rent) if the family is unable to pay flat rent because of financial hardship. The PHA must adopt written policies for determining when payment of flat rent is a financial hardship for the family.
- If the PHA determines that the family is unable to pay the flat rent because of financial hardship, the PHA must immediately allow the requested switch to income-based rent. The

PHA shall make the determination within a reasonable time after the family request.

- The PHA's policies for determining when payment of a flat rent is a financial hardship must provide that financial hardship include the following situation.
- The family has experienced a decrease in income because of changed circumstances including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance;
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education, or similar items; and
- Such other situations determined by the PHA to be appropriate.

Maximum Initial Rent Burden (Housing Choice Voucher Only):

The family's share may not exceed 40% of the family's monthly adjusted income when the family initially moves into the unit or signs the first assisted lease for a unit. The maximum initial rent burden applies only when the gross rent for the unit selected exceeds the applicable payment standard.

Flat Rent (Public Housing Only): Annually at recertification families must be offered a choice of a flat rent or an income-based rent. If a family elects to pay a flat rent a PHA can (if desired) recertify family income as infrequent as every three (3) years instead of annually. Family composition must be recertified annually. Flat rent is based on the market rent charged for comparable units in the private unassisted rental market and will not increase or decrease as changes in income occur. A family can request a switch to an income-based rent at any time due to a financial hardship.

Welfare Sanctions: If the welfare agency reduces the welfare payment because of fraud of a family member in connection with the welfare program or non-compliance with economic self-sufficiency requirements, the PHA must still include the amount of the reduction in the Annual Income that is used to calculate total tenant payment.

Reference Materials

Legislation:

- United States Housing Act of 1937, 42 USC 1437, et seq. as amended

Regulations:

- General HUD Program Requirements; Waivers, 24 CFR Part 5
- Admissions to, and Occupancy of, Public Housing, 24 CFR Part 960
- Section 8 Tenant-Based Assistance: Housing Choice Voucher Program, 24 CFR Part 982
- Determining Adjusted Income in HUD Programs Serving Persons with Disabilities: Requiring Mandatory Deductions for Certain Expenses; and Disallowance for Earned Income, 66 FR 6218, issued January 19, 2001; 24 CFR Parts 5, 92, et al. (effective April 20, 2001)

Notices:

- “Federally Mandated Income Exclusions” Notice 66 FR 4669, April 20, 2001
- “Improving Income Integrity in Public and Assisted Housing” Notice PIH 2001-15, issued May 2, 2001
- Frequently Asked Questions about the Admissions and Occupancy Rule:
http://www.hud.gov/offices/pih/phr/about/ao_faq2.cfm#2c

For Additional Information:

Contact your Public Housing Authority (PHA) in your area. In addition, you can find information about HUD’s programs on HUD’s Internet homepage at <http://www.hud.gov> or call the Public and Indian Housing Information Resource Center at 1-800-955-2232.

Section 8 Landlord Referral List

ALPINE MANAGEMENT			253-474-0000	Apartments
12715 Bridgeport Way SW	Lakewood		98499	1 and 3 bedroom
ARROWHEAD PARK			253-576-4484	Apartments
10724 - 109th Street SW	Lakewood		98498	1, 2 and 3
bedroom				
ASPEN CREEK			253-841-8988	Apartments
12724 104th Avenue Ct. E	Puyallup		98374	1, 2 and 3 bedroom
BRIDGEWOOD			253-584-5977	Apartments
4913-4915 - 109th Street SW	Lakewood		98499	1 and 2 bedroom
BROOKDALE MOBILE HOME PARK			253-677-4407	Mobile Homes
1004 - 138th Street S	Tacoma		98444	1 and 2 bedroom
BROOKRIDGE			253-581-7102	Apartments
7320 - 146th Street SW	Lakewood		98439	1 and 2 bedroom
CANTERBROOK VILLAGE			253-588-3761	Apartments
7212 150TH Street SW	Lakewood		98439	1 and 2 bedroom
CAMBRIDGE			253-840-2566	Apartments
737 - 7th Street SE	Puyallup	98372		1 and 2 bedroom
CARRIBEAN WEST			253-588-8970	Apartments
5206 - 108th Street Court SW	Lakewood		98499	studio, 1 and 2
bedroom				
CASA CABANA			844-715-0322	
25 Thunderbird Parkway SW	Lakewood		98498	1, 2 and 3
bedroom				
CEDARCREST APARTMENTS			253-539-5663	Apartments
1766 - 108th Street South	Tacoma		98444	2 bedroom
CHANDELLE			253-582-5343	Apartments
3418 - 90th Street S	Lakewood		98499	2 bedroom
CHAMBERS POINT APTS			253-564-3355	Apartments
9715 - 52nd Street W	University Place		98467	1 and 2 bedroom
CHATEAU RAINIER			253-922-5171	Apartments
4600 16th Street E	Fife		98424	1, 2 and 3
bedroom				
CHERRY TREE			253-581-0546	Apartments
3422 - 86th Street S	Lakewood			1 and 2 bedroom

CHINOOK	11002 Freiday Street SW bedroom	Lakewood	253-588-8970 98499	Apartments 1, 2 and 3
CIRQUEWOOD PROPERTIES	9816 - 52nd Street W	University Place	253-564-8304 98467	4-plex 2 bedroom
CONCORDIA ARMS	114 - 129th Street S bedroom	Tacoma	253-537-8381 98444	Apartments studio, 1 and 2
COPPER VALLEY APARTMENTS	12111 - 104th Ave. E	Puyallup	253-845-4899 98374	Apartments 1, 2 and 3 bedroom
THE CROSSING	Apartments 6503 - 150th Street SW	Lakewood	253-582-5402 98439	Cottage & 1 and 2 bedroom
CROWN POINTE	2611 - 84th St. Ct. S. bedroom	Lakewood	253-581-4115 98409	Apartments 1, 2, and 3
CRYSTAL SPRINGS APTS	120 - 136th Street S	Tacoma	253-535-1666 98444	Apartments 1 and 2 bedroom
DeMARK	1707 - 74th Street Court E	Tacoma	253-536-0115 98404	Apartments 1 and 2 bedroom
FAIRMONT PARK	1204 - 73rd Street E bedroom	Tacoma	253-537-5964 **98404	Apartments 1, 2 and 3
FIR PARK	7508 41st Street Court West	University Place	253-565-0052 98466	Apartments 1 and 2 bedroom
FOUR FOUNTAINS	30 Thunderbird Parkway SW	Lakewood	253-584-2616 98498	Apartments 1 and 2 bedroom
GARDEN COURT WEST	7654 - 40th Street W bedroom	University Place	253-564-1055 98466	Apartments 1, 2 and 3
GATEWAY BY VINTAGE	20002 Mountain Hwy E bedroom	Spanaway	253-964-6868 98387	Apartments 1, 2 and 3
GLENBROOKE	701 43rd Ave. SE	Puyallup	253-445-1661 98374	Apartments 1, 2 and 3 bedroom
GOLDEN VILLAGE	1023 - 73rd Street Court E	Tacoma	253-535-4404 **98404	Moblle Homes 3 bedroom

HARBOR CLUB	7518 - 48th Street Court W	University Place	253-565-8809 98467	Apartments 2 bedroom
HEATHERSTONE	1809 105th Street Court S.	Tacoma	253-539-3301 98444	Apartments 2 and 3 bedroom
HIDDEN VILLAGE	13862 - 10th Avenue S	Tacoma	253-536-0115 98444	Apartments 1 bedroom
HIPKINS COURT	8602 Briggs Ln SW	Lakewood	253-584-2011 98498	Apartments 1 and 2 bedroom
LAKEWOOD MEADOWS	5228 - 112th Street SW bedroom	Lakewood	253-231-5018 98499	Apartments 1 and 2
LAKEWOOD VILLAGE	9100 Lakewood Drive SW bedroom	Lakewood	253-589-3730 98499	Apartments 1, 2 and 3
MASHELL	214 Mashell Ave. S.	Eatonville	253-906-5269 98328	Apartments 2 bedrooms
MIRAMONTE	11216 - 18th Avenue S bedroom	Tacoma	253-537-3333 98444	Apartments 1, 2 and 3
MONTERRA	416 - 111th Street Court E bedroom	Tacoma	253-536-7611 98445	Apartments 1, 2 and 3
MORNINGTREE PARK	8101 - 83rd Avenue SW bedroom	Lakewood	253-582-1131 98498	Apartments 1 and 2
MOUNTAIRE	6424 Mt. Tacoma Drive SW bedroom	Lakewood	253-581-1263 98499	Apartments 1 and 2
NORTHWEST PROPERTIES	10302 - 15th Avenue Court E	Tacoma	253-584-3633 98445	Condo 2 bedroom
OAKLEAF	4110 - 110th Street SW	Lakewood	253-588-4557 98499	Apartments 1 bedroom
OLYMPIC VIEW	5716 North 33rd Street bedrooms	Tacoma	253-759-3500 **98407	Apartments 1 and 2

ORCHARD CREST	5808 Hannah Pierce Road West bedrooms	University Place	253-473-5919 98467	Apartments 1 and 2
ORCHARD HILLS	5701 Orchard Street West bedroom	Tacoma	253-473-3459 98467	Apartments 1, 2 and 3
ORCHARD PROJECT	7211 - 303rd Street Court S	Roy	253-843-0384 98580	KWA 3 bedroom
PACIFIC OAKS (PARK 52)	14406 Pacific Avenue bedroom	Tacoma	253-473-5200 98444	Apartments 1 and 2
PACIFIC WALK	8212 - 29th Avenue Court S	Lakewood	253-584-7526 98499	Apartments 2 bedroom
PENNY MANOR	4001 112th Street SW	Lakewood	206-954-0554 98499	Apartments 2 bedroom
RAINIER POINTE	6643 - 20th Street E bedroom	Fife	253-922-1908 98424	Apartments 1, 2 and 3
RIVERSIDE PARK I, II, III	3107 East Main Avenue bedroom	Puyallup	253-848-2378 98372	Apartments 1, 2 and 3
SHERWOOD TERRACE	160 - 112th Street E	Tacoma	253-231-1709 98445	Apartments 2 bedroom
SIENNA APTS	10610 -16 Avenue Ct. S bedroom	Tacoma	253-536-2455 98444	Apartments 2 and 3
SIENNA PARK	10710 - 17th Avenue S bedroom	Tacoma	253-536-2455 98444	Apartments 1, 2 and 3
SILVER RIDGE VILLAGE APTS	2415 100th Street Court South bedroom	Tacoma	253-584-1870 98444	Apartments 2 and 3
SOUTH HILL BY VINTAGE	14108 Meridian Avenue East bedrooms	Puyallup	855-263-6268 98373	Apartments 1, 2 and 3

SPRINGTREE/SPRINGHILL 4810 - 127th Street Court SW bedroom	Lakewood	360-692-7409 98499	Apartments 1 and 2
SUMMIT 11016 Waller Road E bedroom	Tacoma	253-538-2050 98446	Apartments 1, 2 and 3
SUMNER COMMONS SENIOR HSG		253-826-5199	Apartments
SUN 9703 Pacific Ave bedroom	Tacoma	253-226-0324 98444	Apartments Studio, 2 and 4
SUNDANCE 7427 Lakewood Drive West bedrooms	Lakewood	253-475-7077 98499	Apartments 1 and 2
TAHITIAN (PARK 52) 5202 112th Street SW bedrooms	Lakewood	253-473-5200 98499	Apartments 1, 2 and 3
THE TERRACE ON MERIDIAN 2204 S. Meridian Street bedroom	Puyallup	253-475-2405 98499	Apartments 1, 2, and 3
VILLAGE GLEN 202 Carter Street E.	Eatonville	253-906-5269 98328	Apartments 2 bedrooms
VILLAGE at OAK MEADOWS 7127 - 150th Street SW bedroom	Lakewood	253-584-3483 98439	Apartments 1, 2 and 3
VILLAGE SQUARE 10810 Lakeview Avenue SW bedroom	Lakewood	253-581-1839 98499	Apartments 1 and 2
WESTLAND 6124 - 88th Street SW bedroom	Lakewood	253-376-6820 98498	Apartments 1 and 2
THE WILLOWS 2100 - 112th Street S bedroom	Tacoma	253-537-3656 98444	Apartments 1 and 2
WISTERIA WALK 3615 - 112th Street SW bedroom	Lakewood	253-582-0052 98499	Apartments 1 and 2

WOODMARK 2425 South 96th Street bedroom	Tacoma	253-535-3926 98444	Apartments 1 and 2
WOODSHIRE (PARK 52) 12704-12718 "A" Street	Tacoma	253-473-5200 98444	Apartments 1 bedroom
DOUBLE Z Pierce County bedroom		253-531-9431	Variety 1, 2, 3 and 4
GENESIS PROPERTY MGMT Pierce County bedroom		253-896-3838	Variety 1, 2, 3 and 4
PARKSIDE REALTY Pierce County		253-537-0274	Variety
REAL PROPERTY MGMT Pierce County bedroom		253-507-4430	Variety 2,3,4 and 5
STONER RENTALS LLC 1832 11th Ave NW bedroom	Puyallup	253-845-8492 98371	Variety 1 and 2
JIM HENDERSON 218-C - 169th Street SW	Spanaway	253-383-4990 98387	Tri-plex 3 bedroom
LYNDA MACKEY Houses 114th & A Street, 102-104 Violet Meadow	Tacoma	253-539-0343 98445	Duplexes & 3 bedroom
THOMAS SWENSON Pierce County bedroom		253-405-6941	Variety 2 and 3
KIMBERLY WOODS Pierce County bedroom		253-255-5673	Variety 3 and 4
LEONARD WRIGHT 3327-3329 Bridgeport Way W bedroom	University Place	253-988-2028 98466	Duplexes studio and 2
3335-3337 Bridgeport Way W	University Place	98466	3 bedroom

SHAG APARTMENTS

CONSERVATORY PLACE 319 South "G" St bedroom	Tacoma	253-426-3569 **98405	Apartments 1 and 2
SUNSET GARDENS 201 - 27th Ave. SE bedrooms	Puyallup	253-336-3758 98374	Apartments 1 and 2
LAKWOOD MEADOWS 5228 - 112th St SW bedroom	Lakewood	253-617-1948 98499	Apartments 1 and 2

ADDITIONAL RESOURCES

<https://affordablehousingonline.com/open-section-8-waiting-lists>

<https://seattle.craigslist.org/search/apa>

<http://www.gosection8.com/>

<http://www.rent.com/>



**Pierce County
Housing Authority**

Mailing address: 1525 108th St. So., Tacoma, WA 98444
Physical address: 603 So. Polk St., Tacoma, WA 98444
Ph.: 253-620-5400 *Fax:* 253-620-5455 *TTY:* 253-620-5499

TENANT CERTIFICATION: RENTAL UNIT CHOICE

I, _____ (print name), certify that the selection of rental unit for housing assistance is my choice. Pierce County Housing Authority or its authorized personnel did not steer or require me to rent a unit owned by the Housing Authority (except Project Based assistance.) Pierce County Housing Authority provides me with a list of numerous landlords in Pierce County, in order to facilitate my search for a suitable rental unit. I understand my choices include finding other suitable units not included on the list of possible rentals.

Head of Household Signature

Date



Mailing address: 1525 108th St. So., Tacoma, WA 98444
Physical address: 603 So. Polk St., Tacoma, WA 98444
Ph.: 253-620-5400 Fax: 253-620-5455 TTY: 253-620-5499

NOTIFICATION OF JURISDICTION RESTRICTIONS WHEN RELOCATING

Your housing choice voucher allows a wide opportunity of neighborhoods where your family can rent. A Pierce County Housing Authority voucher allows you to reside anywhere in Pierce County **except** within the city limits of Tacoma. Inside the city limits is covered by the Tacoma Housing Authority only.

Enclosed is a map and listing of cities with zip codes to show which Housing Authority corresponds with which zip code and city to aid in your search for housing.

Should you locate a unit inside the city limits of Tacoma, your voucher must be ported to Tacoma Housing Authority for processing, if you are eligible for portability.

****NOTE:** If the unit you have located is on or near the border of Tacoma City limits please confirm with the Housing Authority prior to submitting a request for tenancy approval. Confirmation of jurisdiction can also be checked online:

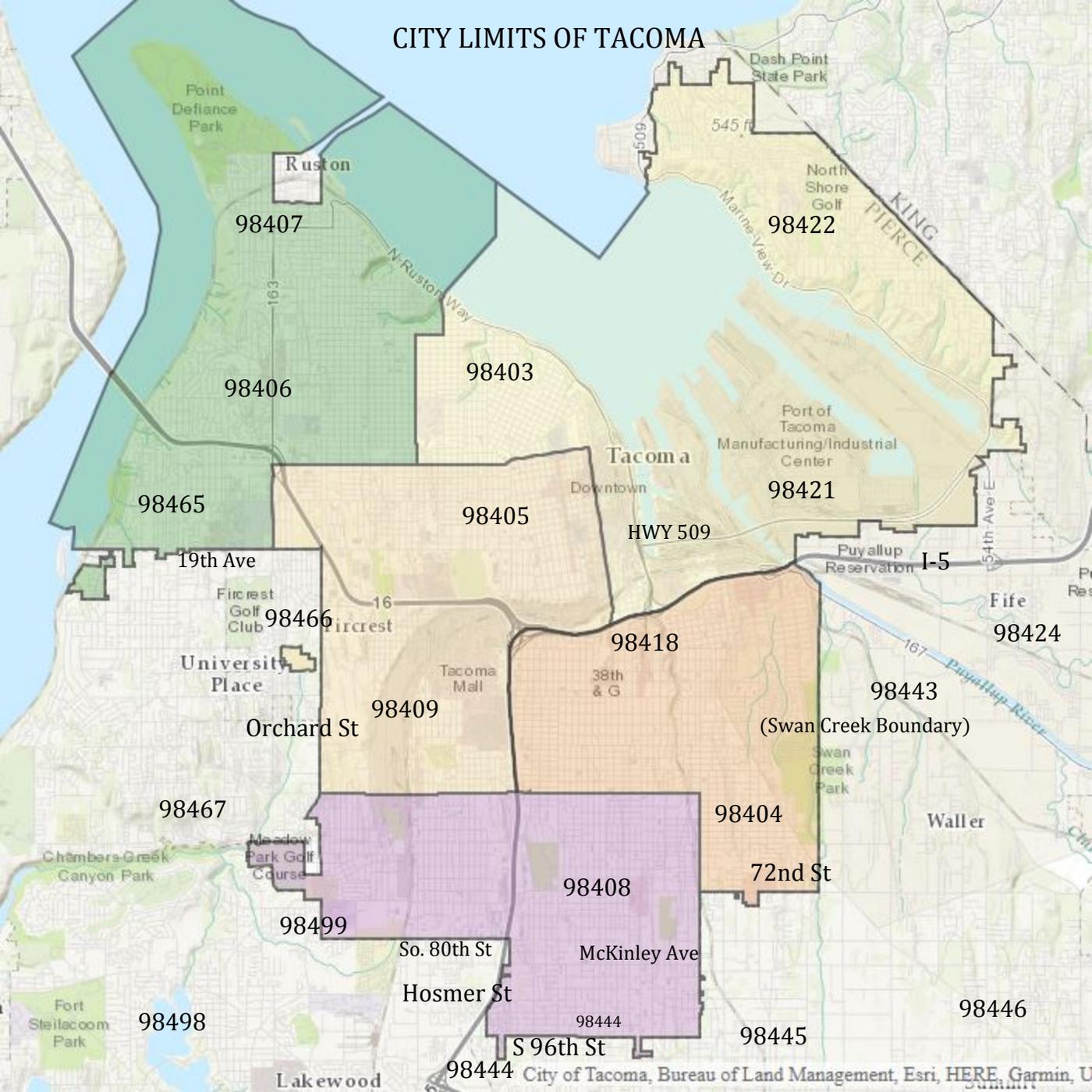
https://www.cityoftacoma.org/government/city_departments/finance/minimum_employment_standards/address_check

Thank you,

The Pierce County Housing Authority

Pierce County Housing Authority
Mailing Address: 1525 108th St So., Tacoma, WA 98444
Physical Address: 603 So. Polk St., Tacoma, WA 98444
(253) 620-5453 Fax (253) 620-5455 www.pchawa.org

CITY LIMITS OF TACOMA



Zip Code	City	Housing Authority	Zip Code	City	Housing Authority
<u>98303</u>	Anderson Is	<u>Pierce County</u>	<u>98408</u>	Tacoma	<i>Tacoma Housing</i>
<u>98304</u>	Ashford	<u>Pierce County</u>	<u>98409</u>	Lakewood	<i>Tacoma Housing</i>
<u>98321</u>	Buckley	<u>Pierce County</u>	<u>98409</u>	Tacoma	<i>Tacoma Housing</i>
<u>98323</u>	Carbonado	<u>Pierce County</u>	<u>98411</u>	Tacoma	<u>Pierce County</u>
<u>98327</u>	DuPont	<u>Pierce County</u>	<u>98412</u>	Tacoma	<u>Pierce County</u>
<u>98328</u>	Eatonville	<u>Pierce County</u>	<u>98413</u>	Tacoma	<u>Pierce County</u>
<u>98329</u>	Gig Harbor	<u>Pierce County</u>	<u>98415</u>	Tacoma	<u>Pierce County</u>
<u>98330</u>	Elbe	<u>Pierce County</u>	<u>98418</u>	Tacoma	<i>Tacoma Housing</i>
<u>98332</u>	Gig Harbor	<u>Pierce County</u>	<u>98421</u>	Tacoma	<i>Tacoma Housing</i>
<u>98333</u>	Fox Island	<u>Pierce County</u>	<u>98422</u>	Browns Point	<i>Tacoma Housing</i>
<u>98335</u>	Gig Harbor	<u>Pierce County</u>	<u>98422</u>	Tacoma	<i>Tacoma Housing</i>
<u>98338</u>	Graham	<u>Pierce County</u>	<u>98424</u>	Fife	<u>Pierce County</u>
<u>98344</u>	Kapowsin	<u>Pierce County</u>	<u>98424</u>	Tacoma	<u>Pierce County</u>
<u>98348</u>	La Grande	<u>Pierce County</u>	<u>98433</u>	Fort Lewis	<u>Pierce County</u>
<u>98349</u>	Home	<u>Pierce County</u>	<u>98433</u>	Tacoma	<u>Pierce County</u>
<u>98349</u>	Lakebay	<u>Pierce County</u>	<u>98438</u>	Mcchord Afb	<u>Pierce County</u>
<u>98351</u>	Lakebay	<u>Pierce County</u>	<u>98438</u>	Tacoma	<u>Pierce County</u>
<u>98351</u>	Longbranch	<u>Pierce County</u>	<u>98439</u>	Mcchord Afb	<u>Pierce County</u>
<u>98354</u>	Milton	<u>Pierce County</u>	<u>98439</u>	Lakewood	<u>Pierce County</u>
<u>98360</u>	Orting	<u>Pierce County</u>	<u>98439</u>	Tacoma	<u>Pierce County</u>
<u>98371</u>	Edgewood	<u>Pierce County</u>	<u>98442</u>	Tacoma	<u>Pierce County</u>
<u>98371</u>	Puyallup	<u>Pierce County</u>	<u>98443</u>	Tacoma	<u>Pierce County</u>
<u>98372</u>	Edgewood	<u>Pierce County</u>	<u>98444</u>	Parkland	<u>Pierce County</u>
<u>98372</u>	Puyallup	<u>Pierce County</u>	<u>98444</u>	Tacoma	<u>Pierce County</u>

Zip Code	City	Housing Authority	Zip Code	City	Housing Authority
<u>98373</u>	South Hill	<u>Pierce County</u>	<u>98445</u>	Parkland	<u>Pierce County</u>
<u>98373</u>	Puyallup	<u>Pierce County</u>	<u>98445</u>	Tacoma	<u>Pierce County</u>
<u>98374</u>	South Hill	<u>Pierce County</u>	<u>98446</u>	Parkland	<u>Pierce County</u>
<u>98374</u>	Puyallup	<u>Pierce County</u>	<u>98446</u>	Tacoma	<u>Pierce County</u>
<u>98375</u>	South Hill	<u>Pierce County</u>	<u>98464</u>	Tacoma	<u>Pierce County</u>
<u>98375</u>	Puyallup	<u>Pierce County</u>	<u>98464</u>	University Place	<u>Pierce County</u>
<u>98385</u>	South Prairie	<u>Pierce County</u>	<u>98465</u>	Tacoma	<i>Tacoma Housing</i>
<u>98387</u>	Bethel	<u>Pierce County</u>	<u>98466</u>	Fircrest	<i>Tacoma Housing</i>
<u>98387</u>	Spanaway	<u>Pierce County</u>	<u>98466</u>	Tacoma	<u>Pierce County</u>
<u>98388</u>	Steilacoom	<u>Pierce County</u>	<u>98466</u>	University Place	<u>Pierce County</u>
<u>98390</u>	Bonney Lake	<u>Pierce County</u>	<u>98467</u>	Tacoma	<u>Pierce County</u>
<u>98390</u>	Sumner	<u>Pierce County</u>	<u>98467</u>	University Place	<u>Pierce County</u>
<u>98394</u>	Vaughn	<u>Pierce County</u>	<u>98492</u>	Tillicum	<u>Pierce County</u>
<u>98395</u>	Wauna	<u>Pierce County</u>	<u>98492</u>	Lakewood	<u>Pierce County</u>
<u>98396</u>	Wilkeson	<u>Pierce County</u>	<u>98492</u>	Tacoma	<u>Pierce County</u>
<u>98397</u>	Longmire	<u>Pierce County</u>	<u>98497</u>	Oakbrook	<u>Pierce County</u>
<u>98398</u>	Paradise Inn	<u>Pierce County</u>	<u>98497</u>	Lakewood	<u>Pierce County</u>
<u>98401</u>	Tacoma	<i>Tacoma Housing</i>	<u>98497</u>	Tacoma	<u>Pierce County</u>
<u>98402</u>	Tacoma	<i>Tacoma Housing</i>	<u>98498</u>	Lakewood	<u>Pierce County</u>
<u>98403</u>	Tacoma	<i>Tacoma Housing</i>	<u>98498</u>	Tacoma	<u>Pierce County</u>
<u>98404</u>	Tacoma	<i>Tacoma Housing</i>	<u>98499</u>	Mcchord Afb	<u>Pierce County</u>
<u>98405</u>	Tacoma	<i>Tacoma Housing</i>	<u>98499</u>	Lakewood	<u>Pierce County</u>
<u>98406</u>	Tacoma	<i>Tacoma Housing</i>	<u>98499</u>	Tacoma	<u>Pierce County</u>
<u>98407</u>	Ruston	<i>Tacoma Housing</i>	<u>98558</u>	Mckenna	<u>Pierce County</u>
<u>98407</u>	Tacoma	<i>Tacoma Housing</i>	<u>98580</u>	Roy	<u>Pierce County</u>

City of Bonney Lake

Total Population	17374
Total Households	6394

Racial/Ethnic Dist.

White	15427	88.80%
Black or African American	223	1.30%
American or Alaskan Indian	175	1.00%
Asian	417	2.40%
Native Hawaiian or other Pacific Islander	43	0.25%
Other race	1089	1.77%

Housing Units

Occupied Housing Units	5989	100.00%
Owner Occupied Units	4897	81.77%
Renter Occupied Units	1092	18.23%
Vacant Housing Units	405	6.76%
Rental Vacancy Rates	110	1.84%

Household Occupations

Management & Professional Service	36.20%
Sales/Office	13.20%
Farming/forestry	24.10%
Construction/extraction/maintenance	0.00%
Production/transportation/material moving	12.60%
	13.30%

School Districts

Sumner School District
Administration 253-863-2201
www.sumner.wednet.edu

White River School District
240 North A Street
Buckley, WA 98321
253-820-0600
www.whiteriver.wednet.edu

Bonney Lake is a wonderful city nestled between Mt. Rainier & Puget Sound on the southern shore of Lake Tapps. It is still one of the most affordable communities in the Northwest. The City of Bonney Lake's mission is to protect the community's livable identity and scenic beauty through responsible growth planning and by providing accountable accessible, and efficient government services. 20.07% of the units are rentals. The median household income is \$79,725. The current unemployment rate is approx. 6.50%. The median rent is \$1300.00.

City Hall Information

19306 Bonney Lake Blvd
Bonney Lake, WA 98390-0944
253-862-8602
Mayor Neil Johnson
City website: www.ci.bonney-lake.wa.us
Library: 18501 90th Street East
Bonney Lake, WA 98391
Senior Center: 19304 Bonney Lake Blvd
Bonney Lake Wa
253-863-7658

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Rail Service: Sound Transit
www.soundtransit.org
888-889-6368
Highways: Hiway 410

City of University Place

Total Population	31144
Total Households	13573

Racial/Ethnic Dist.

White	22120	76.10%
Black or African American	2641	9.09%
American or Alaskan Indian	235	0.80%
Asian	2792	9.61%
Native Hawaiiin or other Pacific Islander	258	0.89%
Other race	3098	1.86%

Housing Units

Occupied Housing Units	12819	100.00%
Owner Occupied Units	7332	57.20%
Renter Occupied Units	5487	42.80%
Vacant Housing Units	754	5.88%
Rental Vacancy Rates	430	3.35%

Household Occupations

Management & Professional	43.20%
Service	15.20%
Sales/Office	24.90%
Farming/forestry	0.00%
Construction/extraction/maintenance	6.80%
Production/transportation/material moving	10.00%

School Districts

University Place School District
3717 Grandview Ave West
University Place Wa 98466
253-566-5600
www.upsd.wednet.edu

The City of University Place is a growing community. University Place's campus-like setting, its relaxed and informal atmosphere and its emphasis on quality education public safety, economic growth, and interactive government combined to create a beautiful and livable area. University place is a community of 35,000 with a high standard of living situated 40 miles south of Seattle and just West of Tacoma. The median household income is \$59,164. In 1999 2% of the population had incomes below the poverty levels. The median rent \$940.

City Hall Information

3717 Bridgeport Way
University Place Wa 98466
253-566-5656
Mayor Javier Figueroa
City website: www.ci.university-place.wa.us
Library: 3605 Bridgeport Way W
University Place Wa 98466
253-566-9447
Senior Center: 253-564-1992

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5
Highway 16

City of Sumner

Total Population	9451
Total Households	4279

Racial/Ethnic Dist.

White	8252	87.31%
Black or African American	111	1.17%
American or Alaskan Indian	98	1.04%
Asian	226	2.39%
Native Hawaiiin or other Pacific Islander	40	0.42%
Other race	724	3.40%

Housing Units

Occupied Housing Units	3980	100.00%
Owner Occupied Units	2054	51.51%
Renter Occupied Units	1926	48.39%
Vacant Housing Units	299	7.51%
Rental Vacancy Rates	183	4.60%

Household Occupations

Management & Professional Service	29.40%
Sales/Office	21.50%
Farming/forestry	19.60%
Construction/extraction/maintenance	0.00%
Production/transportation/material moving	9.20%
	20.00%

School Districts

Sumner School District
 Administration 253-863-2201
www.sumner.wednet.edu

The City of Sumner is a small town located in Pierce County 30 miles South of Seattle and 15 miles East of Tacoma
 48.39% of the available Housing units are rental housing. The average median income is \$52,275.
 Average median rents are \$894.00

City Hall Information

1104 Maple Street
 Sumner, WA 98390
 253-863-8600
 Mayor Dave Enslow
 City website: www.ci.sumner.wa.us
 Library: 1116 Fryar Avenue
 Sumner WA 98390
 Senior Center: 15506 62nd St. Ct E
 Sumner Wa 98390
 253-863-2910

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
 253-581-8000
 Rail Service: Sound Transit
www.soundtransit.org
 888-889-6368
 Highways: Hiway 410

City of Gig Harbor

Total Population 7126
 Total Households 3560

Racial/Ethnic Dist.

White	6431	90.25%
Black or African American	83	1.16%
American or Alaskan Indian	46	0.65%
Asian	174	2.44%
Native Hawaiiin or other Pacific Islander	33	0.46%
Other race	359	1.40%

Housing Units

Occupied Housing Units	3291	100.00%
Owner Occupied Units	1877	57.03%
Renter Occupied Units	1414	42.97%
Vacant Housing Units	269	8.17%
Rental Vacancy Rates	73	2.22%

Household Occupations

Management & Professional Service	46.20%
Sales/Office	18.30%
Farming/forestry	23.60%
Construction/extraction/maintenance	0.70%
Production/transportation/material moving	6.50%
	4.50%

School Districts

Peninsula School District

www.peninsula.wednet.edu

The City of Gig Harbor boasts a vibrant economy with inviting accomodations interesting shopping, scrumptious dining, colorful cultural arts, playful recreation, and diverse professional and personal services. Gig Harbor is a quick 45 minutes from Sea-Tac airport and an hour drive from downtown Seattle. Ferry's are available at several loading stops all within an hours drive of Gig Harbor Peninsula. The bustling city of Tacoma is a few minutes drive across the Tacoma Narrows Bridge. Gig Harbor is 11 miles from Tacoma, and 30 miles from Bremerton. Average median income is \$64,087.

City Hall Information

3510 Grandview Street
 Gig Harbor, WA 98335
 253-851-8136
 Mayor Jill Guernsey
 City website: www.cityofgigharbor.net

Library 4424 Pt. Fosdick Drive
 Gig Harbor Wa 98335
 253-851-3793

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
 253-581-8000

Hiways: Hwy 16

City of Lakewood

Total Population 58,163
 Total Households 26,548

Racial/Ethnic Dist.

White	34,506	59.33%
Black or African American	6,849	11.78%
American or Alaskan Indian	760	1.30%
Asian	5,206	8.95%
Native Hawaiiin or other Pacific Islander	1,506	2.59%
Other race	9,336	7.32%

Housing Units

Occupied Housing Units	24,069	100.00%
Owner Occupied Units	11,181	46.45%
Renter Occupied Units	12,888	53.55%
Vacant Housing Units	2,479	10.30%
Rental Vacancy Rates	1,514	6.29%

Household Occupations

Management & Professional Service	29.50%
Service	20.60%
Sales/Office	26.20%
Farming/forestry	0.00%
Construction/extraction/maintenance	10.10%
Production/transportation/material moving	12.50%

School Districts

Clover Park School District
 253-583-5190
www.cloverparkk-12.wa.us

Lakewood is located just south of the Tacoma City limits, adjacent to Mchord Airforce Base and Ft. Lewis Army Base. Lakewood is easily accessible as well as centrally located in the South Puget Sound Region. Lakewood enjoys one of the most enviable geographic locations in the Pacific Northwest with five glistening lakes, 3 golf courses and a mix of shopping and entertainment choices. The average median income is \$44,667. In 1999 approx. 12.5% of families had incomes below the poverty levels. Average median rent is \$844.

City Hall Information

6000 Main St SW
 Lakewood, WA 98499
 253-589-2489

Mayor Don Anderson
 City website: www.ci.lakewood.wa.us

Library 6300 Wildaire Rd SW
 Lakewood, Wa 98499
 253-582-6040

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
 253-581-8000

Rail Service: Sound Transit
www.soundtransit.org
 888-889-6368

Highways: Interstate 5

City of Dupont

Total Population 8,199
Total Households 3,241

Racial/Ethnic Dist.

White	5,631	68.68%
Black or African American	664	8.10%
American or Alaskan Indian	42	0.51%
Asian	833	10.16%
Native Hawaiiin or other Pacific Islander	90	1.10%
Other race	939	2.59%

Housing Units

Occupied Housing Units	3,023	100.00%
Owner Occupied Units	1,865	61.69%
Renter Occupied Units	1,158	38.31%
Vacant Housing Units	218	7.21%
Rental Vacancy Rates	64	2.12%

Household Occupations

Management & Professional Service	51.60%
Service	17.40%
Sales/Office	18.30%
Farming/forestry	0.00%
Construction/extraction/maintenance	2.80%
Production/transportation/material moving	8.60%

School Districts

Clover Park School District
253-583-5190
www.cloverparkk-12.wa.us

The Town of Dupont is located between Tacoma and Olympia close to Ft. Lewis Army Base and Mchord Airforce base. Average median income is \$80,754. In 1999 approx. 2.2% of the families had incomes below the poverty levels. Average median rent is \$1,744.

City Hall Information

303 Barksdale Road
Dupont, Wa 98327
253-964-8121
Mayor Michael Grayum

City website: www.ci.dupont.wa.us

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5

City of Fife

Total Population 9,173
Total Households 3,895

Racial/Ethnic Dist.

White	5,061	55.17%
Black or African American	749	8.17%
American or Alaskan Indian	275	3.00%
Asian	1,425	15.53%
Native Hawaiiin or other Pacific Islander	252	2.75%
Other race	1,411	7.62%

Housing Units

Occupied Housing Units	3,642	100.00%
Owner Occupied Units	1,473	40.44%
Renter Occupied Units	2,169	59.56%
Vacant Housing Units	253	6.95%
Rental Vacancy Rates	149	4.09%

Household Occupations

Management & Professional Service	26.50%
Service	20.00%
Sales/Office	28.20%
Farming/forestry	0.00%
Construction/extraction/maintenance	9.00%
Production/transportation/material moving	16.20%

School District

Fife School District
5802 20th St E
Tacoma, WA 98424
253-517-1000

The City of Fife is located just off of I-5 between Tacoma and Seattle. Fife is a growing community that still maintains small town values. Retail and outlet store shopping are nearby and the Auburn supermall is just a few minutes away. In 1999 12.6% of families were below the poverty level. Median rent is \$1,021.

City Hall Information

5411 23rd St E
Fife, Wa 98424
253-922-2489
Mayor Robert Cerqui

City website: www.ci.fife.wa.us

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5

Town of Ruston

Total Population 749
Total Households 430

Racial/Ethnic Dist.

White	652	87.05%
Black or African American	22	2.94%
American or Alaskan Indian	8	1.07%
Asian	20	2.67%
Native Hawaiiin or other Pacific Islander	5	0.67%
Other race	42	0.93%

Housing Units

Occupied Housing Units	336	100.00%
Owner Occupied Units	222	66.07%
Renter Occupied Units	114	33.93%
Vacant Housing Units	94	27.98%
Rental Vacancy Rates	13	3.87%

Household Occupations

Management & Professional Service	47.20%
Service	14.90%
Sales/Office	16.30%
Farming/forestry	1.30%
Construction/extraction/maintenance	5.60%
Production/transportation/material moving	15.00%

School District

Tacoma Public Schools
P O Box 1357
Tacoma, WA 98401
253-571-1000

The town of Ruston, founded in 1906, is located west of I-5 and the City of Tacoma. Tacoma's Point Defiance Park is located to the north, flanking Puget Sound. There is ferry service to Vashon Island. Median household income is \$81,300. The median rent is \$1,271.

City Hall Information

5117 N Winnifred St
Ruston, WA 98407
253-759-3544
Mayor: Bruce Hopkins

City website: www.ci.ruston.wa.us

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5

Fircrest

Total Population 6,497
Total Households 2,847

Racial/Ethnic Dist.

White	5,125	78.88%
Black or African American	453	6.97%
American or Alaskan Indian	46	0.70%
Asian	332	5.11%
Native Hawaiiin or other Pacific Islander	30	0.46%
Other race	511	0.85%

Housing Units

Occupied Housing Units	2,705	100.00%
Owner Occupied Units	1,826	67.50%
Renter Occupied Units	879	32.50%
Vacant Housing Units	142	5.25%
Rental Vacancy Rates	55	2.03%

Household Occupations

Management & Professional Service	45.80%
Service	21.00%
Sales/Office	18.70%
Farming/forestry	0.00%
Construction/extraction/maintenance	6.50%
Production/transportation/material moving	8.00%

School Districts

There are two elementary schools in Fircrest. Middle and high school children are served by by the district belonging to the school which is closest to their home.

Fircrest is a small community located south and west of Tacoma, north and east of the City of University Place and Puget Sound. Fircrest is about 45 minutes south of Seattle. The area is a desirable residential district and is served by a small shopping center located within its boundaries. The Fircrest Recreation Center and Park provide facilities and activities for year-round participation for children and adults of all ages. Median rent is \$1,117. In 1999 4.6% of families were below poverty level.

City Hall Information

1511 Ramsdell St
Fircrest, Wa 98466
253-564-8901
Mayor: Matthew Jolibois

City website: www.ci.fircrest.wa.us

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5, Hwy 16

Town of Steilacoom

Total Population 5,985
Total Households 2,793

Racial/Ethnic Dist.

White	4,616	77.13%
Black or African American	280	4.68%
American or Alaskan Indian	44	0.74%
Asian	436	7.28%
Native Hawaiiin or other Pacific Islander	83	1.39%
Other race	526	1.45%

Housing Units

Occupied Housing Units	2,559	100.00%
Owner Occupied Units	1,573	58.30%
Renter Occupied Units	986	41.70%
Vacant Housing Units	234	3.90%
Rental Vacancy Rates	135	3.30%

Household Occupations

Management & Professional Service	48.80%
Service	13.60%
Sales/Office	23.90%
Farming/forestry	0.00%
Construction/extraction/maintenance	5.70%
Production/transportation/material moving	7.90%

School District

Steilacoom School District
510 Chambers
Steilacoom, WA 98388
253-983-2200

Steilacoom is a picturesque waterfront town located just south of Lakewood near the Ft. Lewis Army base.

The town has 32 buildings listed on the National Historic site.

The average median household income is \$57,434. The median rent is \$1,053.

City Hall Information

1030 Roe Street
Steilacoom, Wa 98388
253-581-1912
Mayor Ron Lucas

City website: www.steilacoom.com

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5
Washington State Ferry
Pierce County Ferry

Town of Buckley

Total Population 4354
Total Households 1669

Racial/Ethnic Dist.

White	4050	93.02%
Black or African American	26	0.60%
American or Alaskan Indian	35	0.80%
Asian	34	0.78%
Native Hawaiiin or other Pacific Islander	6	0.14%
Other race	203	1.22%

Housing Units

Occupied Housing Units	1591	100.00%
Owner Occupied Units	1065	66.94%
Renter Occupied Units	526	33.06%
Vacant Housing Units	78	4.90%
Rental Vacancy Rates	25	1.57%

Household Occupations

Management & Professional	33.80%
Service	18.00%
Sales/Office	20.00%
Farming/forestry	0.00%
Construction/extraction/maintenance	11.20%
Production/transportation/material moving	16.30%

School District

White River School District 416
1456 S Cedar
Buckley WA 98321
360 829-0600
www.whiteriver.wednet.edu

The Town of Buckley was founded in 1888 with a population of 600. In order to preserve the past, Buckley has a century old "steam donkey" which laborers used to haul logs out of the woods and a museum named the Foothills Historical Society. Despite recent growth, Buckley still has a small town atmosphere. Buckley is located osutheast Pierce County near the base of Mt. Rainier. The median family income is \$57,604. In 1999 3.6% of families were below poverty level.

City Hall Information

P O Box 1960
Buckley WA 98321
360 829-1921
Mayor Patricia Johnson

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Hwy 410

Town of Eatonville

Total Population 2758
Total Households 1059

Racial/Ethnic Dist.

White	2486	90.14%
Black or African American	13	0.47%
American or Alaskan Indian	31	1.12%
Asian	24	0.87%
Native Hawaiiin or other Pacific Isl:	2	0.07%
Other race	202	7.32%

Housing Units

Occupied Housing Units	992	100.00%
Owner Occupied Units	692	69.76%
Renter Occupied Units	300	30.24%
Vacant Housing Units	67	6.75%
Rental Vacancy Rates	21	2.12%

Household Occupations

Management & Professional	24.10%
Service	17.40%
Sales/Office	21.90%
Farming/forestry	1.70%
Construction/extraction/maintenance	16.00%
Production/transportation/material moving	19.20%

School District

Eatonville School District
208 Lynch St
Eatonville WA 98328

The Town Eatonville is located in southern Pierce County along SR 161 and HWY 7, & is the 1st stop enroute to scenic recreation areas such as Mt. Rainier National Park, Mt. Baker National forest, NW Trek and Pioneer Farm.
In 1999 11% of families were below poverty level. The median income is \$61,458. Median rent is \$799.

City Hall Information

201 Center St W
Eatonville WA 98328
360-832-3361

Mayor: Mike Schaub

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Hwy 7, State Rte 161
City website: www.eatonville.com

City of Edgewood

Total Population	9387
Total Households	3801

Racial/Ethnic Dist.

White	8486	90.40%
Black or African American	98	1.04%
American or Alaskan Indian	88	0.94%
Asian	232	2.47%
Native Hawaiiin or other Pacific Islander	28	0.30%
Other race	455	4.85%

Housing Units

Occupied Housing Units	3609	100.00%
Owner Occupied Units	2851	79.00%
Renter Occupied Units	758	21.00%
Vacant Housing Units	192	5.32%
Rental Vacancy Rates	52	1.44%

Household Occupations

Management & Professional	38.30%
Service	11.80%
Sales/Office	22.50%
Farming/forestry	0.00%
Construction/extraction/maintenance	9.60%
Production/transportation/material moving	17.30%

School Districts

Puyallup, Fife and Sumner provide service to Edgewood students. Both Puyallup and Fife School Districts have schools located within City limits.

The City of Edgewood is located in north Pierce County. The city, which dates back to the early 1800's is a small community. In 1999 3.5% of families were below poverty level. Median rent is \$1,066.

City Hall Information

2221 Meridian Ave E
Edgewood Wa 98371
253 952-3299

City Manager: Daryl Eiding

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5, SR 167

City website: www.ci.edgewood.wa.us

Town Of Wilkeson

Total Population 477
Total Households 175

Racial/Ethnic Dist.

White	459	96.23%
Black or African American	3	0.63%
American or Alaskan Indian	2	0.42%
Asian	0	0.00%
Native Hawaiiin or other Pacific Islander	0	0.00%
Other race	13	2.73%

Housing Units

Occupied Housing Units	169	100.00%
Owner Occupied Units	136	80.47%
Renter Occupied Units	33	19.53%
Vacant Housing Units	6	3.55%
Rental Vacancy Rates	5	2.96%

Household Occupations

Management & Professional	22.20%
Service	15.40%
Sales/Office	12.80%
Farming/forestry	1.70%
Construction/extraction/maintenance	24.80%
Production/transportation/material moving	23.00%

School Districts

Wilkeson Elementary School
White River School District 416
1456 S Cedar
Buckley WA 98321
360 829-0600
www.whiteriver.wednet.edu

The Town of Wilkeson is located south of Buckley and east of Orting. The town is best noted for the Wilkeson Arch which was erected in 1925. The median household income \$61,607. The median rent is \$1,354.

City Hall Information

540 Church St
PO Drawer C
Wilkeson WA 98396
360 829-0790

Mayor: Bob Walker

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: SR 165, 410

Elbe

Total Population 29
Total Households 17

Racial/Ethnic Dist.

White	28	96.55%
Black or African American	0	0.00%
American or Alaskan Indian	0	0.00%
Asian	0	0.00%
Native Hawaiiin or other Pacific Islander	0	0.00%
Other race	1	3.45%

Housing Units

Occupied Housing Units	11	100.00%
Owner Occupied Units	8	72.73%
Renter Occupied Units	3	27.27%
Vacant Housing Units	6	54.55%
Rental Vacancy Rates	2	18.18

Household Occupations

Management & Professional
Service
Sales/Office
Farming/forestry
Construction/extraction/maintenance
Production/transportation/material moving

School District

Elbe is located in southeast Pierce County on the Nisqually River at the border of Thurston, Lewis and Pierce counries. The Mt. Rainier Scenic Railroad is headquartered in town.

City Hall Information

Transportation

Bus Service: Greyhound/Trailways

Highways: SR 7

Town of South Prairie

Total Population 434
Total Households 174

Racial/Ethnic Dist.

White	401	92.40%
Black or African American	2	0.46%
American or Alaskan Indian	11	2.53%
Asian	3	0.69%
Native Hawaiiin or other Pacific Islander	0	0.00%
Other race	17	3.92%

Housing Units

Occupied Housing Units	166	100.00%
Owner Occupied Units	151	90.96%
Renter Occupied Units	15	9.04%
Vacant Housing Units	8	4.82%
Rental Vacancy Rates	1	60.00%

Household Occupations

Management & Professional	14.40%
Service	29.40%
Sales/Office	24.70%
Farming/forestry	0.00%
Construction/extraction/maintenance	1.90%
Production/transportation/material moving	29.00%

School District

White River School District 416
1456 S Cedar
Buckley WA 98321
360 829-0600
www.whiteriver.wednet.edu

The Town of South Prairie is located in southeast Pierce County between Bonney Lake and Buckley.
In 1999 1.8% of families were below poverty level.

City Hall Information

121 NW Washington St
PO Drawer F
South Prairie WA 98385

360 897-8878

Mayor: Anthony Caldwell

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Hwy 410

Roy

Total Population	793	
Total Households	326	
Racial/Ethnic Dist.		
White	650	81.97%
Black or African American	25	3.15%
American or Alaskan Indian	19	2.40%
Asian	29	3.66%
Native Hawaiiin or other Pacific Islander	7	0.88%
Other race	63	7.94%
Housing Units		
Occupied Housing Units	303	100.00%
Owner Occupied Units	203	67.00%
Renter Occupied Units	100	33.00%
Vacant Housing Units	23	7.59%
Rental Vacancy Rates	5	1.65%

School District
Bethel School District
516 176th St E
Spanaway WA 98387
253 683-6000

The City of Roy, which was incorporated in 1908 is located just south of Spanaway along SR 7. A small but thriving community, Roy has a shopping district that flanks SR 7 (Pacific Avenue). Major features and/or attractions in Roy and the vicinity include the Roy Pioneer Rodeo. The median household income is \$61,477. Median rent \$950.

City Hall Information

216 McNaught St
P O Box 700
Roy WA 98580
253 843-0279

Mayor: Michelle Walker

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: SR 7

Parkland

Total Population	35803
Total Households	14141

Racial/Ethnic Dist.

White	21549	60.19%
Black or African American	4144	11.57%
American or Alaskan Indian	496	1.39%
Asian	2969	8.29%
Native Hawaiian or other Pacific Islander	1304	3.64%
Other race	5341	14.92%

Housing Units

Occupied Housing Units	13101	100.00%
Owner Occupied Units	6162	47.03%
Renter Occupied Units	6939	52.97%
Vacant Housing Units	1040	7.94%
Rental Vacancy Rates	610	4.66%

Household Occupations

Management & Professional Service	23.20%
Service	25.00%
Sales/Office	26.90%
Farming/forestry	0.00%
Construction/extraction/maintenance	9.70%
Production/transportation/material moving	14.60%

School District

Bethel School District
516 176th St E
Spanaway WA 98387
253 683-6000

Parkland is an unincorporated area in Pierce County. It lies south of Tacoma and north of Spanaway. It is home to Pacific Luthern University, Sprinker Recreational Center and the Parkland-Spanaway branch of the Pierce County Library system. Retail shopping, restaurants and other businesses line busy Pacific Avenue (SR 7). In 1999 10.6% of families were below poverty level. The median household income is \$47,647 and the median rent is \$878.

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Interstate 5, Hwy 512

Spanaway

Total Population 27227
Total Households 10079

Racial/Ethnic Dist.

White	17351	63.73%
Black or African American	2927	10.75%
American or Alaskan Indian	306	1.12%
Asian	1791	6.58%
Native Hawaiiin or other Pacific Islande	1038	3.81%
Other race	3814	14.01%

Housing Units

Occupied Housing Units	9472	100.00%
Owner Occupied Units	6647	70.18%
Renter Occupied Units	2825	29.82%
Vacant Housing Units	607	6.41%
Rental Vacancy Rates	180	1.90%

Household Occupations

Management & Professional Service	23.10%
Service	22.10%
Sales/Office	27.80%
Farming/forestry	1.00%
Construction/extraction/maintenance	11.70%
Production/transportation/material moving	14.20%

School District

Bethel School District
516 176th St E
Spanaway WA 98387
253 683-6000

Spanaway is an unincorporated area in Pierce County east of McChord Air Force Base and south of the Tacoma municipal limits.

Spanaway is a quickly growing area with the main shopping district running nearly along the entire length of busy Pacific Avenue (SR 7). In 1999 7.8% of families were below poverty level. The median household income is \$59,988 and the median rent income is \$1,183.

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: Interstate 5, HWY 512, SR 7

Artondale

Total Population 12,653
Total Households 4,944

The median household income is \$87,850 and the median rent is \$1,236.

Racial/Ethnic Dist.

White	11,567	91.42%
Black or African American	74	0.58%
American or Alaskan Indian	87	0.69%
Asian	273	2.16%
Native Hawaiiin or other Pacific Islander	47	0.37%
Other race	605	4.78%

Housing Units

Occupied Housing Units	4,633	100.00%
Owner Occupied Units	3,908	84.35%
Renter Occupied Units	725	15.65%
Vacant Housing Units	311	6.71%
Rental Vacancy Rates	31	0.67%

City Hall Information

Household Occupations

Management & Professional	34.80%
Service	14.70%
Sales/Office	29.60%
Farming/forestry	0.40%
Construction/extraction/maintenance	5.40%
Production/transportation/material moving	8.50%

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Hwy 16

School District

Peninsula School District
14015 62nd Ave NW
Gig Harbor WA 98332
www.peninsula.wednet.edu

Orting

Total Population 6746
Total Households 2361

Racial/Ethnic Dist.

White	5927	87.86%
Black or African American	103	1.53%
American or Alaskan Indian	95	1.41%
Asian	87	1.29%
Native Hawaiiin or other Pacific Islander	33	0.49%
Other race	501	7.43%

Housing Units

Occupied Housing Units	2184	100.00%
Owner Occupied Units	1738	79.58%
Renter Occupied Units	446	20.42%
Vacant Housing Units	177	8.10%
Rental Vacancy Rates	36	1.65%

Household Occupations

Management & Professional Service	27.90%
Sales/Office	16.30%
Farming/forestry	26.60%
Construction/extraction/maintenance	0.60%
Production/transportation/material moving	11.40%
	17.30%

School District

Orting School District
120 Washington Ave N
Orting WA 98360
360 893-6500
www.orting.wednet.edu

Orting is located in southeast Pierce County south of Bonney Lake and east of Graham. The median household income is \$72,810 and the median rent is \$1,398.

Government Info:

110 Train St SE
P O Box 489
Orting WA 98360
360 893-2219
360 893-6809 fax
Mayor: Dale Jones

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: SR 162

Milton

Total Population 6968
Total Households 3081

Racial/Ethnic Dist.

White	5773	82.85%
Black or African American	215	3.09%
American or Alaskan Indian	81	1.16%
Asian	358	5.14%
Native Hawaiiin or other Pacific Islander	58	0.83%
Other race	483	6.93%

Housing Units

Occupied Housing Units	2901	100.00%
Owner Occupied Units	1667	57.46%
Renter Occupied Units	1234	42.54%
Vacant Housing Units	180	6.20%
Rental Vacancy Rates	80	2.76%

Household Occupations

Management & Professional Service	29.80%
Sales/Office	30.80%
Farming/forestry	0.00%
Construction/extraction/maintenance	13.40%
Production/transportation/material moving	12.20%

School District

Fife School District
5802 20th St E
Tacoma, WA 98424
253-517-1000

Milton is bordered by unincorporated King County on the north, Fife to the west and Edgewood to the east and south. Located in the I-5 corridor, it is less than 16 miles south of Sea-Tac Airport. The median household income is \$67,067. The median rent is \$1,094.

Government Info:

1000 Laurel St
Milton Wa 98354
253 922-8735
253 922-2706 fax

Mayor: Debra Perry

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: I- 5

Waller

Total Population 7922
Total Households 3258

Racial/Ethnic Dist.

White	6785	85.65%
Black or African American	172	2.17%
American or Alaskan Indian	200	2.52%
Asian	282	3.56%
Native Hawaiiin or other Pacific Islander	11	0.14%
Other race	472	5.96%

Housing Units

Occupied Housing Units	3585	100.00%
Owner Occupied Units	2546	71.02%
Renter Occupied Units	558	15.56%
Vacant Housing Units	154	4.30%
Rental Vacancy Rates	26	0.73%

Household Occupations

Management & Professional	31.20%
Service	16.20%
Sales/Office	25.50%
Farming/forestry	0.00%
Construction/extraction/maintenance	10.90%
Production/transportation/material moving	16.20%

School District

The median household income is \$63,125.
The median rent is \$970.
In 1999 5.5% of families were below poverty level.

Government Info:

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Summit

Total Population 7985
Total Households 3316

Racial/Ethnic Dist.

White	6776	84.86%
Black or African American	222	2.78%
American or Alaskan Indian	126	1.58%
Asian	286	3.58%
Native Hawaiiin or other Pacific Islander	38	0.48%
Other race	537	6.73%

Housing Units

Occupied Housing Units	3123	100.00%
Owner Occupied Units	2474	79.22%
Renter Occupied Units	649	20.78%
Vacant Housing Units	193	6.18%
Rental Vacancy Rates	37	1.18%

Household Occupations

Management & Professional	36.90%
Service	12.30%
Sales/Office	22.90%
Farming/forestry	0.00%
Construction/extraction/maintenance	10.20%
Production/transportation/material moving	17.60%

School District

Franklin Pierce
315 129th St S
Tacoma WA 98444
253 537-0211
www.fp.k12.wa.us

Summit is located between Midland and Puyallup. Shopping abounds in this area. There is a branch of the Pierce County Library within its boundaries. In 1999 5.2% of families were below the poverty level. The median household income is \$65,152. The median rent is \$1,040.

Government Info:

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Hwy 512, I- 5

South Hill

Total Population 52431
Total Households 19081

Racial/Ethnic Dist.

White	40980	78.16%
Black or African American	2269	4.33%
American or Alaskan Indian	516	0.98%
Asian	3120	5.95%
Native Hawaiiin or other Pacific I	552	1.05%
Other race	4994	9.52%

Housing Units

Occupied Housing Units	17962	100.00%
Owner Occupied Units	13439	74.82%
Renter Occupied Units	4523	25.18%
Vacant Housing Units	1119	6.23%
Rental Vacancy Rates	391	6.23%

Household Occupations

Management & Professional	35.80%
Service	17.10%
Sales/Office	25.60%
Farming/forestry	0.20%
Construction/extraction/maintenance	10.30%
Production/transportation/material mov	10.90%

School District

Franklin Pierce
315 129th St S
Tacoma WA 98444
253 537-0211
www.fp.k12.wa.us

South Hill is the most popular and fastest growing area in unincorporated Pierce County. The South Hill Community is defined as an area roughly bordered by the City of Puyallup on the north, 192nd St on the south, 70th Ave on the west and the Orting Ridge on the east. Shopping is abundant and there is a branch of the Pierce County Library within its boundaries. In 1999 2.6% of families were below poverty level. The median rent is \$1,267.

Government Info:

South Hill Community Council
P O Box 73326
South Hill Wa 98373
253 770-5507
www.southhill.org

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Hwy 512, I- 5

Midland

Total Population 8962
Total Households 3458

Racial/Ethnic Dist.

White	5053	56.38%
Black or African American	807	9.00%
American or Alaskan Indian	230	2.57%
Asian	944	10.53%
Native Hawaiiin or other Pacific Islander	267	2.98%
Other race	1661	18.53%

Housing Units

Occupied Housing Units	3227	100.00%
Owner Occupied Units	1762	54.60%
Renter Occupied Units	1465	45.40%
Vacant Housing Units	231	7.16%
Rental Vacancy Rates	103	3.19%

Household Occupations

Management & Professional	18.90%
Service	19.10%
Sales/Office	27.20%
Farming/forestry	1.30%
Construction/extraction/maintenance	13.40%
Production/transportation/material moving	20.10%

School District

Franklin Pierce
315 129th St S
Tacoma WA 98444
253 537-0211
www.fp.k12.wa.us

Midland is an unincorporated area in south Pierce County. It lies southeast of Tacoma and northeast of Parkland. The median household income is \$42,929. The median rent is \$911.

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Highways: Hwy 512, I- 5

Graham

Total Population 23491
Total Households 8324

Racial/Ethnic Dist.

White	19399	82.58%
Black or African American	942	4.01%
American or Alaskan Indian	280	1.19%
Asian	668	2.84%
Native Hawaiiin or other Pacific Islander	281	1.20%
Other race	1921	8.18.%

Housing Units

Occupied Housing Units	7904	100.00%
Owner Occupied Units	6687	84.60%
Renter Occupied Units	1217	15.40%
Vacant Housing Units	420	5.31%
Rental Vacancy Rates	72	0.91%

Household Occupations

Management & Professional	30.18%
Service	15.80%
Sales/Office	23.60%
Farming/forestry	0.00%
Construction/extraction/maintenance	14.40%
Production/transportation/material moving	15.80%

School District

Bethel School District
516 176th St E
Spanaway WA 98387
253 683-6000

Graham is an unincorporated area in south Pierce County. It lies south of Puyallup and north of Kapowsin. It is home to Frontier Park, the training ground for Explorer Search and Rescue.

In 1999 4.4% of families were below poverty level. The median household income is \$71,951. The median rent is \$1,377.

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000

Highways: SR 161

Fox Island

Total Population	3633
Total Households	1565

Racial/Ethnic Dist.

White	3395	93.45%
Black or African American	24	0.66%
American or Alaskan Indian	30	0.83%
Asian	48	1.32%
Native Hawaiiin or other Pacific Islander	4	0.11%
Other race	132	3.63%

Housing Units

Occupied Housing Units	1384	100.00%
Owner Occupied Units	1239	89.52%
Renter Occupied Units	145	10.48%
Vacant Housing Units	181	13.08%
Rental Vacancy Rates	5	0.36%

Household Occupations

Management & Professional	44.70%
Service	10.70%
Sales/Office	27.90%
Farming/forestry	0.50%
Construction/extraction/maintenance	4.20%
Production/transportation/material moving	12.20%

School Districts

Peninsula School District
14015 62nd Ave NW
Gig Harbor WA 98332
www.peninsula.wednet.edu

Fox Island Island is located in South Puget Sound, southwest of Gig Harbor and northwest of Steilacoom.

In 1999 1.7% of familiewere below poverty level. The median household income is \$95,487. The median rent is \$1,229.

City Hall Information

Transportation

Highways: Hwy 16
website: FoxIsland.net

Frederickson

Total Population 18719
Total Households 6604

Racial/Ethnic Dist.

White	13633	72.83%
Black or African American	1361	7.27%
American or Alaskan Indian	211	1.13%
Asian	1046	5.59%
Native Hawaiiin or other Pacific Islander	420	2.24%
Other race	2048	10.94%

Housing Units

Occupied Housing Units	6237	100.00%
Owner Occupied Units	4975	79.77%
Renter Occupied Units	1262	20.23%
Vacant Housing Units	367	5.88%
Rental Vacancy Rates	66	1.06%

Household Occupations

Management & Professional	31.50%
Service	15.30%
Sales/Office	29.40%
Farming/forestry	0.30%
Construction/extraction/maintenance	9.30%
Production/transportation/material moving	14.20%

School District

Frederickson is located southeast of Sapanway and northwest of Graham. In 1999 5.8% of families were below poverty level. The median household income is \$69,250. The median rent is \$1,379.

City Hall Information

Transportation

Highways: SR 161

Elk Plain

Total Population 14205
Total Households 4929

Racial/Ethnic Dist.

White	11175	78.67%
Black or African American	654	4.60%
American or Alaskan Indian	177	1.25%
Asian	509	3.58%
Native Hawaiian or other Pacific Islander	336	2.37%
Other race	1354	9.53%

Housing Units

Occupied Housing Units	4707	100.00%
Owner Occupied Units	3842	81.62%
Renter Occupied Units	865	18.38%
Vacant Housing Units	222	4.72%
Rental Vacancy Rates	42	0.89%

Household Occupations

Management & Professional	26.20%
Service	18.90%
Sales/Office	26.60%
Farming/forestry	0.30%
Construction/extraction/maintenance	11.80%
Production/transportation/material moving	16.10%

School District

Bethel School District
516 176th St E
Spanaway WA 98387
253 683-6000

Elk Plain is located just off SR 7, south of Spanaway, southwest of Fredrickson and flanking Ft. Lewis. The median household income is \$65,830. The median rent is \$1,198.

City Hall Information

Transportation

Highways: Hwy 7

Carbonado

Total Population 610
Total Households 218

Racial/Ethnic Dist.

White	568	93.11%
Black or African American	4	0.66%
American or Alaskan Indian	6	0.98%
Asian	7	1.15%
Native Hawaiiin or other Pacific Islander	1	0.16%
Other race	24	3.93%

Housing Units

Occupied Housing Units	208	100.00%
Owner Occupied Units	179	86.06%
Renter Occupied Units	29	13.94%
Vacant Housing Units	10	4.81%
Rental Vacancy Rates	1	0.48%

Household Occupations

Management & Professional	17.40%
Service	25.70%
Sales/Office	23.70%
Farming/forestry	4.00%
Construction/extraction/maintenance	19.80%
Production/transportation/material moving	9.50%

School District

Carbonado School District
427 4th St
Carbonado WA 98323
360 829-0121

Carbonado is south of Buckley. The median household income is \$55,972. The median rent is \$940.

City Hall Information

Transportation

Highways: Hwy 165

Ashford

Total Population	217
Total Households	181

Racial/Ethnic Dist.

White	196	90.32%
Black or African American	0	0.00%
American or Alaskan Indian	2	0.92%
Asian	13	6.00%
Native Hawaiiin or other Pacific Islander	0	0.00%
Other race	6	2.76%

Housing Units

Occupied Housing Units	100	100.00%
Owner Occupied Units	72	72.00%
Renter Occupied Units	28	28.00%
Vacant Housing Units	81	81.00%
Rental Vacancy Rates	11	11.00%

Household Occupations

Management & Professional	4.80%
Service	40.10%
Sales/Office	20.50%
Farming/forestry	0.00%
Construction/extraction/maintenance	13.60%
Production/transportation/material moving	21.00%

School District

Eatonville School District
208 Lynch St
Eatonville WA 98328
360 879-1000

Ashford is located on SR 706 west of Mt Rainier National Park near the Lewis County border. The median household income is \$37,275. The median rent is \$572.

City Hall Information

Transportation

Highways: SR 706

City of Puyallup

Total Population 37022
 Total Households 16171

Racial/Ethnic Dist.

White	31245	84.40%
Black or African American	781	2.11%
American or Alaskan Indian	511	1.38%
Asian	1396	3.77%
Native Hawaiiin or other Pacific Islander	259	0.70%
Other race	2830	7.64%

Housing Units

Occupied Housing Units	14950	100.00%
Owner Occupied Units	7904	52.87%
Renter Occupied Units	7046	47.13%
Vacant Housing Units	1221	8.17%
Rental Vacancy Rates	658	4.40%

Household Occupations

Management & Professional Service		32.20%
Sales/Office		17.10%
Farming/forestry		25.60%
Construction/extraction/maintenance		0.00%
Production/transportation/material moving		10.70%
		14.20%

School District

Puyallup School District
 302 West 2nd
 Puyallup Wa 98371
www.puyallupk12.wa.us

The City of Puyallup is located at the foot of Mt. Rainier 10 mi. east of Tacoma and 35 miles south of Seattle.

Puyallup has a unique downtown district. There are lots of shopping opportunities on Puyallup South Hill. The city boasts cinemas, restaurants, 2 year college, parks & recreation, good K-12 schools and a nice residential district.

Median household is \$63,009. In 1999 approx. 4.7% of the population had salaries below the poverty level.

Average median rents are \$1,023.

City Hall Information

333 S. Meridian
 Puyallup Wa 98371
 253-841-4321
 Mayor: John Hopkins
 City website: www.ci.puyallup.wa.us
 Library: 324 South Meridian
 Puyallup Wa 98371
 Senior Center: 212 West Pioneer
 Puyallup WA 98371
 253-841-5555

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
 253-581-8000
 Rail Service: Sound Transit
www.soundtransit.org
 888-889-6368
 Highways: Hwy 512, Hwy 167

City of Tacoma

Total Population 198397
Total Households 85786

Racial/Ethnic Dist.

White	128670	64.85%
Black or African American	22210	11.19%
American or Alaskan Indian	3648	1.84%
Asian	16274	8.20%
Native Hawaiian or other Pacific Islander	2455	1.24%
Other race	25140	12.67%

Housing Units

Occupied Housing Units	78541	100.00%
Owner Occupied Units	42316	53.88%
Renter Occupied Units	36225	46.12%
Vacant Housing Units	7245	9.22%
Rental Vacancy Rates	3372	4.29%

Household Occupations

Management & Professional	33.80%
Service	22.10%
Sales/Office	23.20%
Farming/forestry	0.30%
Construction/extraction/maintenance	8.50%
Production/transportation/material moving	12.00%

School District

Tacoma School District
601 S. 8th St.
Tacoma, WA 98405
253-571-1000

Tacoma, a mid-sized urban port city is the second-largest city in the Puget Sound. Tacoma also serves as the center of business activity for the South Sound Region. Also known locally as the "City of Destiny". Since the 1990's developments in the downtown core include UW Tacoma, Tacoma Link and the Thea Foss Waterway. The median household income is \$51,269. The median rent is \$933.

City Hall Information

747 Market St.
Tacoma, WA 98402
253-591-5400
Mayor: Marilyn Strickland
City website: www.cityoftacoma.org
Library: 1102 Tacoma Ave
Tacoma, WA 98402

Transportation

Bus Service: Pierce Transit
www.ptbus.pierce.wa.us
253-581-8000
Rail Service: Sound Transit
www.soundtransit.org
888-889-6368
Highways: Hwy 512, Hwy 167, Hwy 18

Resources:

U.S. Census Bureau

<https://www.census.gov/quickfacts/table/PST045215/00>

2010 Census Interactive Population Search

<https://www.census.gov/2010census/popmap/ipmtext.php?fl=53>

Area Vibes

<http://www.areavibes.com/>

Data USA Visualization of Public Data

<https://datausa.io/>

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

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and

Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read *A Good Place to Live*. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

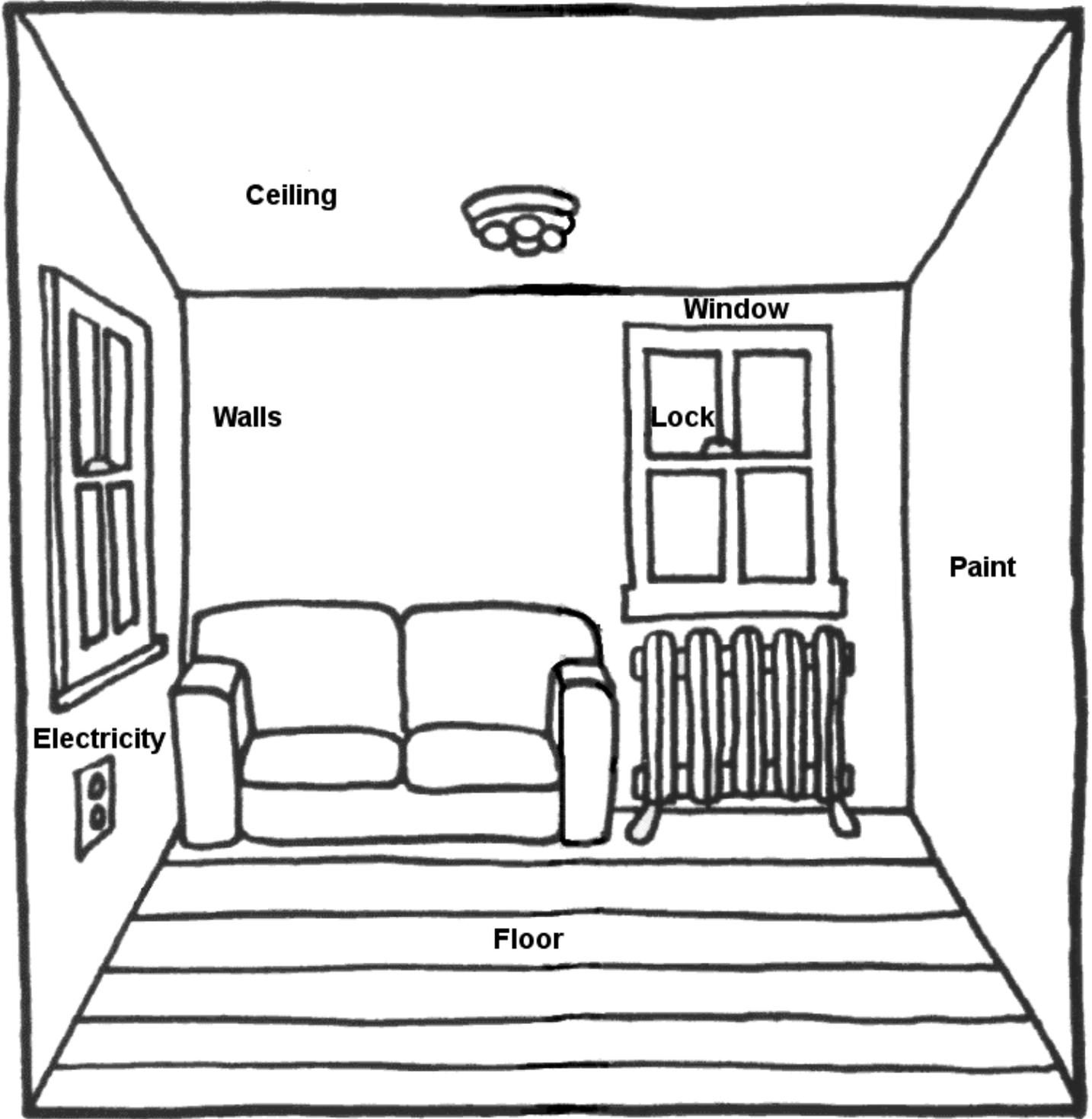
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

- The types of locks on windows and doors
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?



Ceiling



Window

Walls

Lock

Paint

Electricity



Floor

2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

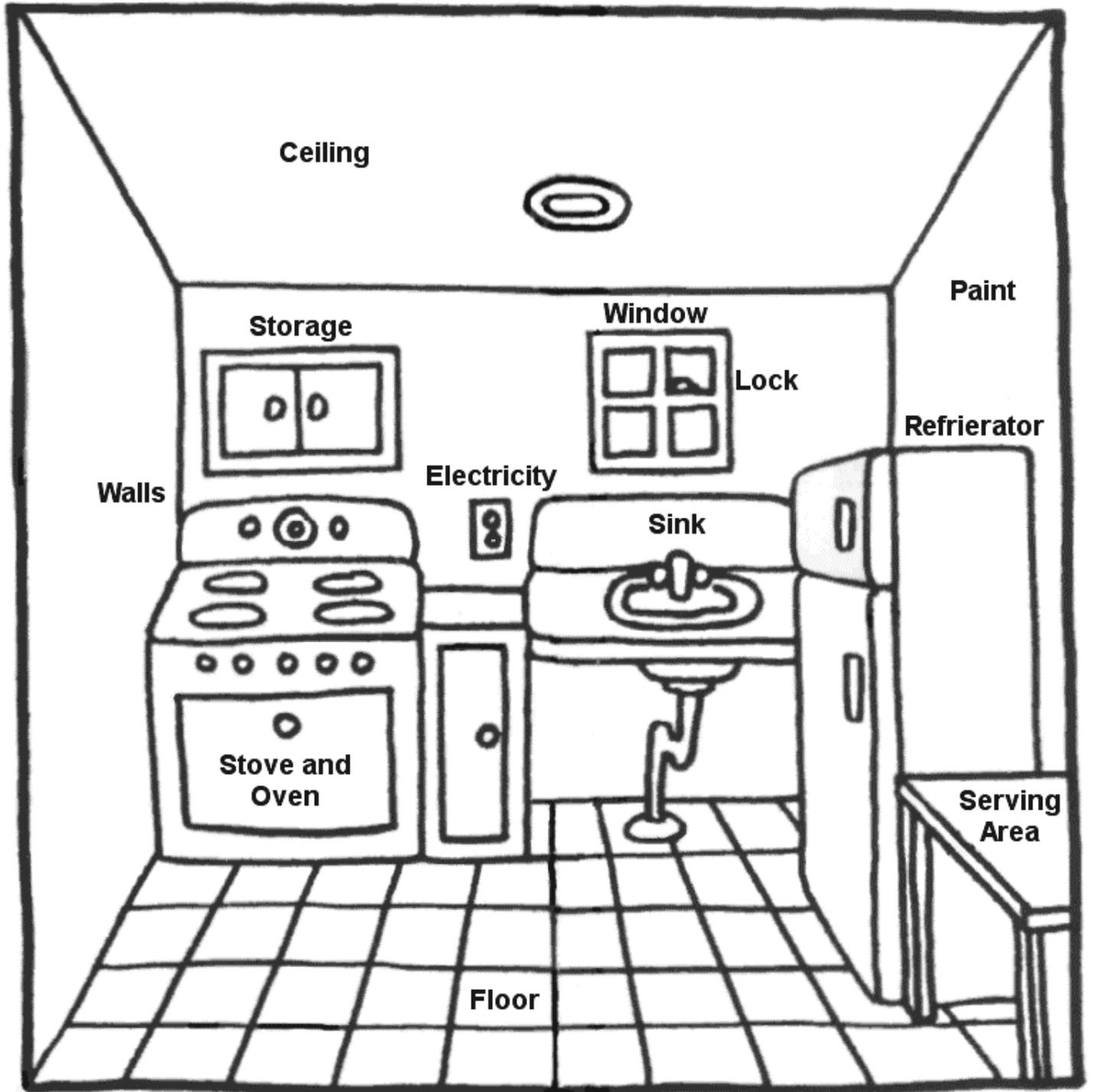
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

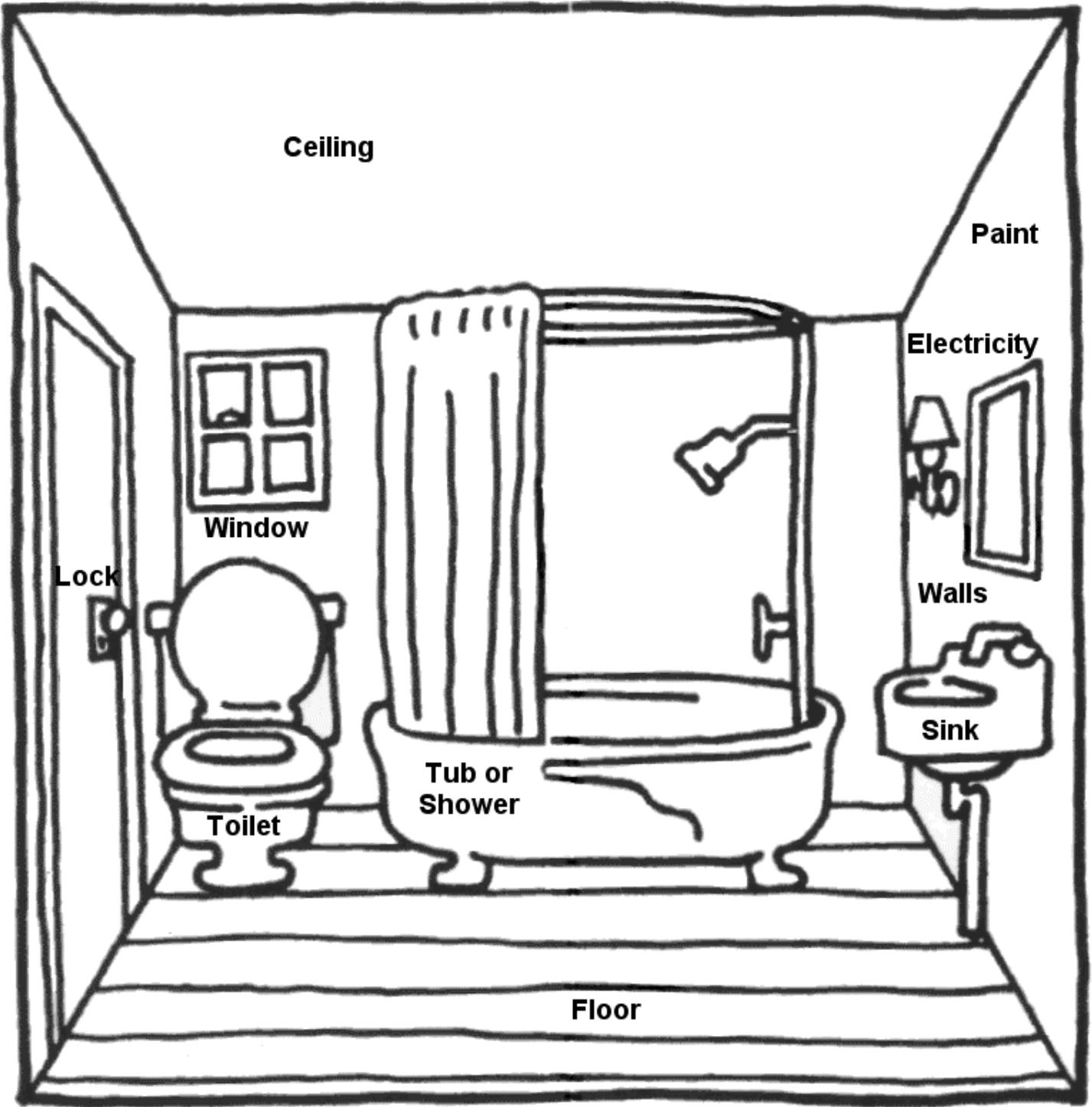
Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



Ceiling

Paint

Electricity

Window

Lock

Walls

Toilet

Tub or Shower

Sink

Floor

4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

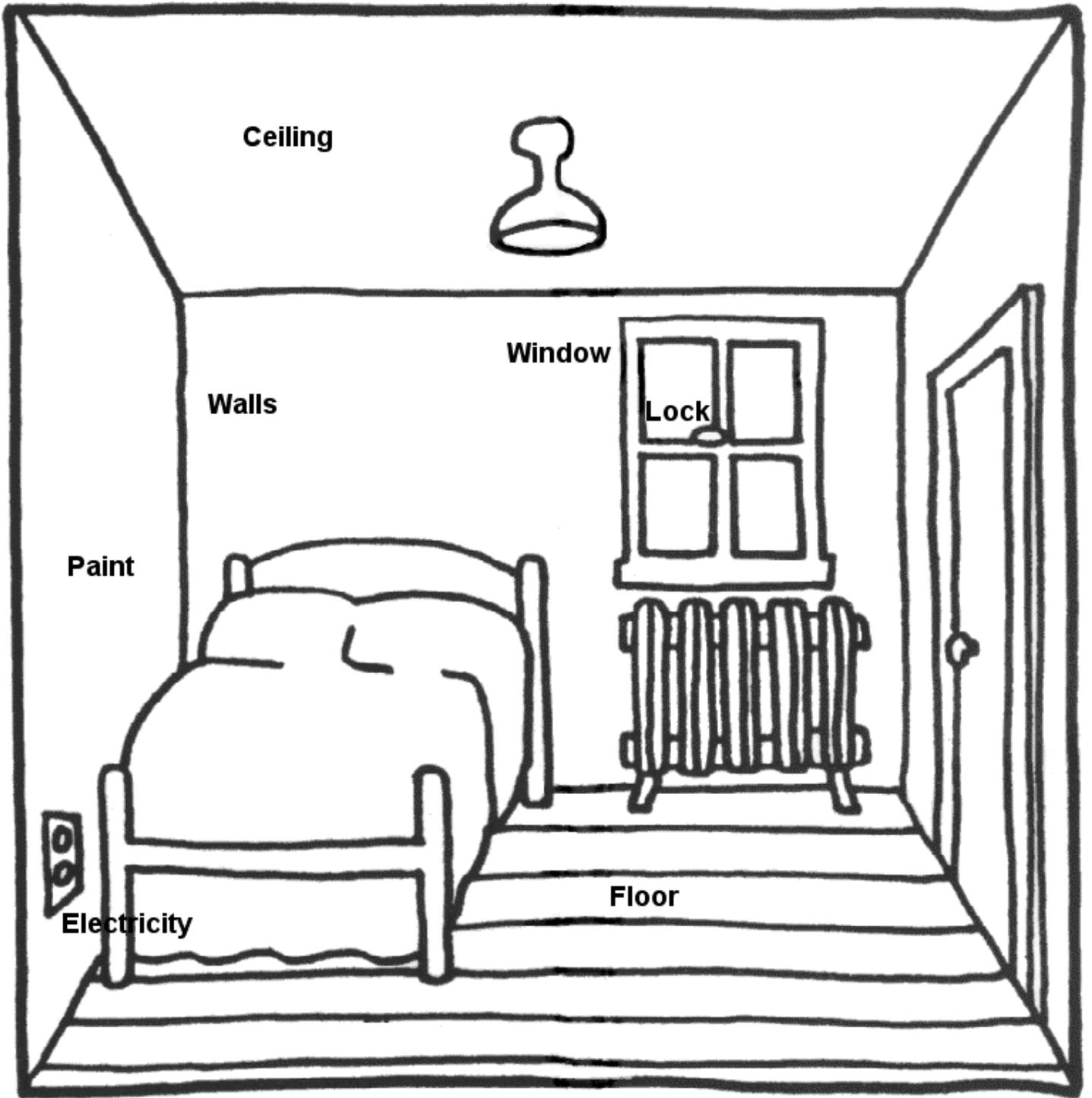
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?



Ceiling

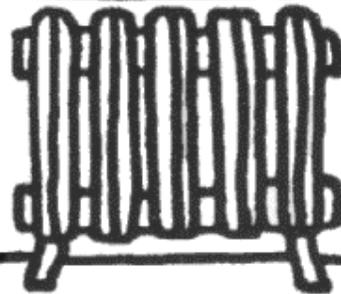
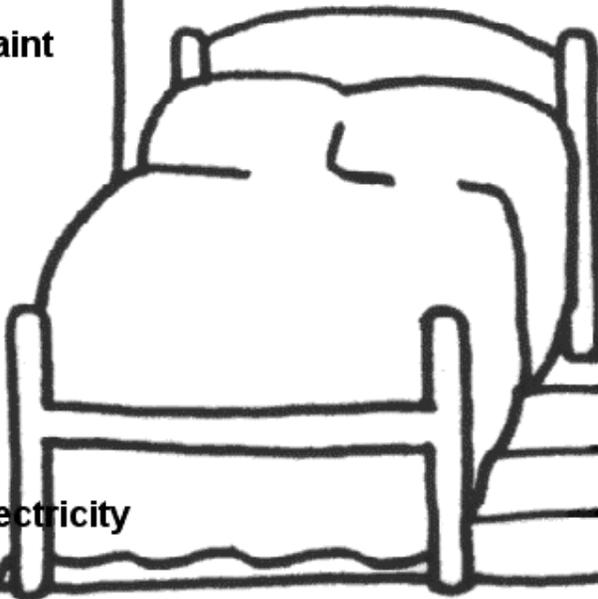


Window

Walls

Lock

Paint



Electricity

Floor

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

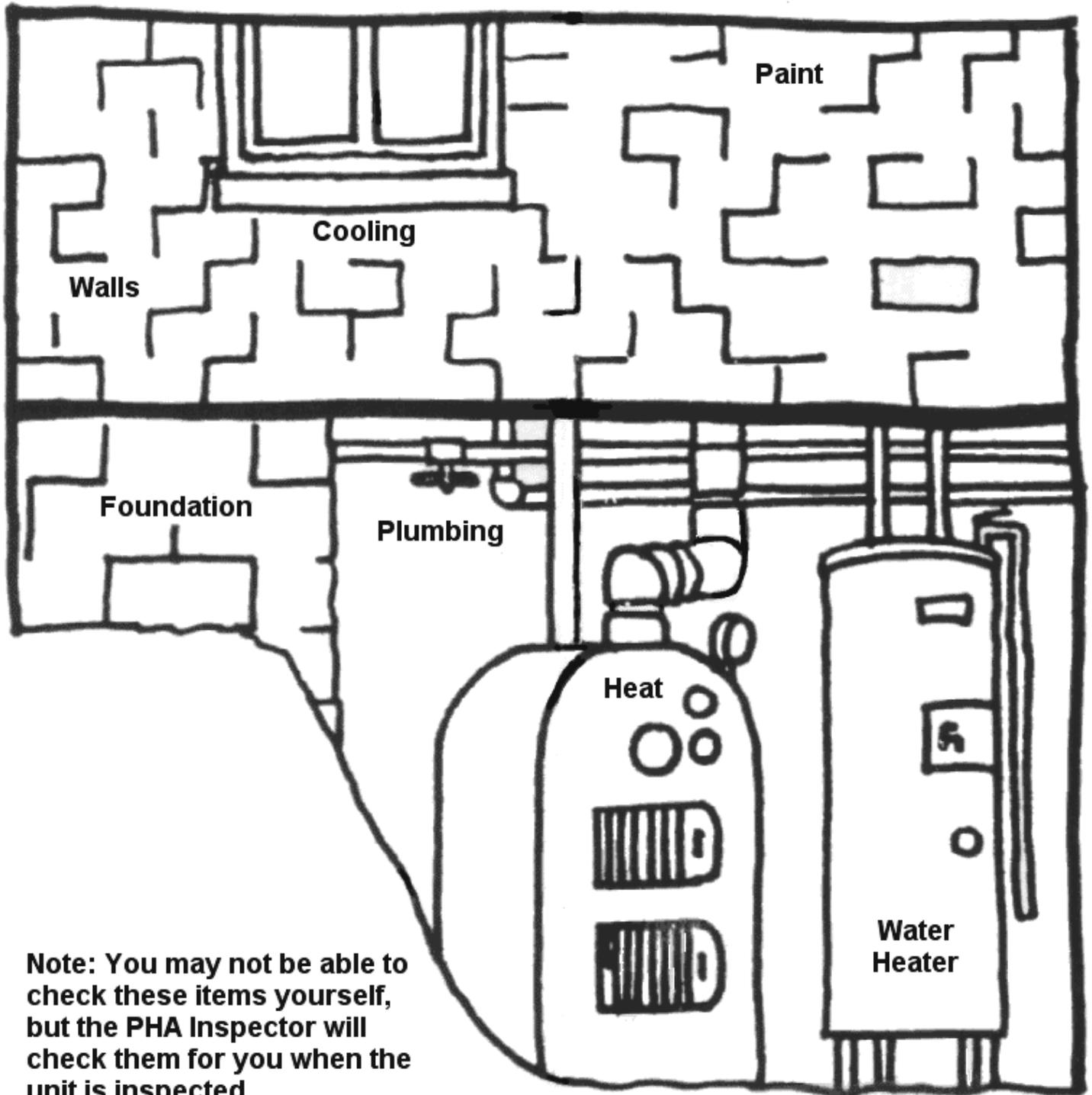
Heat

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution

No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin

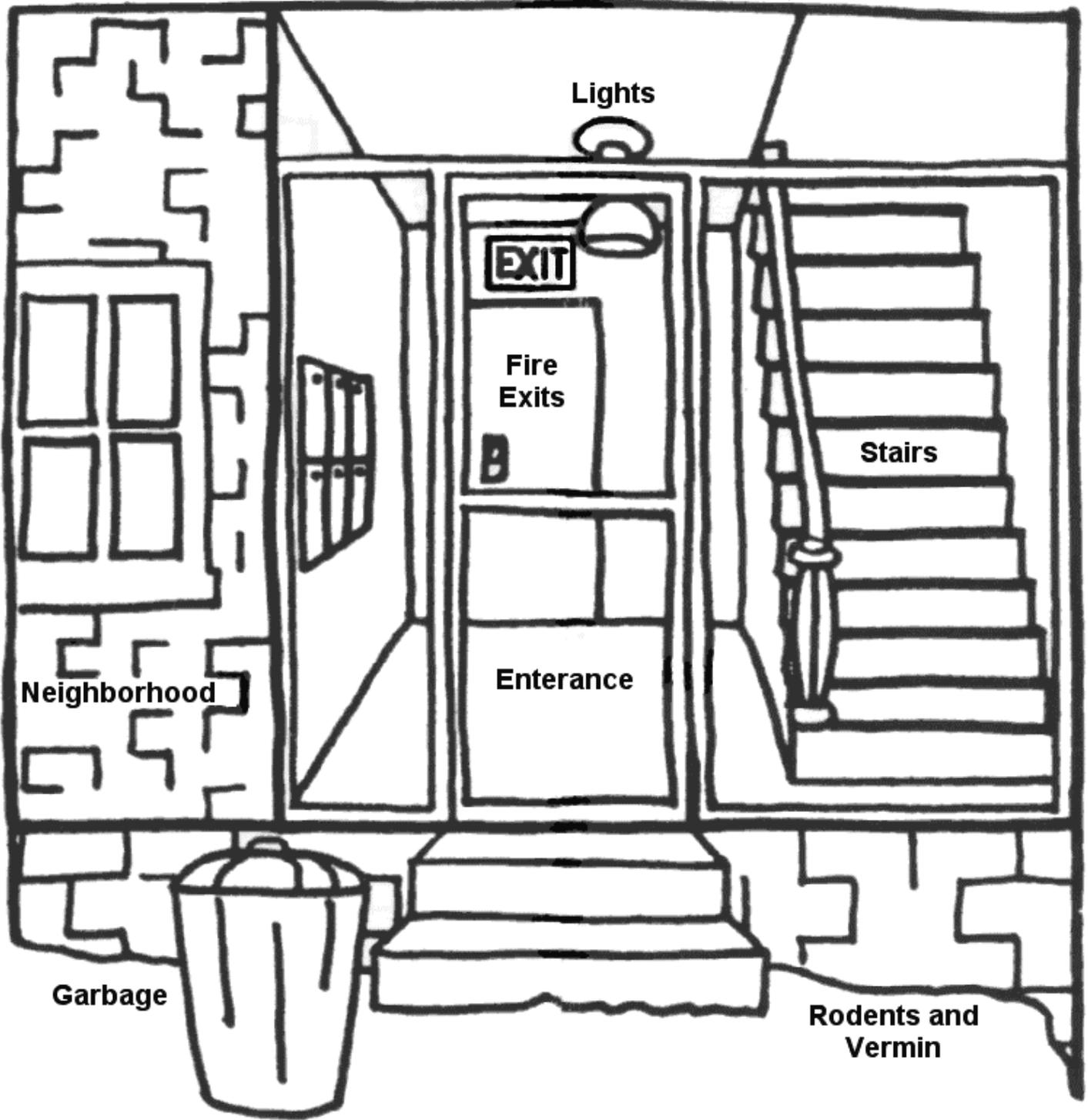
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
--Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
--Are there stores nearby?
--Are there schools nearby?
--Are there hospitals nearby?
--Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

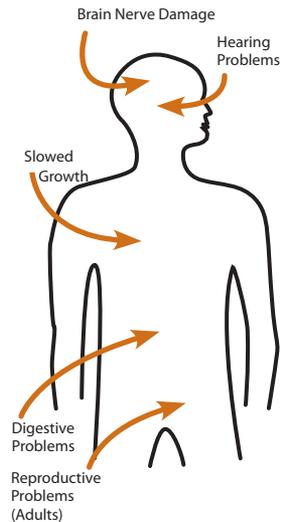
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://www.epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](https://www.epa.gov/lead), or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA)

Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

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

The Tenancy Addendum is part of the HAP contract and lease. Public reporting burden for this collection of information is estimated to average 0.5 hours. This includes the time for collection, reviewing and reporting the data. The information is being collected as required by 24 CFR 982.451 which in part states the PHA must pay the housing assistance payment promptly. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless there is a valid OMB number. Assurances of confidentiality are not provided under this section.

HUD is committed to protecting the privacy of an individual's information stored electronically or in paper form in accordance with federal privacy laws, guidance and best practices. HUD expects its third-party business partners including Public Housing Authorities who collect, use, maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

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 program.
- 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 redecoration) 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.

9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

a. **Purpose:** This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.

b. **Conflict with other Provisions:** In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.

c. **Effect on Other Protections:** 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, sexual assault, or stalking.

- d. **Definition:** As used in this Section, the terms “actual and imminent threat,” “affiliated individual,” “bifurcate,” “dating violence,” “domestic violence,” “sexual assault,” and “stalking” are defined in HUD’s regulations at 24 CFR part 5, subpart L. The terms “Household” and “Other Person Under the Tenant’s Control” are defined at 24 CFR part 5, subpart A.
- e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the “Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).
- f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**
- (1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).
 - (2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant’s Household or any guest or Other Person Under the Tenant’s Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).
 - (3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other “good cause” for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).
- g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property (including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant’s Household. 24 CFR 5.2005(d)(1).
- h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).
- i. **Actual and Imminent Threats:**
- (1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an “actual and imminent threat” to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: “Actual and imminent threat” refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).
 - (2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).
- j. **Emergency Transfer:** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA’s emergency transfer plan. 24 CFR 5.2005(e). The PHA’s emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant’s dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;
- For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.
- k. **Bifurcation:** Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant’s Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may “bifurcate” the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity 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. 24 CFR 5.2009(a).

If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

- (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;
 - (2) Establish eligibility under another covered housing program; or
 - (3) Find alternative housing.
- l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.
- m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.
- (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and
 - (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. 24 CFR 982.354.
- n. **Confidentiality.**
- (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.
 - (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.
 - (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

10. Eviction by court action

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

11. Owner notice of grounds

- a. 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.
- b. The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- c. 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.

12. Lease: Relation to HAP Contract

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

13. 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.

14. Family Move Out

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

15. 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.

16. 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. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

17. 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.

18. 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.

19. Notices

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

20. 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.

**WHEN TROUGH TIMES HIT, MANY PEOPLE DON'T
KNOW WHERE TO TURN. SOUTH SOUND 211
CAN HELP.**



CONTACT THE UNITED WAY:

PHONE:
(253) 272-4263

WEBSITE:
UWPC.ORG

EMAIL:
211@uwpc.org

**THE UNITED WAY OF PIERCE
COUNTY**



**South Sound 2-1-1 is a free call from
your cell phone that connects people
with services, such as:**

- ❖ Rent and Utility Assistance
- ❖ Pregnancy Assistance & Newborn Aid
- ❖ Child care, Children & Teen Services
- ❖ Transportation Assistance
- ❖ Veteran Information and Resources
- ❖ Domestic Violence Help / Family Resources
- ❖ Medical and Dental Assistance
- ❖ Apply for Health Insurance
- ❖ Disability Services
- ❖ Drug and Alcohol Recovery Help
- ❖ Mental Health & Legal Services
- ❖ Employment, Education, & Training.
- ❖ Clothing Assistance, Food Banks, & Hot Meals

To find the resources you need, simply dial 2-1-1

**You can also get connected by downloading the WIN 2-1-1 app, or
visiting uwpc.org**

**South Sound 2-1-1 operates its programs without regard to race, color, and
national origin. To receive additional information on its discrimination
obligations, including its complaint procedures, please contact the Call Center
Supervisor at 253-272-4263 or email 211@uwpc.org**

**If you or someone you know
needs help, please call the
National Suicide Prevention
Life line.
800-273-8255**



DO YOU NEED A FREE CELLPHONE? Just Visit: Qlinkwireless.com

Help Me Grow Washington Hotline



If you call the Washington Hotline, you can expect a short wait time before you're connected with a friendly, local, and knowledgeable staff member at within reach.

Call the Help Me Grow Washington Hotline at 1-800-322-2588

We can help you understand and apply for a variety of food and health resources in Washington state, including:

- WIC (Women, Infants & Children Nutrition Program)
- Basic Food (Food Stamps)
- Health Insurance for children, pregnant women and adults
- Birth control through the Take Charge Program
- Health and family planning clinics
- Developmental screenings
- Pregnancy and baby supplies
- Breastfeeding support
- Food banks
- and much more ...

We're available Monday-Thursday 8:00-5:30 and Friday 8:00-5:00

- Bilingual staff speak Spanish
- Other languages are served using interpreters via AT&T Language Line
- No quotas or time limits, so we can talk as long as you like to connect you to the services you need
- We can screen you and start applications over the phone or provide you with information and a quick referral—it's up to you.

Rent and Utility Assistance Services

Homeless Prevention Outreach (253-581-8698)

5505 S.W. 108th Street. Lakewood, WA 98498

Monday - Friday 10:00am to 12:00pm.

Also provides bus tickets, utilities, food and furniture, and clothing vouchers. Must live within 98498, 98499, 98439, 98327, 98388 or 98303.

Pierce County Human Services Community Action Programs (Assistance Help) (253-798-7240)

8811 South Tacoma Way. Lakewood, WA 98498

Monday – Friday 08:00am to 4:30pm.

Must live outside Tacoma city limits. Lakewood residents excluded. energy assistance, home repair help, weatherization help, early childhood education & assistance, and aging & disability help

St. Vincent De Paul Conference of St. Nicholas Church (253-851-0554)

3510 Rosedale Street. Gig Harbor, WA 98335 – Serving Gig Harbor and Key Peninsula

Monday – Friday 8:00am to 4:30pm. Also provides utilities, clothing and food. Must live within 98332, 98335, or 98394

New Connections (253-617-1405)

613 S. 15th Street. Tacoma, WA 98405

Monday – Friday 9:00am – 4:00pm Call to verify the availability of funding.

All Saints Community Services (253-848-2000)

204 6th Ave S.W. Puyallup, WA 98371

Monday – Thursday 10:00am to 12:00pm & 1:00pm to 3:00pm Call first. Also provides rent, utilities, food, & prescription refills. Must have Puyallup Zip Code.

St. Vincent de Paul Assistance Line at Holy Disciples Catholic Church (253-693-8863)

10425 187th St E. Puyallup, WA 98374

Also provides clothing, food, & utilities when the resources are available.

Must live within 98338, 98373, 98374, or 98375

St. Vincent de Paul Conference of St. Nichols Church (253-851-0554)

3510 Rosedale St. Gig Harbor, WA 98335

Monday – Friday 8am to 4:30pm

Also provides clothing, food, & utilities when the resources are available.

Must live within 98332, 98335, 98394

St. Vincent de Paul Our Lady Queen of Heaven Parrish (253-537-5266)

14601 A. St. Spanaway, WA 98444

Monday – Friday 10:00am to 2:00pm

Also provides utility assistance. For residents of Spanaway, Roy, and parts of Parkland only.

St. Vincent de Paul at St. Martin of Tours

2305 54th Ave E. Fife, WA 98424

Assistance with rent & utilities for Fife, Milton, and Edgewood residents only.

Open Monday and Thursday 09:00am to 4:00pm

St. Vincent de Paul of Tacoma & Pierce County (253-474-0519)

4009 S. 56th Street. Tacoma, WA 98409 (This location has a store)

Monday – Saturday 09:00am to 6:00pm (Closed Sunday)

Provides spiritual material & financial support. Must have an eviction notice, or a disconnect notice to qualify for financial assistance. Call for funding availability.

St. Vincent de Paul at Summit (253-604-4115)

10417 Canyon Rd E, Puyallup, WA 98373 (This location has a store)

Monday – Saturday 09:00am to 6:00pm (Closed Sunday) Call for questions and funding availability

St. Vincent de Paul Conference of St. Nicholas Church (253-851-0554)

3510 Rosedale St NW, Gig Harbor, WA 98335

Monday – Friday 08:00am to 5:00pm

Must be a resident of Gig Harbor or Key Peninsula

Bridges of Love, N.W (253-531-2366)

Monday – Thursday 09:00am to 2:00pm

Assistance with rent, utilities, and prescriptions

Helping Hands (253-848-6096)

4321 2nd St SW. Puyallup, WA 98373

Call Mondays at 10:00am. First call, First served.

Assistance with rent and utilities – Adults with minor children only.

Salvation Army Locations:

Puyallup: 4009 9th St. SW. Puyallup, WA 98374 (253-841-1491)

Monday – Friday 08:00am – 4:30pm

By appointment only. Also assists with utilities and prescriptions, subject to funds availability

Tacoma: 1501 6th Ave. Tacoma, WA 98405 (253-572-8452)

Monday, Thursday, and Friday – 08:00am – 4:00pm

Lakeview power assistance only. First come, first served. Also provides prescription assistance, subject to funds availability.

Central Tacoma: 1110 S Puget Sound Ave, Tacoma, WA 98405 (Citadel Corps) (253) 572-8452

Monday – Friday 08:00am – 4:30pm; Assistance for rent and utilities, subject to funds availability.

MDC Energy Assistance (253-572-5557)

10423 187th Street E. Puyallup. WA 98374

Monday – Friday 08:00am to 4:30-pm.

For low income & disabled persons. Call to see if you're eligible for a discount on your phone bill.

Metropolitan Development Council

721 Fawcett Ave. Suite 204 Tacoma, WA 98402 (253-383-3921)

Monday – Thursday 08:00am – 4:30pm (Closed from 12pm-1pm for lunch)

Services include: Energy assistance, home weatherization, healthcare, center for substance abuse and recovery, mental health services, youth education, and adult education and employment assistance.

Helping Hand House

4321 2nd St SW, Puyallup, WA 98373 (253-848-6096)

Monday – Friday 08:00am to 4:30pm

Utility assistance

Pierce County Human Services – Energy Assistance

8811 South Tacoma Way, Tacoma, WA 98499 (253-798-3800)

Monday – Friday 07:30am to 4:00pm

Must live outside Tacoma City Limits

If already disconnected, call (253-798-4328)

Small Tribes Origination of Western Washington (253-589-7101)

3040 96th St. S, Lakewood, WA 98499

Serving everyone. Call for funding availability.

888-255-5773

Pregnancy Assistance and Newborn Aid

Baby Catchers & Beyond (253-471-3193)

2115 S 56th St #103, Tacoma, WA 98409

Monday – Friday 09:00am to 5:00pm

A healthcare alternative, provided by a certified nurse midwife and an ARNP. Services include family planning, annual exams, primary care, newborns, complete prenatal care and births.

Pregnancy Aid of Tacoma (253-383-4100)

902 Market Ave. Tacoma, WA 98405

Monday, Wednesday, Friday 10:00am to 1:30pm. Must be pregnant or have children under 5.

Assistance with rent, utilities, clothes, cribs, car seats, food, formula, and pregnancy tests. Call for funds availability.

Women, Infants & Children (253-588-9597)

11216 Bridgeport Way SW. Lakewood, WA 98499

Monday 10:00am to 6:00pm, Tuesday 09:00am to 5:00pm, Wednesday and Thursday 08:30am to 5:15pm.

Closed Friday, Saturday, and Sunday.

A safe place for Women, Infants, and Children. \$50 a month covers all meals, and utilities, as well as a furnished room.

Mary Bridge Children's WIC – Eatonville

118 Washington Ave N. Eatonville, WA 98328

Ph: **360-832-4232** | Fax: **360-832-7330**

Thursdays: 8:15am to 4:15pm

Mary Bridge Children's WIC – Frederickson

11102 Sunrise Blvd E. Suite 102 - BLDG 1 Puyallup, WA 98374

Ph: **253-446-3238** | Fax: **253-446-3260**

Mondays: 8am-4:15pm, Closed 12:15-1:00pm

Mary Bridge Children's WIC – JBLM

551 Barnes Blvd McChord AFB, WA 98438

Ph: **253-982-0210** | Fax: **253-982-3156**

Mon-Fri: 6:45am to 5:15pm

Mary Bridge Children's WIC – Puyallup

1011 E Main St. Suite 106. Puyallup, WA 98372

Ph: **253-848-0490** | Fax: **253-845-7218**

Mondays through Saturdays: 8:30am to 5pm | Wednesday: 7:30am to 5pm

Mary Bridge Children's WIC – Spanaway

18020 B Street E. Spanaway, WA 98387

Ph: **253-846-8234**

Fax: **253-846-3915**

Mondays, Wednesdays, Fridays: 8:30am to 5pm | Tuesdays & Thursdays: 7:30am to 4pm

Mary Bridge Children's WIC – Tacoma East

3569 E Roosevelt Ave. Tacoma, WA 98404

Ph: **253-798-4597**

Fax: **253-798-4599**

Thursdays: 9am-4pm, Closed 12:15-1:15pm

Mary Bridge Children's WIC – Boze

Boze Elementary School

1140 E 65th St

Tacoma, WA 98404

Ph: **253-473-8452** Fax: **253-473-1614**

Mondays and Tuesdays 8am to 4:15pm

Mary Bridge Children's WIC – Tacoma Main

316 North L Street

Tacoma, WA 98403

Ph: **253-403-1349** Fax: **253-403-7800**

Mondays through Fridays: 7:45am to 5:45pm; 2nd Saturday of each month from 8am to 4:15pm

Care Net Pregnancy and Family Services of Puget Sound Locations:

Puyallup: 11102 Sunrise Blvd E #107, Puyallup, WA 98374 (253-770-8697) carenetsps.org

Lakewood: 10828 Gravelly Lake Dr SW, Lakewood, WA 98499 (253-984-6222)

Tacoma: 1924 S Cedar St B, Tacoma, WA 98405 (253-383-2988)

Services include, but are not limited to:

- Confidential Pregnancy Tests
- Confidential Ultrasounds.
- Parenting Classes
- Prenatal Classes
- Confidential STD and STI testing.
- Healing Tides (Classes for post abortion support)
- Referrals for Other Services

Planned Parenthood (253-779-3900)

1515 Martin Luther King JR. Way. Tacoma, WA 98405

Child Care Services

ECEAP & Head-Start (253-798-7379)

Pre-School, hot meals, snacks, field trips, health screenings, & limited transportation.
Please call to see if you qualify.

Metropolitan Development Council (253) 383-3921

721 S. Fawcett Street. Suite 204 Tacoma, WA 98402

This is a child food program

Tacoma Day Care & Preschool Association (253-627-5671)

1113 South I Street. Tacoma, WA 98405. Starting at ages 14Months. ECEAP Program is offered.
This is a tuition-based program, but working connections is accepted.

Children and Teen Services

Child Support Enforcement Services (253-597-3700)

Girl Scouts of Western Washington 1(800) 541-9852

Email: customercare@girlscoutsww.org

Website: girlscoutsww.org

Boy Scouts of America: (253-682-2217)

4802 S 19th St, Tacoma, WA 98405

Website: <https://beascouting.org/>

Oasis Youth Services (253)-671-2838 | (Emergency Line 253-988-2108)

2215 Pacific Ave. Tacoma, WA 98402

Drop-in Center with Programs and Classes for LGBTQ individuals.

Bates Technical College Home & Family Program:

Downtown Tacoma:	(253-680-7002)	1101 S Yakima Ave, Tacoma, WA 98405
South Campus:	(253-680-7603)	2201 S 78th St, Tacoma, WA 98409
Central /Mohler Campus	(253-680-7603)	2320 S 19th St, Tacoma, WA 98405

Children's Home Society (253-472-3355)

5929 Westgate Blvd. #D. Tacoma, WA 98406

Washington State Family Helpline (800-932-4673)

Parents are Vital in Education (PAVE) (253-565-2266)

6316 S. 12th St. Tacoma, WA 98465

(CCS) (Formerly Family Preservation) (253-759-9544)

5410 N 44th St, Tacoma, WA 98407

Intensive therapy for high risk youth under 21. Prescreening.

National Runaway Safeline (800-621-4000)

Big Brothers Big Sisters (253-396-9630)

Boys and Girls Club of America (404) 487-5700)

BCGA.ORG

Bridges Center for Grief & Loss (253-403-1966)

YMCA / YWCA

- **Lakewood (253-564-9622)**
1002 S. Pearl St. Tacoma, WA 98465

- **Puyallup (253-841-9622)**
302 43rd Ave SE. Puyallup, WA 98374

- **Tacoma (253-597-6444)**
1144 Market Street. Tacoma, WA 98402

Transportation Assistance

Catholic Community Services / St. Leo's Catholic Church (253-272-5136)

1323 S. Yakima. Tacoma, WA 98405 / 710 S 13th St, Tacoma, WA 98405 (Next Door to Each Other)
Tuesday – Friday from 09:00am to 12:00pm and then reopens at 1:30pm until 4:30pm.
Limited bus ticket vouchers.

Beyond the Borders (Pierce County Community Services) (253-798-2831)

930 Tacoma Ave S. Tacoma, WA 98402

For low income or special needs persons who live in Pierce County, but outside of Pierce Transit boundaries. You **MUST** establish eligibility **PRIOR** to receiving services.

Please apply online (co.pierce.wa.us/4856/Beyond-The-Borders) or call 2-1-1

Pierce Transit Shuttle Services (253-581-8000; Then select 1, and then 2)

Door to Door service for people unable to ride city buses. Call for more information.

piercetransit.org

Tacoma Greyhound (253-383-4621)

10% discount through an agency or organization.

American Cancer Society (800-227-2345)

Provides transportation for **ALL** cancer patients, to and from treatments and doctors' appointments free of charge.

Veteran Information & Resources

Department of Veterans Affairs (800-827-1000)

Tacoma Vet Center (253-565-7038)

4916 Center St. Suite E. Tacoma, WA 98409

University of Washington Tacoma Veteran and Military Resource Center (UWT VMRC)

Located in: Tioga Building, 1901 Jefferson Ave, Tacoma, WA 98402

Pierce County Veterans Assistance Programs (253) 798-7449

3602 Pacific Ave Suite 200, Tacoma, WA 98418.

Supportive Services for Veterans and Families (253-593-2920)

721 Fawcett Street, Suite 201 Tacoma, WA 98402

Monday – Thursday 8:00am to 4:30pm | Friday 8:00am – 3:30pm

Domestic Violence Help

Local Pierce County D.V. Helpline (800-764-2420) | (253-798-4166)

Crystal Judson Family Justice Center
718 Court E. Tacoma, WA 98402

National Domestic Violence 24 Hour Hotline (800-799-7233)

Community Resource Program YWCA (253-272-4181)

When calling, Choose Option 8 for Safe Shelter and DV Advocate

405 Broadway. Tacoma, WA 98402

Monday – Thursdays 08:30am to 5:30pm | Friday 08:30 | 04:30

Puyallup Domestic Violence Victim's Advocate (253-435-3654)

Address Confidentiality Program (800-822-1065)

Provides an alternative mailing address to help keep your Home, Work, and School addresses confidential.

Family Support Centers

Eastside Tacoma Support Center (253-798-4569)

3569 Roosevelt Ave. Tacoma, WA 98404

American Lake Community Garden Center (253-584-1280)

19416 Washington Ave. Lakewood, WA 98398

Orting Family Support Center (360-893-8500)

120 Washington Ave N. Room 8. Orting, WA 98360

Sumner | Bonnie Lake Family Center (253-891-6153)

1508 Willow St, Sumner, WA 98390 (Sumner Middle School, Building 705)

White River Family Support Center (360-829-5883)

250 W. Main St. #200 Buckley, WA 98321

Bethel Family Center (253-683-6850)

18020 B. Street E. Spanaway, WA 98387

Medical Services

Need Health Insurance? Please go to wahealthplanfinder.org and Click “Apply”

Neighborhood Clinic (253-627-6353)

1323 S. Yakima Ave. Tacoma, WA 98405

Monday & Thursday 5:00pm to 8:00 pm

neighborhoodclinetacoma.org (this is a free clinic, but DSHS is welcomed)

Sea Mar Tacoma Medical Clinic (253) 682-2180

1307 S 11th St, Tacoma, WA 98405

Poison Control (800-222-1222)

Community Healthcare Clinics / MultiCare

Eastside Tacoma (253-471-4553) 1708 E. 44th Street. Tacoma, WA 98404

Lakewood (253-589-7030) 10510 Gravelly Lake Dr. SW. Lakewood, WA 98499

Spanaway (253-847-2304) 134 188th Street. Spanaway, WA 98387

Tacoma (253-597-3813) 1102 South I Street. Tacoma, WA 98405

Soundview (253-404-0737) 3611 South D Street. Tacoma, WA 98418

(CHC provides comprehensive care to low income persons. state insurance OK)

Pierce County Aids Foundation (253-383-2565)

3009 S. 40th Street. Tacoma, WA 98409

Sea-Mar Medical Clinic (253-593-2144)

1112 S. Cushman Ave. Tacoma, WA 98405

10217 125th St. Ct. E. Puyallup, WA 98373

Monday – Friday 09:00am to 5:00pm

(Also specializing in services to the low income, uninsured Latino community)

Parkland Clinic (253-536-2020)

11225 Pacific Ave. Tacoma, WA 98444

Monday – Friday 08:00am to 5:00pm, and lunch is from 12:00pm to 1:00pm

Dental Services

Pierce County Dental Society & Referral Service (253-272-9910)

221B Tacoma Ave. S. Tacoma, WA 98402

Northwest Dental Clinic (253-383-3001)

725 St. Helens Ave. Tacoma, WA 98405

Sea-Mar Dental Clinic (253-593-2144)

1112 S. Cushman Ave. Tacoma, WA 98405

10217 125th St. Ct. E. Puyallup, WA 98373

Monday – Friday 09:00am to 5:00pm

Lindquist Dental for Children (253) 539-7445)

130 131st Street S. Tacoma, WA 98444

Community Health Care Dental (253-572-7002)

1215 S. 11th St. Tacoma, WA 98405

Monday, Tuesday, Friday: 07:00am – 5:30pm | Closed 12:00pm – 1:00pm

Wednesday: 07:00am – 6:30pm

Thursday: 07:00am – 5:30pm | Closed 12:00pm – 2:00pm

Bates Technical Dental Clinic (253-680-7000)

1101 S. Yakima. Tacoma, WA 98405

Monday – Thursday 08:00am – 2:00pm | DSHS OK

Disability Services

Paratransit Services (888-925-5438) (Transportation)

8311 S. Durango St. Lakewood, WA 98499

48-hour notice required

Pierce Transit Shuttle (253-581-8000) (Transportation)

3701 96th Street S.W. Lakewood, WA 98499

L 'Arche Tahoma Hope Community (253-535-3178) (Employment)

12303 36th Ave E. Tacoma, WA 98446 | Employment options for people with disabilities.

MultiCare Hospice / Home Care (253-301-6400) (Home Health Care)

3901 S Fife St, Tacoma, WA 98409

Mary Bridge Speech & Hearing for Children (253-697-5200) (Speech and Hearing)

1220 Division Ave, Tacoma, WA 98403

Tahoma Associates (253-627-7980) (Employment)

1545 Tacoma Ave S. Tacoma, WA 98402 | Employment options for people with disabilities.

VADIS (253-863-5173). (Employment)

1701 Elm St. Sumner, WA 98390 | Employment options for people with disabilities.

Drug and Alcohol Recovery Services

Tacoma Detox Services / The Center @ MDC | MDC (253-593-2413)

C.A.R.E. (Chemical Abuse, Resource, and Education / MDC) (253-572-2273; Option 3)

Youth Detox Stabilization Available in Suite 100 | Open 24hours a day. 721 S. Fawcett Ave. Tacoma, WA 98402

New Life Program @ Tacoma Rescue Mission (253-383-4493)

425 South Tacoma Way. Tacoma, WA 98402 | Monday – Friday 08:30am – 5:30pm. Please call first.

Alcoholics Anonymous Pierce County Central Service Office (253-474-8897)

3640 South Cedar Street Ste S, Tacoma, WA 98409

Email: csoadmin@pugetsoundaa.org | Visit: <https://www.pugetsoundaa.org/>

Narcotics Anonymous

<http://www.pcana.org/>

SEA MAR Treatment Center (253-627-2250)

Pierce County Methadone Treatment Program (253-798-6405)

3629 S. D Street. Tacoma, WA 98418

Pierce County Alliance | ADATSA (253-572-4750)

510 Tacoma Ave. Tacoma, WA 98418

Mental Health Services

Hope Guest House (253-627-3620)

915 S. 7th St. Tacoma, WA 98405

Monday – Sunday 7:00am to 11:00pm

Group Home for Women with a slight mental impairment & are on SSI or SSA.

Case Management provided by Comprehensive Mental Health.

Acquainted with Grief (253-272-5558)

1002 S. Yakima Ave. Tacoma, WA 98405

A support group for persons who have lost a spouse.

Greater Lakes Mental Health (253-581-7020)

9330 59th Ave. SW. Lakewood, WA 98499

Monday – Thursday 08:00am to 8:00pm | Friday 08:00am to 5:00pm

State Insurance OK

Pacific Lutheran University Counseling (253-535-8782)

121st & Pacific | Parkland, WA 98444

First Visit \$10, then a sliding scale will be used. State Insurance OK

Comprehensive Mental Health (253-396-5930)

815 S Pearl St, Tacoma, WA 98465

ACTS Behavioral Health Services (253-302-3826)

8811 S Tacoma Way #106, Lakewood, WA 98499

Ethnic Services

Centro Latino (253-572-7717)

1208 S. 10th St. Tacoma, WA 98405

Monday – Friday 09:00am to 5:00pm

Interpretation, Translation, Interpretation, and on the job Training.

Notary Public, ESL & Tutoring.

Indo-Chinese Cultural & Services Center (253-473-5666)

1427 E. 40th St. Tacoma, WA 98404

Monday – Friday 09:00am to 4:00pm

Referral Services, Translation, & Interpretation for Vietnamese, Cambodian, Laotian & Chinese

Asian Counseling Service (253-301-5250)

4301 S. Pine St. Tacoma, WA 98418

Monday – Friday 08:00am to 05:30pm. Closed From 12:00 to 1:00 for Lunch

Multi-Language Mental Health Support for Adults & Children.

Services in English, Vietnamese, Korean, Cambodian, Laotian & Samoan.

Accepts State Insurance & Has a Sliding Scale

Tacoma Urban League (253-383-2006)

2550 S. Yakima Ave. Tacoma, WA 98405 Assists disadvantage individuals & families from welfare to work. From low wage to living wage, & from despair to hope.

Puyallup Tribal Health Authority (253-593-0232)

2209 E. 32nd St. Bldg. 2 Tacoma, WA 98404

Monday – Friday 08:00am to 5:00pm (Closed from 12:00 to 1:00 for lunch)

Nutrition, transportation, children's services, medical, dental, housekeeping,

counseling, parenting classes, adult education, substance abuse treatment and referrals, accepts state insurance and has a sliding scale fee.

Korean Women's Association (253-535-4667)

123 E. 96th St. Tacoma, WA 98445

Tahoma Indian Center (CCS) (253-593-2707)

1804 E. 31st St. Tacoma, WA 98404

Provides culturally sensitive classes such as AA, and drug and alcohol advocacy. Also provides family referrals, home visits, & blessings for funerals, births, weddings and graduations. Hot meals daily. Food and Clothing banks available.

Legal Services

Northwest Justice Project (253-272-7879)

715 Tacoma Ave S. Tacoma, WA 98402

Monday – Friday 09:30am to 12:00pm.

Some civil legal services are available free of charge for low-income persons. Issues include housing, family, health, guardianship, living well, employment, public benefits, consumer & education law.

Some services available in Spanish and Russian at: nwjustice.org
washingtonlawhelp.org

Equal Employment Opportunity Commission (800-669-4000)

eeoc.gov

CLEAR Legal Services (888-201-1014)

Monday – Friday 09:15 to 12:15

Tuesday 3:30pm to 6:15pm

Tacoma Pierce County Bar Association (253-383-3432)

621 Tacoma Ave S. Tacoma, WA 98402

Provides a 30-minute free consultation. Other services are either free, or for a nominal fee.

Fair Housing Center (253-274-9523)

1517 S. Fawcett Ave. Suite 250 Tacoma, WA 98402

Provides help with housing discrimination

Employment, Education & Job Training Services

Goodwill Industries (253-576-6500)

714 S. 27th St. Tacoma, WA 98405

Community employment services, comprehensive vocational and educational services. Job skill training & special needs employment assistance.

Pierce County Human Services Community Action Programs (Employment Help)
(253-798-7240)

8811 South Tacoma Way. Lakewood, WA 98498

Monday – Friday 08:00am to 4:30pm.

Works with referrals from social service agencies for low income families. Services are designed to assist in breaking down to self-sufficiency. Helps to obtain education, training, employment & supportive services that will help avoid long term public assistance dependency. Job readiness assessment, career planning, resume development, interviewing techniques, appropriate dress & appearance pointers, job search & retention skills. Work experience & Post-employment counseling.

Medicine Creek Tribal College (253-573-7950)

2002 E. 28th St. Bldg. 18. Tacoma, WA 98404

GED preparation & ABE

Tacoma Community House (253-383-3951)

1314 South L St. Tacoma, WA 98405

Employment, education, GED training, & ESL

Centro Latino Services (253-572-7717)

1208 S. 10th St. Tacoma, WA 98405

Bilingual services (Spanish/English). Family learning center, maternity case management, job readiness, job search & scholarship assistance for technical and community college.

People Ready (253-445-0908)

11910 Meridian Ave E. Puyallup, WA 98373

Work today, Get paid today.

Clover Park Elective High School | Adult Diploma Completion (253-589-5770)

An elective high school for people between the ages of 16-20.

Adult high school diploma completion program.

Tacoma Community College (253-566-5000)

6501 S 19th St. Tacoma, WA 98466

Programs available that allow tuition & fee waivers for low-income persons who have been unemployed or underemployed for the previous 6 months. Must be at least 21 years old, be a Washington State resident & not have attended ANY college for the previous 6 months.

WorkSource (253-593-7300)

1305 S. Tacoma Ave. Tacoma, WA 98405

Associated Ministries Community University (253-383-3056)

1224 South "I" St. Tacoma, WA 98405

Adult education program focusing on spirituality, religious studies, arts & humanity, & personal development. Also assists families in transition from welfare to work.

Clothing Assistance

Pat's Clothing Closet (253-272-8819)

1619 6th Ave. Tacoma, WA 98405

Thursday 5:00pm – 7:00pm | Friday 1:00pm – 3:00pm

Assists students & working families.

St. Vincent De Paul (253-474-0519)

4009 S. 56th St. Tacoma, WA 98409

(St.) Francis House (253-848-3618)

322 7th St. SE. Puyallup, WA 98371

Tuesday & Thursday 11:00am – 2:30pm | Friday 7:00pm – 9:00pm [must have proof of income]

The next 4 entries are in the rent and utilities section, and will provide additional contact information in that section

Homeless Prevention Outreach (253-581-8698)

St. Vincent De Paul Conference of St. Nicholas Church (253-851-0554)

St. Vincent de Paul Assistance Line at Holy Disciples Catholic Church (253-693-8863)

St. Vincent de Paul Conference of St. Nichols Church (253-851-0554)

Food Banks

Sumner Food Bank (253-863-3793)

15625 Main St. E. Sumner, WA 98390

Mon – Wed & Friday 12:00pm – 3:00pm Thursday 5:00pm-7:00pm (Call first)

Fife Food Bank (253)922-0960

2303 54th Ave. Tacoma, WA 98424

Monday, Tuesday & Thursday, 09:00am to 12:00pm Must have proof of address & Social Security Number. Call First.

Nourish Pierce County (253-383-3164)

MANY food bank locations. Excellent food resource line. M-Sat, food banks are open. No appointment necessary.

We will need your name and date of birth, along with your address, zip code, and the names and birthdays of all of the persons in your household.

Graham Food Bank (253-846-3805)

10425 187th St. E. Puyallup, WA 98374

Monday and Friday 10:00am to 1:30pm, and Wednesday 3:00pm – 6:00pm

St. Andrews Episcopal Church (253-564-4402)

7410 S. 12th St. Tacoma, WA 98465

Last Wednesday of the month, 5:00pm – 7:00pm

Hot Meals

The Tacoma Rescue Mission (253-383-4493)

425 S. Tacoma Way. Tacoma, WA 98402

(Breakfast) 07:00am Dinner 5:00pm (Open at 3:00pm, arrive prior to 5:00pm)

Rainier View Christian Church (253-531-0757)

12305 Spanaway Loop Road. Tacoma, WA 98444

Community Dinner Every Monday at 6:00pm



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. You can write the Hotline at:



HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only one home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 (*Federal Privacy Act Notice and Authorization for Release of Information*) or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

Note: *If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.*

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

February 2010

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home prior to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is **FRAUD** and a **CRIME**.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to \$10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, ask your PHA. When changes occur in your household income, contact your PHA immediately to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute and request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute and request correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772-1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: <http://www.ftc.gov>). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: <http://www.hud.gov/offices/pih/programs/pih/thiip/iv.cfm>.

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

Signature

Date



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

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

How long is the debt owed and termination information maintained in EIV?

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:
PIERCE COUNTY HOUSING AUTHORITY
 1525-108th Street South
 Tacoma, WA 98444

I hereby acknowledge that the PHA provided me with the
Debts Owed to PHAs & Termination Notice:

Signature

Date

Printed Name

Chapter 12

TERMINATION OF ASSISTANCE AND TENANCY

HUD regulations specify the reasons for which a PHA can terminate a family's assistance, and the ways in which such terminations must take place. They also dictate the circumstances under which an owner may terminate the tenancy of an assisted family. This chapter presents the policies that govern voluntary and involuntary terminations of assistance, and termination of tenancy by the owner. It is presented in three parts:

Part I: Grounds for Termination of Assistance. This part discusses various reasons that a family's assistance may be terminated, including voluntary termination by the family, termination because the family no longer qualifies to receive subsidy, and termination by the PHA based on the family's behavior.

Part II: Approach to Termination of Assistance. This part describes the policies that govern how an involuntary termination takes place. It specifies the alternatives that the PHA may consider in lieu of termination, the criteria the PHA must use when deciding what action to take, and the steps the PHA must take when terminating a family's assistance.

Part III: Termination of Tenancy by the Owner. This part presents the policies that govern the owner's right to terminate an assisted tenancy.

PART I: GROUNDS FOR TERMINATION OF ASSISTANCE

12-I.A. OVERVIEW

HUD requires the PHA to terminate assistance for certain offenses and when the family no longer requires assistance. HUD permits the PHA to terminate assistance for certain other actions family members take or fail to take. In addition, a family may decide to stop receiving HCV assistance at any time by notifying the PHA.

12-I.B. FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.455]

As a family's income increases, the amount of PHA subsidy goes down. If the amount of HCV assistance provided by the PHA drops to zero and remains at zero for 180 consecutive calendar days the family's assistance terminates automatically.

PHA Policy

If a participating family receiving zero assistance experiences a change in circumstances that would cause the HAP payment to rise above zero, the family must notify the PHA of the changed circumstances and request an interim reexamination before the expiration of the 180-day period.

If the family does not report the changed circumstances before the expiration of the 180-day period, they will automatically be terminated from the program without further notice.

12-I.C. FAMILY CHOOSES TO TERMINATE ASSISTANCE

The family may request that the PHA terminate the family's assistance at any time.

PHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, spouse, or cohead.

12-I.D. MANDATORY TERMINATION OF ASSISTANCE

HUD requires the PHA to terminate assistance in the following circumstances.

Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]

The PHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. As discussed further in section 12-II.E, incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such violence or stalking.

PHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice for serious or repeated lease violations but before a legal eviction order has been issued, termination of assistance is not mandatory. In such cases the PHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in section 12-II.C. In making its decision, the PHA will consider the factors described in sections 12-II.D and 12-II.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests.

Standards for Wear and Tear: Serious Violations

If the condition of the apartment or house has deteriorated beyond normal wear and tear due to neglect or damage that the family or their guests have caused the PHA may propose termination of the Section 8 voucher benefit. Below are items that PCHA considers to be serious violations of the family obligations section of our agreement.

- Destroyed walls – large holes; mold due to tenant neglect; excessive grease; graffiti

Destroyed floors – serious carpet stains that cannot be removed with a good cleaning (bleach, dye, paint, burns, etc.); torn tile; badly stained wood floors (holes, punctures, burns, etc.)

- Broken light fixtures due to tenant abuse or neglect
- Broken doors or doorjambs (holes, large gouges, etc.)
- Broken windows due to tenant abuse
- Overly dirty or broken appliances due to tenant abuse or neglect (stoves, refrigerator
Excessive garbage and trash storage, which could cause infestation (can't be picked up by one person within an hour)
- Turned-off utilities for which the participant is responsible
- Broken bathroom fixtures (removed or broken tank covers, faucets, shower doors/rods)
- Holes or stains in a ceiling due to tenant abuse or neglect
- Flea-infestation from pets, etc., due to tenant neglect
- Burnt countertops due to tenant abuse
- Neglected landscape (if tenant is responsible for yard up-keep)
- General abuse and/or neglect of rental unit by participant family
- Any other failures of health and safety standards that are tenant-caused

Failure to Provide Consent [24 CFR 982.552(b)(3)]

The PHA must terminate assistance if any family member fails to sign and submit any consent form they are required to sign for a reexamination. See Chapter 7 for a complete discussion of consent requirements.

Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)]

The PHA must terminate assistance if (1) a family fails to submit required documentation within the required timeframe concerning any family member's citizenship or immigration status; (2) a family submits evidence of citizenship and eligible immigration status in a timely manner, but United States Citizenship and Immigration Services (USCIS) primary and secondary verification does not verify eligible immigration status of the family; or (3) a family member, as determined by the PHA, has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.

For (3) above, such termination must be for a period of at least 24 months. This does not apply to ineligible noncitizens already in the household where the family's assistance has been prorated. See Chapter 7 for a complete discussion of documentation requirements.

Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2010-3]

The PHA must terminate assistance if a participant family fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each social security number.

However, if the family is otherwise eligible for continued program assistance, and the PHA determines that the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control, the PHA may defer the family's termination and provide the opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date the PHA determined the family to be noncompliant.

PHA Policy

The PHA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.

Methamphetamine Manufacture or Production [24 CFR 982.553(b)(1)(ii)]

The PHA must terminate assistance if any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.

PHA policy

The PHA will terminate assistance if any household member has been convicted of the manufacture or production of methamphetamine.

Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have dependent children, is not residing with his/her parents in an HCV assisted household, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the PHA must terminate the student's assistance if, at the time of reexamination, either the student's income or the income of the student's parents (if applicable) exceeds the applicable income limit.

If a participant household consists of both eligible and ineligible students, the eligible students shall not be terminated, but must be issued a voucher to move with continued assistance in accordance with program regulations and PHA policies, or must be given the opportunity to lease in place if the terminated ineligible student members elect to move out of the assisted unit.

Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9]

The PHA must immediately terminate program assistance for deceased single member households.

12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS

Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]

HUD requires the PHA to establish policies that permit the PHA to terminate assistance if the PHA determines that:

- Any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member has violated the family's obligation not to engage in any drug-related criminal activity
- Any household member has violated the family's obligation not to engage in violent criminal activity

Use of Illegal Drugs and Alcohol Abuse

PHA Policy

The PHA will terminate a family's assistance if any household member is currently engaged in any illegal use of a drug, possession of drug paraphernalia or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

The PHA will terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

Currently engaged in is defined as any use of illegal drugs during the previous twelve months.

The PHA will consider all credible evidence, including but not limited to, any record of arrests, convictions, or eviction of household members related to the use of illegal drugs or abuse of alcohol.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Drug-Related and Violent Criminal Activity [24 CFR 5.100]

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

PHA Policy

The PHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related (including possession of drug

paraphernalia), alcohol related or violent criminal activity during participation in the HCV program.

The PHA will terminate a family's assistance if any household member is arrested or convicted of a "c" class felony as described in Washington State Codes (RCW or WAC) during participation in the HCV program.

The PHA will terminate a family's assistance if any household member is arrested or convicted of an "A" or "B" class felony as described in Washington State Codes (RCW or WAC) during participation in the HCV program.

The PHA will consider all credible evidence, including but not limited to, any record of arrests and/or convictions of household members and any eviction or notice to evict based on criminal activity.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c), 24 CFR 5.2005(c)]

HUD permits the PHA to terminate assistance under a number of other circumstances. It is left to the discretion of the PHA whether such circumstances in general warrant consideration for the termination of assistance. As discussed further in section 12-II.E, the Violence against Women Act of 2005 explicitly prohibits PHAs from considering incidents of, or criminal activity directly related to, domestic violence, dating violence, or stalking as reasons for terminating the assistance of a victim of such abuse.

PHA Policy

The PHA **will not** terminate a family's assistance because of the family's failure to meet its obligations under the Family Self-Sufficiency program.

The PHA **will** terminate a family's assistance if:

The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related PHA policies.

Any family member has been evicted from federally-assisted housing in the last five years.

Any PHA has ever terminated assistance under the program for any member of the family.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family currently owes rent or other amounts to any PHA in connection with the HCV, Certificate, Moderate Rehabilitation or public housing programs.

The family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

The family has breached the terms of a repayment agreement entered into with the PHA.

A family member has engaged in or threatened violent or abusive behavior toward PHA personnel.

Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Family Absence from the Unit [24 CFR 982.312]

The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

PHA Policy

If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

If the absence was caused by the hospitalization, rehabilitation or confinement to a nursing home, or incapacity of the head of household, they may, upon request, be re-admitted to the waiting list in the position they originally held.

Insufficient Funding [24 CFR 982.454]

The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.

PHA Policy

The PHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort.

Prior to terminating any HAP contracts, the PHA will inform the local HUD field office. The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority.

If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions:

The PHA will request that landlords accept a voluntary reduction in rent.

The PHA will request a HUD waiver to immediately implement a decrease in the payment standard for all families.

The PHA will terminate the assistance of any family who has received a voucher, but has not yet housed.

HAP Contracts for special purpose vouchers as described in Section 4.III.B Targeted Funding will be terminated last

12.I.F- Housing Assistance Payments to Owners

Failure of PCHA to make a Housing Assistance Payment (HAP) to the owner is not a violation of the lease between the participant and the owner

PART II: APPROACH TO TERMINATION OF ASSISTANCE

12-II.A. OVERVIEW

The PHA is required by regulation to terminate a family's assistance if certain program rules are violated. For other types of offenses, the regulations give the PHA the discretion to either terminate the family's assistance or to take another action. This part discusses the various actions the PHA may choose to take when it has discretion, and outlines the criteria the PHA will use to make its decision about whether or not to terminate assistance. It also specifies the requirements for the notice that must be provided before terminating assistance.

12-II.B. METHOD OF TERMINATION [24 CFR 982.552(a)(3)]

The way in which the PHA terminates assistance depends upon individual circumstances. HUD permits the PHA to terminate assistance by:

- Terminating housing assistance payments under a current HAP contract,
- Refusing to approve a request for tenancy or to enter into a new HAP contract, or
- Refusing to process a request for or to provide assistance under portability procedures.

12-II.C. ALTERNATIVES TO TERMINATION OF ASSISTANCE

Change in Household Composition

As a condition of continued assistance, the PHA may require that any household member who participated in or was responsible for an offense no longer resides in the unit [24 CFR 982.552(c)(2)(ii)].

PHA Policy

As a condition of continued assistance, the head of household must certify that the culpable family member has vacated the unit and will not be permitted to visit or to stay as a guest in the assisted unit. The family must present evidence of the former family member's current address upon PHA request.

Repayment of Family Debts

PHA Policy

If a family owes amounts to the PHA, as a condition of continued assistance, the PHA will require the family to repay the full amount or to enter into a repayment agreement, within 30 days of receiving notice from the PHA of the amount owed. See Chapter 16 for policies on repayment agreements.

12-II.D. CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE

Evidence

For criminal activity, HUD permits the PHA to terminate assistance if a *preponderance of the evidence* indicates that a household member has engaged in the activity, regardless of whether the household member has been arrested or convicted [24 CFR 982.553(c)].

PHA Policy

The PHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence

Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]

The PHA is permitted, but not required, to consider all relevant circumstances when determining whether a family's assistance should be terminated.

PHA Policy

The PHA will consider the following factors when making its decision to terminate assistance:

The seriousness of the case, especially with respect to how it would affect other residents

The effects that termination of assistance may have on other members of the family who were not involved in the action or failure

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or (as discussed further in section 12-II.E) a victim of domestic violence, dating violence, or stalking

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully

The PHA will require the participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family

Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]

If the family includes a person with disabilities, the PHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

PHA Policy

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of assistance, the PHA will determine whether the behavior is related to the disability. If so, upon the family's request, the PHA will determine whether alternative measures are appropriate as a reasonable accommodation. The PHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed termination of assistance. See Chapter 2 for a discussion of reasonable accommodation.

12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

This section addresses the protections against termination of assistance that the Violence against Women Act of 2005 (VAWA) provides for victims of domestic violence, dating violence, and stalking. For general VAWA requirements and PHA policies pertaining to notification, documentation, and confidentiality, see section 16-IX of this plan, where definitions of key VAWA terms are also located.

VAWA Protections against Termination

VAWA provides four specific protections against termination of HCV assistance for victims of domestic violence, dating violence, or stalking. (*Note:* The second, third, and fourth protections also apply to terminations of tenancy or occupancy by owners participating in the HCV program. So do the limitations discussed under the next heading.)

First, VAWA provides that a PHA may not terminate assistance to a family that moves out of an assisted unit in violation of the lease, with or without prior notification to the PHA, if the move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the unit [24 CFR 982.314(b)(4)].

Second, it provides that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as a serious or repeated lease violation by the victim or as good cause to terminate the assistance of the victim [24 CFR 5.2005(c)(1)].

Third, it provides that criminal activity directly related to domestic violence, dating violence, or stalking may not be construed as cause for terminating the assistance of a tenant if a member of the tenant's household, a guest, or another person under the tenant's control is the one engaging in the criminal activity and the tenant or an immediate family member of the tenant is the actual or threatened victim of the domestic violence, dating violence, or stalking [24 CFR 5.2005(c)(2)].

Fourth, it gives PHAs the authority to terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others without terminating assistance to, or otherwise penalizing, the victim of the violence [24 CFR 5.2009(a)].

Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]

VAWA does not limit the authority of a PHA to terminate the assistance of a victim of abuse for reasons unrelated to domestic violence, dating violence, or stalking so long as the PHA does not subject the victim to a more demanding standard than it applies to other program participants [24 CFR 5.2005(d)(1)].

Likewise, VAWA does not limit the authority of a PHA to terminate the assistance of a victim of domestic violence, dating violence, or stalking if the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the assisted property if the victim is not terminated from assistance [24 CFR 5.2005(d)(2)].

HUD regulations define *actual and imminent threat* to mean words, gestures, actions, or other indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm [24 CFR 5.2005(d)(2) and (e)]. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The length of time before the potential harm would occur [24 CFR 5.2005(e)]

Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat" [24 CFR 5.2005(d)(3)].

PHA Policy

In determining whether a program participant who is a victim of domestic violence, dating violence, or stalking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the PHA will consider the following, and any other relevant, factors:

Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, or stalking

Whether the threat is a physical danger beyond a speculative threat

Whether the threat is likely to happen within a short period of time

Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location or seeking a legal remedy to prevent the perpetrator from acting on the threat

If the participant wishes to contest the PHA's determination that he or she is an actual and imminent threat to other tenants or employees, the participant may do so as part of the informal hearing.

Documentation of Abuse [24 CFR 5.2007]

PHA Policy

When an individual facing termination of assistance for reasons related to domestic violence, dating violence, or stalking claims protection under VAWA, the PHA will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-IX.D of this plan.

The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases the PHA will document the waiver in the individual's file.

Terminating the Assistance of a Domestic Violence Perpetrator

Although VAWA provides protection against termination of assistance for victims of domestic violence, it does not provide such protection for perpetrators. VAWA gives the PHA the explicit authority to "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" without terminating assistance to "or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant" [24 CFR 5.2009(a)]. This authority is not dependent on a bifurcated lease or other eviction action by an owner against an individual family member. Further, this authority supersedes any local, state, or other federal law to the contrary. However, if the PHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance. This means that the PHA must follow the same rules when terminating assistance to an individual as it would when terminating the assistance of an entire family [3/16/07 *Federal Register* notice on the applicability of VAWA to HUD programs].

PHA Policy

The PHA will terminate assistance to a family member if the PHA determines that the family member has committed criminal acts of physical violence against other family

members or others. This action will not affect the assistance of the remaining, nonculpable family members.

In making its decision, the PHA will consider all credible evidence, including, but not limited to, a signed certification (form HUD-50066) or other documentation of abuse submitted to the PHA by the victim in accordance with this section and section 16-IX.D. The PHA will also consider the factors in section 12-II.D. Upon such consideration, the PHA may, on a case-by-case basis, choose not to terminate the assistance of the culpable family member.

If the PHA does terminate the assistance of the culpable family member, it will do so in accordance with applicable law, HUD regulations, and the policies in this plan.

12-II.F. TERMINATION NOTICE

HUD regulations require PHAs to provide written notice of termination of assistance to a family only when the family is entitled to an informal hearing. However, since the family's HAP contract and lease will also terminate when the family's assistance terminates [form HUD-52641], it is a good business practice to provide written notification to both owner and family anytime assistance will be terminated, whether voluntarily or involuntarily.

PHA Policy

Whenever a family's assistance will be terminated, the PHA will send a written notice of termination to the family and to the owner of the family's unit. The notice will state the date on which the termination will become effective. This date generally will be at least 30 calendar days following the date of the termination notice, but exceptions will be made whenever HUD rules, other PHA policies, or the circumstances surrounding the termination require.

When the PHA notifies an owner that a family's assistance will be terminated, the PHA will, if appropriate, advise the owner of his/her right to offer the family a separate, unassisted lease.

If a family whose assistance is being terminated is entitled to an informal hearing, the notice of termination that the PHA sends to the family must meet the additional HUD and PHA notice requirements discussed in section 16-III.C of this plan. Although HUD does not require PHAs to include information about the protections against termination of assistance provided by the Violence against Women Act of 2005 (VAWA) to victims of domestic violence, dating violence, or stalking, PHAs have the discretion to include such information.

PHA Policy

Whenever the PHA decides to terminate a family's assistance because of the family's action or failure to act, the PHA will include in its termination notice the VAWA information described in section 16-IX.C of this plan and will request that a family member wishing to claim protection under VAWA notify the PHA within 10 business days.

Still other notice requirements apply in two situations:

- If a criminal record is the basis of a family's termination, a copy of the record must accompany (or precede) the termination notice, and a copy of the record must also be provided to the subject of the record [24 CFR 982.553(d)].
- If immigration status is the basis of a family's termination, as discussed in section 12-I.D, the special notice requirements in section 16-III.D must be followed.

PART III: TERMINATION OF TENANCY BY THE OWNER

12-III.A. OVERVIEW

Termination of an assisted tenancy is a matter between the owner and the family; the PHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy, and the reasons for which a tenancy is terminated dictate whether assistance also will be terminated.

12-III.B. GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310, 24 CFR 5.2005(c), and Form HUD-52641-A, Tenancy Addendum]

During the term of the lease, the owner is not permitted to terminate the tenancy except for serious or repeated violations of the lease, certain violations of state or local law, or other good cause.

Serious or Repeated Lease Violations

The owner is permitted to terminate the family's tenancy for serious or repeated violations of the terms and conditions of the lease, except when the violations are related to incidents of actual or threatened domestic violence, dating violence, or stalking and the victim is protected from eviction by the Violence against Women Act of 2005 (see section 12-II.E). A serious lease violation includes failure to pay rent or other amounts due under the lease. However, the PHA's failure to make a HAP payment to the owner is not a violation of the lease between the family and the owner.

Violation of Federal, State, or Local Law

The owner is permitted to terminate the tenancy if a family member violates federal, state, or local law that imposes obligations in connection with the occupancy or use of the premises.

Criminal Activity or Alcohol Abuse

The owner may terminate tenancy during the term of the lease if any *covered person*—meaning any member of the household, a guest, or another person under the tenant's control—commits any of the following types of criminal activity (for applicable definitions see 24 CFR 5.100):

- 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)
- 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
- Any violent criminal activity on or near the premises
- Any drug-related criminal activity on or near the premises

However, in the case of criminal activity directly related to domestic violence, dating violence, or stalking, if the tenant or an immediate member of the tenant's family is the victim, the criminal activity may not be construed as cause for terminating the victim's tenancy (see section 12-II.E).

The owner may terminate tenancy during the term of the lease if any member of the household is:

- Fleeing to avoid prosecution, custody, or confinement after conviction for a crime or an 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
- Violating a condition of probation or parole imposed under federal or state law.

The owner may terminate 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.

Evidence of Criminal Activity

The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.

Other Good Cause

During the initial lease term, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do. During the initial lease term or during any extension term, other good cause includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.

After the initial lease term, “other good cause” for termination of tenancy by the owner includes:

- Failure by the family to accept the offer of a new lease or revision
- The owner’s desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit
- A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent)

After the initial lease term, the owner may give the family notice at any time, in accordance with the terms of the lease.

12-III.C. EVICTION [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum]

The owner must give the tenant a written notice that specifies the grounds for termination of tenancy during the term of the lease. The tenancy does not terminate before the owner has given this notice, and the notice must be given at or before commencement of the eviction action.

The notice of grounds may be included in, or may be combined with, any owner eviction notice to the tenant.

Owner eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. The owner may only evict the tenant from the unit by instituting a court action. The owner must give the PHA a copy of any eviction

notice at the same time the owner notifies the family. The family is also required to give the PHA a copy of any eviction notice (see Chapter 5).

PHA Policy

If the eviction action is finalized in court, the owner must provide the PHA with documentation related to the eviction, including notice of the eviction date, as soon as possible, but no later than 5 business days following the court-ordered eviction.

12-III.D. DECIDING WHETHER TO TERMINATE TENANCY [24 CFR 982.310(h), 24 CFR 982.310(h)(4)]

An owner who has grounds to terminate a tenancy is not required to do so, and may consider all of the circumstances relevant to a particular case before making a decision. These might include:

- The nature of the offending action
- The seriousness of the offending action;
- The effect on the community of the termination, or of the owner's failure to terminate the tenancy;
- The extent of participation by the leaseholder in the offending action;
- The effect of termination of tenancy on household members not involved in the offending activity;
- The demand for assisted housing by families who will adhere to lease responsibilities;
- The extent to which the leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action;
- The effect of the owner's action on the integrity of the program.

The owner may require a family to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for action or failure to act that warrants termination.

In determining whether to terminate tenancy for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the owner may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U.S.C. 13661). For this purpose, the owner may require the tenant to submit evidence of the household member's current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

The owner's termination of tenancy actions must be consistent with the fair housing and equal opportunity provisions in 24 CFR 5.105.

An owner's decision to terminate tenancy for incidents related to domestic violence, dating violence, or stalking is limited by the Violence against Women Act of 2005 (VAWA) and the conforming regulations in 24 CFR Part 5, Subpart L. (See section 12-II.E.)

12-III.E. EFFECT OF TENANCY TERMINATION ON THE FAMILY'S ASSISTANCE

If a termination is not due to a serious or repeated violation of the lease, and if the PHA has no other grounds for termination of assistance, the PHA may issue a new voucher so that the family can move with continued assistance (see Chapter 10).

EXHIBIT 12-1: STATEMENT OF FAMILY OBLIGATIONS

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

PHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.
- The family must not commit any serious or repeated violation of the lease.

PHA Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.
- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of

other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.

- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

Following is a listing of a participant family's obligations under the HCV program:

- **Family Obligations [24 CFR 982.551]**
- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- The family must supply any information requested by the PHA to verify that the family is living in the unit, or information relating to any family member's absence from the unit
- The family must promptly notify the PHA when the family or a family member is away from the unit for an extended period of time (30 days). Absences from the dwelling unit are limited to 30 days in any twelve month period.
- The family must promptly notify the PHA when a child leaves home to attend school
- The family must promptly notify the PHA when there is an absence from the dwelling unit due to incarceration.
- The family must notify the PHA in writing within 10 days any increases in income or assets
- Families that have declared -0- income must complete a budget analysis and explain how they are meeting their living expenses. Families must report every quarter as to how they are meeting their living expenses.
- The family must notify the PHA and the owner in writing before moving out of the unit and terminating the lease. The family must not change units without PHA permission.

- The family must promptly notify the PHA in writing within ten (10) days of any changes affecting family composition through death, divorce, marriage, birth, adoption or court-awarded custody.
- The family member must request permission from the PHA and the owner before adding any family member to the household
- The family must request in writing the approval to add a live in caregiver
- The family must give the PHA copies of any compliance or eviction notices received from their landlord.
- The family must pay all utility bills and maintain appliances that the owner is not required to furnish under the lease.
- The family may not damage the unit beyond normal wear and tear. Excessive damages are those that exceed the security deposit
- The family must not commit any serious or repeated violations of the lease.
- The family must not commit any felony crimes while residing in the unit
- The family must not commit any drug related crimes including possession of drug paraphernalia
- The family must not engage in abuse of alcohol in a way that might threaten the health safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.
- The family must not sublease the unit, assign the lease, or transfer the unit. Subleasing includes accepting payment of rent, utilities or other household expenses from non-family members
- The family must not engage in criminal activity or other any other activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of the family unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship would provide a reasonable accommodation for a person with disabilities.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

- The family must not commit any serious or repeated violations of the lease.
- PH Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based upon available evidence, including, but not limited to a court ordered eviction or the owner's notice to evict.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the premises, and criminal activity. The family is responsible for the behavior of their guests.

PHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan. The family must not commit any serious or repeated violation of the lease.

PHA Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

The family must comply with lease requirements regarding written notice to the owner.

The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member prior to allowing them to reside in the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.

If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).

- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.

The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.

- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.

PART III: INFORMAL REVIEWS AND HEARINGS

16-III.A. OVERVIEW

Both applicants and participants have the right to disagree with, and appeal, certain decisions of the PHA that may adversely affect them. PHA decisions that may be appealed by applicants and participants are discussed in this section.

The process for applicant appeals of PHA decisions is called the “informal review.” For participants (or applicants denied admission because of citizenship issues), the appeal process is called an “informal hearing.” PHAs are required to include informal review procedures for applicants and informal hearing procedures for participants in their administrative plans [24 CFR 982.54(d)(12) and (13)].

16-III.B. INFORMAL REVIEWS

Informal reviews are provided for program applicants. An applicant is someone who has applied for admission to the program, but is not yet a participant in the program. Informal reviews are intended to provide a “minimum hearing requirement” [24 CFR 982.554], and need not be as elaborate as the informal hearing requirements [*Federal Register* 60, no. 127 (3 July 1995): 34690].

Decisions Subject to Informal Review

The PHA must give an applicant the opportunity for an informal review of a decision denying assistance [24 CFR 982.554(a)]. Denial of assistance may include any or all of the following [24 CFR 982.552(a)(2)]:

- Denying listing on the PHA waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a lease
- Refusing to process or provide assistance under portability procedures

Informal reviews are *not* required for the following reasons [24 CFR 982.554(c)]:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- A determination of the family unit size under the PHA subsidy standards
- A PHA determination not to approve an extension or suspension of a voucher term
- A PHA determination not to grant approval of the tenancy
- A PHA determination that the unit is not in compliance with the HQS
- A PHA determination that the unit is not in accordance with the HQS due to family size or composition

PHA Policy

The PHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the PHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

Notice to the Applicant [24 CFR 982.554(a)]

The PHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the PHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

Scheduling an Informal Review

PHA Policy

A request for an informal review must be made in writing and delivered to the PHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's denial of assistance.

The PHA must schedule and send written notice of the informal review within 10 business days of the family's request.

Informal Review Procedures [24 CFR 982.554(b)]

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the PHA.

Informal Review Decision [24 CFR 982.554(b)]

The PHA must notify the applicant of the PHA's final decision, including a brief statement of the reasons for the final decision.

PHA Policy

In rendering a decision, the PHA will evaluate the following matters:

Whether or not the grounds for denial were stated factually in the notice to the family.

The validity of the grounds for denial of assistance. If the grounds for denial are not specified in the regulations, then the decision to deny assistance will be overturned.

The validity of the evidence. The PHA will evaluate whether the facts presented prove the grounds for denial of assistance. If the facts prove that there are grounds for denial, and the denial is required by HUD, the PHA will uphold the decision to deny assistance.

If the facts prove the grounds for denial, and the denial is discretionary, the PHA will consider the recommendation of the person conducting the informal review in making the final decision whether to deny assistance.

The PHA will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review, to the applicant and his or her representative, if any, along with proof of mailing.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand and the family will be so notified.

16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]

PHAs must offer an informal hearing for certain PHA determinations relating to the individual circumstances of a participant family. A participant is defined as a family that has been admitted to the PHA's HCV program and is currently assisted in the program. The purpose of the informal hearing is to consider whether the PHA's decisions related to the family's circumstances are in accordance with the law, HUD regulations and PHA policies.

The PHA is not permitted to terminate a family's assistance until the time allowed for the family to request an informal hearing has elapsed, and any requested hearing has been completed. Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a lease
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under portability procedures

Decisions Subject to Informal Hearing

Circumstances for which the PHA must give a participant family an opportunity for an informal hearing are as follows:

- A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment
- A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PHA utility allowance schedule
- A determination of the family unit size under the PHA's subsidy standards
- A determination to terminate assistance for a participant family because of the family's actions or failure to act
- A determination to terminate assistance because the participant has been absent from the assisted unit for longer than the maximum period permitted under PHA policy and HUD rules

- A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)]

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for families in the program
- A PHA determination not to approve an extension or suspension of a voucher term
- A PHA determination not to approve a unit or tenancy
- A PHA determination that a unit selected by the applicant is not in compliance with the HQS
- A PHA determination that the unit is not in accordance with HQS because of family size
- A determination by the PHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

PHA Policy

The PHA will only offer participants the opportunity for an informal hearing when required to by the regulations.

Informal Hearing Procedures

***Notice to the Family* [24 CFR 982.555(c)]**

When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

PHA Policy

In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the PHA.

A brief statement of the reasons for the decision, including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for the PHA's decision.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

A copy of the PHA's hearing procedures.

Scheduling an Informal Hearing [24 CFR 982.555(d)]

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

PHA Policy

A request for an informal hearing must be made in writing and delivered to the PHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's decision or notice to terminate assistance.

The PHA must schedule and send written notice of the informal hearing to the family within 10 business days of the family's request.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear within 20 minutes of the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Pre-Hearing Right to Discovery [24 CFR 982.555(e)]

Participants and the PHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any PHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the PHA does not make the document available for examination on request of the family, the PHA may not rely on the document at the hearing.

The PHA hearing procedures may provide that the PHA must be given the opportunity to examine at the PHA offices before the hearing, any family documents that are directly relevant to the hearing. The PHA must be allowed to copy any such document at the PHA's expense. If the family does not make the document available for examination on request of the PHA, the family may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

PHA Policy

The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of PHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date.

Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

Informal Hearing Officer [24 CFR 982.555(e)(4)]

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

PHA Policy

The PHA has designated the following to serve as hearing officers:

[List here positions/organizations that have been designated to serve as hearing officers]

Attendance at the Informal Hearing

PHA Policy

Hearings may be attended by a hearing officer and the following applicable persons:

A PHA representative(s) and any witnesses for the PHA

The participant and any witnesses for the participant

The participant's counsel or other representative

Any other person approved by the PHA as a reasonable accommodation for a person with a disability

Conduct at Hearings

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the PHA's hearing procedures [24 CFR 982.555(4)(ii)].

PHA Policy

The hearing officer is responsible to manage the order of business and to ensure that hearings are conducted in a professional and businesslike manner. Attendees are expected to comply with all hearing procedures established by the hearing officer and guidelines for conduct. Any person demonstrating disruptive, abusive or otherwise inappropriate behavior will be excused from the hearing at the discretion of the hearing officer.

Evidence [24 CFR 982.555(e)(5)]

The PHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

PHA Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.

If either the PHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

Procedures for Rehearing or Further Hearing

PHA Policy

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.

Hearing Officer's Decision [24 CFR 982.555(e)(6)]

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family must be based on a preponderance of evidence presented at the hearing.

PHA Policy

In rendering a decision, the hearing officer will consider the following matters:

PHA Notice to the Family: The hearing officer will determine if the reasons for the PHA's decision are factually stated in the Notice.

Discovery: The hearing officer will determine if the PHA and the family were given the opportunity to examine any relevant documents in accordance with PHA policy.

PHA Evidence to Support the PHA Decision: The evidence consists of the facts presented. Evidence is not conclusion and it is not argument. The hearing officer will evaluate the facts to determine if they support the PHA's conclusion.

Validity of Grounds for Termination of Assistance (when applicable): The hearing officer will determine if the termination of assistance is for one of the grounds specified in the HUD regulations and PHA policies. If the grounds for termination are not specified in the regulations or in compliance with PHA policies, then the decision of the PHA will be overturned.

The hearing officer will issue a written decision to the family and the PHA no later than 10 business days after the hearing. The report will contain the following information:

Hearing information:

- Name of the participant;
- Date, time and place of the hearing;
- Name of the hearing officer;
- Name of the PHA representative; and
- Name of family representative (if any).

Background: A brief, impartial statement of the reason for the hearing.

Summary of the Evidence: The hearing officer will summarize the testimony of each witness and identify any documents that a witness produced in support of his/her testimony and that are admitted into evidence.

Findings of Fact: The hearing officer will include all findings of fact, based on a preponderance of the evidence. *Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Conclusions: The hearing officer will render a conclusion derived from the facts that were found to be true by a preponderance of the evidence. The conclusion will result in a determination of whether these facts uphold the PHA's decision.

Order: The hearing report will include a statement of whether the PHA's decision is upheld or overturned. If it is overturned, the hearing officer will instruct the PHA to change the decision in accordance with the hearing officer's determination. In the case of termination of assistance, the hearing officer will instruct the PHA to restore the participant's program status.

***Issuance of Decision* [24 CFR 982.555(e)(6)]**

A copy of the hearing must be furnished promptly to the family.

PHA Policy

The hearing officer will mail a “Notice of Hearing Decision” to the PHA and to the participant on the same day. This notice will be sent by first-class mail. The participant will be mailed the original “Notice of Hearing Decision” and a copy of the proof of mailing. A copy of the “Notice of Hearing Decision” will be maintained in the PHA’s file.

Effect of Final Decision [24 CFR 982.555(f)]

The PHA is not bound by the decision of the hearing officer for matters in which the PHA is not required to provide an opportunity for a hearing, decisions that exceed the authority of the hearing officer, decisions that conflict with or contradict HUD regulations, requirements, or are otherwise contrary to federal, state, or local laws.

If the PHA determines it is not bound by the hearing officer’s decision in accordance with HUD regulations, the PHA must promptly notify the family of the determination and the reason for the determination.

PHA Policy

The Executive Director has the authority to determine that the PHA is not bound by the decision of the hearing officer because the PHA was not required to provide a hearing, the decision exceeded the authority of the hearing officer, the decision conflicted with or contradicted HUD regulations, requirements, or the decision was otherwise contrary to federal, state, or local laws.

In such a case, the PHA will mail a “Notice of Final Decision” to the PHA and the participant on the same day. The “Notice of Final Decision” will be sent by first-class mail. A copy of this notice will be maintained in the PHA’s file.

16-III.D. HEARING AND APPEAL PROVISIONS FOR NONCITIZENS [24 CFR 5.514]

Denial or termination of assistance based on immigration status is subject to special hearing and notice rules. Applicants who are denied assistance due to immigration status are entitled to an informal hearing, not an informal review.

Assistance to a family may not be delayed, denied, or terminated on the basis of immigration status at any time prior to a decision under the United States Citizenship and Immigration Services (USCIS) appeal process. Assistance to a family may not be terminated or denied while the PHA hearing is pending, but assistance to an applicant may be delayed pending the completion of the informal hearing.

A decision against a family member, issued in accordance with the USCIS appeal process or the PHA informal hearing process, does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

Notice of Denial or Termination of Assistance [24 CFR 5.514(d)]

The notice of denial or termination of assistance for noncitizens must advise the family:

- That financial assistance will be denied or terminated, and provide a brief explanation of the reasons for the proposed denial or termination of assistance.
- The family may be eligible for proration of assistance.

- In the case of a participant, the criteria and procedures for obtaining relief under the provisions for preservation of families [24 CFR 5.514 and 5.518].
- That the family has a right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or explanation in support of the appeal.
- That the family has a right to request an informal hearing with the PHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.
- For applicants, assistance may not be delayed until the conclusion of the USCIS appeal process, but assistance may be delayed during the period of the informal hearing process.

USCIS Appeal Process [24 CFR 5.514(e)]

When the PHA receives notification that the USCIS secondary verification failed to confirm eligible immigration status, the PHA must notify the family of the results of the USCIS verification. The family will have 30 days from the date of the notification to request an appeal of the USCIS results. The request for appeal must be made by the family in writing directly to the USCIS. The family must provide the PHA with a copy of the written request for appeal and the proof of mailing.

PHA Policy

The PHA will notify the family in writing of the results of the USCIS secondary verification within 10 business days of receiving the results.

The family must provide the PHA with a copy of the written request for appeal and proof of mailing within 10 business days of sending the request to the USCIS.

The family must forward to the designated USCIS office any additional documentation or written explanation in support of the appeal. This material must include a copy of the USCIS document verification request (used to process the secondary request) or such other form specified by the USCIS, and a letter indicating that the family is requesting an appeal of the USCIS immigration status verification results.

The USCIS will notify the family, with a copy to the PHA, of its decision. When the USCIS notifies the PHA of the decision, the PHA must notify the family of its right to request an informal hearing.

PHA Policy

The PHA will send written notice to the family of its right to request an informal hearing within 10 business days of receiving notice of the USCIS decision regarding the family's immigration status.

Informal Hearing Procedures for Applicants [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of denial, or within 30 days of receipt of the USCIS appeal decision.

The informal hearing procedures for applicant families are described below.

Informal Hearing Officer

The PHA must provide an informal hearing before an impartial individual, other than a person who made or approved the decision under review, and other than a person who is a subordinate of the person who made or approved the decision. See Section 16-III.C. for a listing of positions that serve as informal hearing officers.

Evidence

The family must be provided the opportunity to examine and copy at the family's expense, at a reasonable time in advance of the hearing, any documents in the possession of the PHA pertaining to the family's eligibility status, or in the possession of the USCIS (as permitted by USCIS requirements), including any records and regulations that may be relevant to the hearing.

PHA Policy

The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of PHA documents no later than 12:00 p.m. on the business day prior to the hearing.

The family must be provided the opportunity to present evidence and arguments in support of eligible status. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The family must also be provided the opportunity to refute evidence relied upon by the PHA, and to confront and cross-examine all witnesses on whose testimony or information the PHA relies.

Representation and Interpretive Services

The family is entitled to be represented by an attorney or other designee, at the family's expense, and to have such person make statements on the family's behalf.

The family is entitled to request an interpreter. Upon request, the PHA will provide competent interpretation services, free of charge.

Recording of the Hearing

The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required to provide a transcript of the hearing.

PHA Policy

The PHA will not provide a transcript of an audio taped hearing.

Hearing Decision

The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

Informal Hearing Procedures for Residents [24 CFR 5.514(f)]

After notification of the USCIS decision on appeal, or in lieu of an appeal to the USCIS, the family may request that the PHA provide a hearing. The request for a hearing must be made either within 30 days of receipt of the PHA notice of termination, or within 30 days of receipt of the USCIS appeal decision.

For the informal hearing procedures that apply to participant families whose assistance is being terminated based on immigration status, see Section 16-III.C.

Retention of Documents [24 CFR 5.514(h)]

The PHA must retain for a minimum of 5 years the following documents that may have been submitted to the PHA by the family, or provided to the PHA as part of the USCIS appeal or the PHA informal hearing process:

- The application for assistance
- The form completed by the family for income reexamination
- Photocopies of any original documents, including original USCIS documents
- The signed verification consent form
- The USCIS verification results
- The request for a USCIS appeal
- The final USCIS determination
- The request for an informal hearing
- The final informal hearing decision



Address: 603 Polk Street South Bldg A, Tacoma, WA 98444
Ph.: 253-620-5400 Fax: 253-620-5455 TTY: 253-620-5499
www.pchawa.org

GRIEVANCE PROCEDURES

A Settlement

Applicants, tenants, and former participants under the Section 8 or Low Income Public Housing programs who are determined ineligible for assistance or re-certification, or who have had their lease terminated, shall be given the right to present their grievance to the Housing Authority. Grievances shall be presented in writing within ten (10) business days from the date of denial or termination.

Reviews and informal hearings are not required for 1) determinations required by HUD rules, or 2) Decisions made in accordance with the Housing Authority's policies on matters in which the Housing Authority has discretion, i.e., the Admissions and Continued Occupancy Policies, and Section 8 Administrative Plan.

B Informal Review Affecting Applicant

Upon receipt of request from an applicant for an informal review, the Housing Authority shall establish a date and time for the review. A staff member of the Housing Authority who was not involved in the decision causing the review shall conduct the review.

Upon completion of the review, the Housing Authority shall promptly notify the applicant of its decision, including a brief statement of the reasons for the final decision.

C Informal Hearing Affecting Participant

A participant in the Housing Authority's housing program shall be given an opportunity for an informal hearing to consider whether the decisions relating to denial of continued assistance are in accordance with the law, HUD regulations, and the Housing Authority's rules. A participant may also request an informal hearing involving 1) calculation of total tenant payment or tenant rent, 2) determination that a family is over-housed and is denied an exception to the occupancy standards, or 3) determination of bedroom size.

Upon receipt of a request from a participant for an informal hearing, the Housing Authority shall establish a date and time for the hearing. Hearing shall be held within twenty (20) working days following the receipt of a request for a hearing, but shall not be scheduled sooner than three (3) working days following said request in order to allow for proper notice to be given to the participant and other appropriate parties.

A member of the Housing Authority and the participant shall be given the opportunity to present evidence and may question any witnesses. A lawyer or other representative may represent the participant, at his/her own expense.

The Hearings Officers shall issue a written decision within (10) working days from the conclusion of the Hearing. Factual determinations relating to the individual circumstances of the participant must be based on the evidence presented at the hearing. A copy of the hearing decision shall be furnished promptly to the participant.

Head of Household Signature

Date



What is Family Self Sufficiency?

Pierce County Housing Authority's **Family Self Sufficiency (FSS) Program** is designed to assist Section 8 and Public Housing participants in achieving economic self-sufficiency.

FSS is a voluntary program that links participants to community resources and opportunities like education, job training, counseling, transportation, childcare and other social services.

The two primary goals of FSS are to reduce or eliminate a family's use of welfare programs and to promote access to living wage employment.

How does it work?

When a Section 8 or Public Housing participant expresses an interest in FSS, they are invited to meet with program staff one-on-one to talk about the program in detail so that they fully understand what FSS has to offer.

If participants decide that FSS is something that would benefit their family, they attend an orientation session with others who are interested. The orientation session is an opportunity for participants to find out about a series of required classes. They will also have the opportunity to schedule appointments to develop an individual goal plan.

Once an FSS member has identified his/her goals (cleaning up poor credit, finding a better job, getting more education, owning a home), staff will help link them to the resources they need to make those goals a reality.

What are the benefits?

FSS offers some great incentives for participation. The first is access to people in the community who can help FSS members chart a course to financial independence. Experts from the fields of financial planning, home buying, conflict resolution, credit repair, and more, deliver information that can change a family's financial future.

FSS also offers an informal 'support group' of people who are also pursuing opportunities to make positive change in their lives. This support can help make that change less stressful and more productive.

FSS also offers a great opportunity for working families to put some money away. As a household's income increases due to employment, the amount of the rent paid by Section 8 decreases accordingly. For example, Household A finds a home for \$100 a month. Because the household's income is very low, Section 8 pays \$70 of the total rent. Household A's head finds a job, begins to earn more money, and the Section 8 portion of the rent is reduced to \$40. If the household participates in FSS, the \$30 monthly difference goes into an escrow account that the family can then use as part of a down payment on a home, for tuition and books, or for any other approved purpose.

What are some of the expectations for FSS participants wanting Homeownership?

All participants attend a series of classes intended to help them prepare for independence. Both daytime and evening classes are provided to accommodate work

and school schedules. Approximately twelve hours of class time, held at PCHA offices, includes:

- Section 8 Lending
- Section 8 Homeownership
- Savings and Retirement
- Pushing Out of Your Comfort Zones
- Conflict Resolution
- Organizing Your Financial Documents

Participants also attend classes at Tacoma Goodwill or another community partner on:

- Financial Literacy

Finally, FSS clients attend a five-hour session provided by the Washington State Housing Finance Commission on:

- Homeownership Training



PCHA Homeownership Program

How can I purchase a home?

There are basic preparations that anyone – regardless of income – should make if they want to own a home. Those preparations include:

- Making sure your credit record is good
- Attending a first-time homebuyer class
- Having some money for a down payment
- Working full time for at least a year (unless elderly or disabled)

Is it possible for me to buy a home if my household receives Section 8 assistance?

Yes, it is possible. If you have made the preparations described above, your Section 8 voucher may be used to subsidize your mortgage for a period of up to fifteen years. If you are elderly (62 and over) or disabled, this time limit may not apply.

What kind of home would I qualify for?

That depends on your income, the size of your household, and any debt you may have. Homes must be located in Pierce County, outside the city of Tacoma. They can be any type of housing (traditional, condominium, modular) - *except short sales*, manufactured homes, multiplexes, owner-financed, or lease-to-own.

How can PCHA help?

PCHA can help you pull your credit report so you know where you stand. Staff will direct you to financial literacy training; enroll you in first-time homebuyer class, and; facilitate consultation with trained lending professionals. As part of PCHA Section 8 responsibility, the agency will also inspect a home you are considering for purchase to make sure it meets Housing Quality Standards and provides your family with a safe and decent place to live.

Where do I start?

Contact one of PCHA's FSS/Homeownership Program Coordinators for a consultation:

Keyla Moore

253-620-5458

sjmoore@pchawa.org

Gale Hemmann

253-620-5424

gehemmann@pchawa.org

PIERCE COUNTY HOUSING AUTHORITY

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that the **HOUSING CHOICE VOUCHER PROGRAM** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **HOUSING CHOICE VOUCHER PROGRAM**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under **HOUSING CHOICE VOUCHER PROGRAM**, you may not be denied assistance, terminated from participation, or be evicted from your rental

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **HOUSING CHOICE VOUCHER PROGRAM** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under

the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or

stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.

- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and

2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **HUD Seattle Field Office at 1-206-220-5101**

For Additional Information

You may view a copy of HUD's final VAWA rule at **Federal Register- November 16, 2016, VAWA Reauthorization Act of 2013.**

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **your Housing Specialist (current list attached).**

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224

(TTY). You may also contact **Crystal Judson Family Justice Center at 253-798-4166 or Insights, domestic violence prevention at 253-272-4181.**

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **My Service Mind at 1-800-346-7555, YWCA at 253-383-2593, Good Samaritan Multicare Crime Victim Service Center 1-800-346-7555, Office of Crime Victims Advocacy, Washington State Department of Commerce at 1-800-822-1067 or ocva@commerce.wa.gov**

Victims of stalking seeking help may contact **My Service Mind at 1-800-346-7555, YWCA at 253-383-2593, Good Samaritan Multicare Crime Victim Service Center 1-800-346-7555, Office of Crime Victims Advocacy, Washington State Department of Commerce at 1-800-822-1067 or ocva@commerce.wa.gov**

Attachment: Certification form HUD-5382.