



# HOME Tenant Based Rental Assistance

## Important Information About Your HOME Tenant-Based Rental Assistance

Congratulations! You have been selected to participate in the HOME Tenant-Based Rental Assistance program. The following information is provided to help you understand how the program works.

### FINDING A PLACE TO LIVE

The HOME Tenant-Based Rental Assistance Coupon that you have received means that you are eligible to receive rental assistance. In order to receive that assistance you must find a unit that (1) is the right size for your family; (2) is in good condition; and (3) rents for a reasonable amount. The owner must be willing to sign a rental assistance contract. If the owner agrees, both you and \_\_\_\_\_ will pay a portion of the rent and utility costs.

If the unit you are now living in meets these requirements you may receive rental assistance without moving. If your current unit does not meet these requirements or if you want to move, you can now begin to look for another place to live. Please remember that you must meet your lease obligations to your current owner.

You have been approved for a \_\_\_\_\_ bedroom unit. You may select a larger unit but, in this case, you will have to pay a larger share of the rent. It may be possible for us to approve a smaller unit if this does not result in serious overcrowding of your family.

### HOW MUCH CAN THE RENT BE FOR THE UNIT I SELECT?

The amount that the owner may charge must be reasonable based upon its quality, size, condition, and location. An inspector will determine whether the rent is reasonable.

### HOW MUCH WILL I HAVE TO PAY?

The exact amount you must pay will depend upon the cost of the housing you select. These five numbers and the discussion which follows will help you understand how much rent you are likely to pay.

\$ \_\_\_\_\_ This is the Payment Standard for the unit size for which you are eligible.

\$ \_\_\_\_\_ This is 30 percent of your monthly adjusted income, based upon the income and other household information that you provided.

\$ \_\_\_\_\_ This is the maximum subsidy that \_\_\_\_\_ can pay.

\$ \_\_\_\_\_ This is 40 percent of your monthly adjusted income, based upon the income and other household information that you provided.

\$ \_\_\_\_\_ This is the maximum gross rent that you qualify for. (Maximum gross rent is equal to monthly rent plus monthly utility allowance.)

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful, false statements of misrepresentation to any department or agency of the United States or to any matter within its jurisdiction.**



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You will pay a minimum of 30% of your monthly adjusted income and a maximum of 40% of your monthly adjusted income depending on the cost of the rent and utilities of the unit that you select. \_\_\_\_\_ cannot pay more than \$ \_\_\_\_\_ in monthly subsidy towards your rent. You should look for a unit that does not exceed \$ \_\_\_\_\_ for the maximum gross rent. A good guide to go by is to look for a unit that's monthly rent is \$100 less than the maximum gross rent that you qualify for. Your monthly utility allowance probably will not be greater than \$100.

\_\_\_\_\_ offers a Utility Deposit option through the HOME Tenant-Based Rental Assistance Program. \_\_\_\_\_ will pay all of your utility deposits that are listed on the Utility Allowance list for the county that you choose to live in. This is a grant to you. Any deposits that you receive from the utility company after you move are yours to keep. If you move and stay on the program additional utility deposits will be paid on a case-by-case basis.

After the first year of assistance, you will be asked to provide new information about your household's income, and your rent may be adjusted based upon the new information.

### HOW MUCH TIME DO I HAVE TO FIND A UNIT?

You have up to \_\_\_\_\_ days to find a unit. Please don't wait until the last minute because if the unit you select doesn't pass inspection, you may not have enough time to find another unit. If you are having problems finding a unit, please contact \_\_\_\_\_ at \_\_\_\_\_ for assistance.

### WHAT SHOULD I DO WHEN I FIND THE UNIT I WANT?

- (1) Ask the owner to fill out and sign the **Request for Unit Approval** form that is included in this package. By signing this form, the owner shows he/she is willing to rent the unit to you and to receive rental assistance.
- (2) Return the Request for Unit Approval to:

Our inspectors will schedule an inspection of the unit as soon as possible. If the unit passes the inspection and the rent the owner is charging is found to be reasonable, we will notify both you and the owner. **DO NOT SIGN A LEASE WITH THE LANDLORD BEFORE RECEIVING OUR APPROVAL UNLESS YOU ARE PREPARED TO RENT THE UNIT WITH OR WITHOUT ASSISTANCE.**

If the unit does not pass our inspection, we will give the owner a chance to make repairs or adjust the rent before rejecting the unit.

### FAIR HOUSING

It is against the law to discriminate in the selection of tenants for rental housing. Owners are permitted to screen applicants to determine if they will be good tenants by checking on such things as how well you have maintained your housing in the past, and whether you pay your rent on time. However, landlords are not permitted to reject applicants on the basis of race, ethnicity, religion, national origin, sex, handicap, or familial status. If you believe that you have been discriminated against, you may file a complaint by contacting the Georgia Commission on Human Rights. The toll-free number is (800) 292-5566.

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