



# HOME Tenant Based Rental Assistance

## HOME TBRA COUPON

<b>TENANT NAME:</b>	<b>UNIT SIZE:*</b>	<b>COUPON No:</b>
<b>NUMBER OF HOUSEHOLD MEMBERS:</b>		<b>ISSUED ON:</b>
		<b>EXPIRES ON:</b>
* THIS IS THE NUMBER OF BEDROOMS FOR WHICH THE TENANT FAMILY QUALIFIES.		

### 1. HOME TBRA RENTAL ASSISTANCE PROGRAM

THIS COUPON HAS BEEN ISSUED BY THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS ( DCA) TO THE TENANT IDENTIFIED ABOVE WHO IS ELIGIBLE TO PARTICIPATE IN THE HOME TBRA PROGRAM. UNDER THIS PROGRAM, THE PROGRAM ADMINISTRATOR MAKES MONTHLY PAYMENTS TO A LANDLORD ON BEHALF OF AN ELIGIBLE TENANT. THE TENANT SELECTS A DECENT, SAFE AND SANITARY DWELLING UNIT AND DCA MAKES PAYMENTS TO THE LANDLORD TO HELP THE TENANT TO AFFORD THE RENT.

When DCA issues this Coupon, it fully expects to have money available to provide assistance. However, DCA is under no obligation to the Tenant or the Landlord or any other party until DCA has approved the unit and entered into an Agreement with the Landlord and the Tenant.

### 2. KEY STEPS IN USING THIS COUPON

A. THE TENANT MUST SELECT A RENTAL UNIT WITHIN THE COUNTY LIMITS OF \_\_\_\_\_ THAT MEETS THE PROGRAM'S HOUSING QUALITY STANDARDS AND HAS A REASONABLE RENT. WHEN THE TENANT FINDS A SUITABLE UNIT, THE TENANT MUST GIVE DCA A "REQUEST FOR UNIT APPROVAL" FORM, SIGNED BY THE LANDLORD AND ALSO PROVIDE A COPY OF THE LANDLORD'S LEASE.

*(NOTE: THE TENANT HAS \_\_\_\_\_ DAYS TO USE THE COUPON. IF A REQUEST FOR UNIT APPROVAL HAS NOT BEEN SUBMITTED BY THE EXPIRATION DATE SHOWN ABOVE, THE COUPON WILL EXPIRE UNLESS DCA APPROVES AN EXTENSION.)*

B. AFTER DCA RECEIVES THE REQUEST FOR UNIT APPROVAL, DCA WILL INSPECT THE UNIT AND REVIEW THE LANDLORD'S LEASE. IF THE UNIT MEETS THE PROGRAM'S STANDARDS AND THE RENT FOR THE UNIT IS REASONABLE, DCA WILL NOTIFY THE LANDLORD AND THE TENANT THAT THE UNIT HAS BEEN APPROVED.

*(Note: If the unit or lease cannot be approved, DCA will give the Landlord an opportunity to correct the problem, or the Tenant can begin to look for another unit.)*

C. DCA WILL THEN WORK WITH THE LANDLORD AND THE TENANT TO EXECUTE ALL OF THE NECESSARY DOCUMENTS AS FOLLOWS:

- THE LANDLORD AND THE TENANT MUST SIGN A LEASE THAT HAS BEEN APPROVED BY DCA.
- THE LANDLORD AND DCA MUST SIGN A HOME TBRA RENTAL ASSISTANCE CONTRACT.

**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.**

- ONCE ALL NECESSARY DOCUMENTS HAVE BEEN SIGNED AND THE TENANT MOVES INTO THE UNIT, PAYMENTS TO THE LANDLORD WILL BEGIN.

### 3. SECURITY DEPOSIT

A. The (circle one: Tenant / DCA) will pay a security deposit to the Landlord consistent with local market practices. When the Tenant moves out, any reimbursement of the deposit that are due from the Landlord under state and local laws will be paid to the Tenant.

B. The (circle one: Tenant / DCA) will pay a utility deposit to the Utility Company consistent with local market practices. Any reimbursement of the deposit that are due from the Utility Company under state and local laws will be paid to the Tenant.

### 4. TENANT AND DCA SHARE OF THE RENT

A. THE PORTION OF THE RENT PAYABLE BY THE TENANT TO THE LANDLORD ("TENANT'S SHARE") IS CALCULATED BASED UPON THE TENANT'S ABILITY TO PAY. THE TENANT MUST PROVIDE DCA WITH INFORMATION ABOUT INCOME, ASSETS AND OTHER FAMILY CIRCUMSTANCES THAT AFFECT THE AMOUNT THE TENANT WILL PAY. THE TENANT'S SHARE MAY CHANGE AS A RESULT OF CHANGES IN INCOME OR OTHER FAMILY CIRCUMSTANCES. THE TENANT IS ALSO RESPONSIBLE FOR PAYMENT OF ALL UTILITIES NOT INCLUDED IN THE RENT.

B. EACH MONTH DCA WILL MAKE A RENTAL PAYMENT TO THE LANDLORD ON BEHALF OF THE TENANT. THE MONTHLY PAYMENT WILL BE EQUAL TO THE DIFFERENCE BETWEEN THE APPROVED RENT THE LANDLORD IS CHARGING AND THE TENANT'S SHARE OF THE RENT.

C. IF THE TENANT'S SHARE IS SUCH THAT A UTILITY REIMBURSEMENT IS DUE, EACH MONTH DCA WILL MAKE A UTILITY PAYMENT TO THE UTILITY COMPANY ON BEHALF OF THE TENANT. THE TENANT MUST PROVIDE DCA WITH INFORMATION ABOUT THE UTILITY ACCOUNT(S) AND UTILITY COMPANY(IES) TO BE PAID. THE MONTHLY PAYMENT WILL BE THE STANDARD UTILITY ALLOWANCE CALCULATED BY DCA FOR THE UNIT SIZE IN THE LOCAL MARKET.

### 5. REQUIREMENTS FOR PARTICIPATING TENANTS

THE TENANT AND TENANT'S HOUSEHOLD MUST:

- SUPPLY INFORMATION ABOUT THE FAMILY'S INCOME, ASSETS, AND OTHER FAMILY CIRCUMSTANCES THAT AFFECT ELIGIBILITY AND THE AMOUNT OF THE TENANT'S SHARE, AND COOPERATE FULLY WITH ANNUAL AND INTERIM RE-EXAMINATIONS;
- ALLOW DCA TO INSPECT THE UNIT AT REASONABLE TIMES AND AFTER GIVING REASONABLE NOTICE;
- NOTIFY DCA WHEN ANY PERSON MOVES IN OR OUT OF THE UNIT AND BEFORE VACATING THE DWELLING UNIT; AND
- USE THE DWELLING UNIT AS THE FAMILY'S PRINCIPAL PLACE OF RESIDENCE AND SOLELY AS A RESIDENCE FOR THE FAMILY.

THE TENANT MUST NOT SUB-LEASE OR ASSIGN THE LEASE.

### 6. LENGTH OF COUPON ASSISTANCE

ASSISTANCE UNDER THE HOME TBRA PROGRAM IS NOT GUARANTEED. ASSISTANCE MAY BE TERMINATED IF:

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- AT ANY RE-EXAMINATION THE TENANT'S INCOME IS GREATER THAN THE PUBLISHED INCOME LIMIT FOR THE PROGRAM;
- THE TENANT IS EVICTED FROM THE ASSISTED UNIT;
- THE TENANT PROVIDES FALSE INFORMATION OR COMMITS ANY FRAUD IN CONNECTION WITH THE PROGRAM, OR FAILS TO COOPERATIVE WITH REQUIRED RE-EXAMINATIONS; OR
- FUNDING FOR THE DCA'S RENTAL ASSISTANCE PROGRAM IS TERMINATED.

DCA WILL GIVE THE TENANT AT LEAST 30 DAYS' NOTICE OF TERMINATION OF ASSISTANCE.

## 7. EQUAL HOUSING OPPORTUNITY

IF A TENANT HAS REASON TO BELIEVE THAT HE/SHE HAS BEEN DISCRIMINATED AGAINST ON THE BASIS OF AGE, RACE, COLOR, CREED, RELIGION, SEX, HANDICAP, NATIONAL ORIGIN, OR FAMILIAL STATUS, THE TENANT MAY FILE A COMPLAINT WITH HUD. HUD HAS SET UP A "HOT LINE" TO ANSWER QUESTIONS AND TAKE COMPLAINTS ABOUT FAIR HOUSING AND EQUAL OPPORTUNITY. THE TOLL-FREE NUMBER IS (800) 424-8590.

<b>ISSUED BY: GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS</b>	
<b>NAME:</b>	<b>SIGNATURE:</b>
<b>DATE:</b>	<b>TELEPHONE:</b>
<b>ACCEPTED BY COUPON HOLDER</b>	
<b>NAME:</b>	<b>SIGNATURE:</b>
<b>DATE:</b>	<b>TELEPHONE:</b>

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