

MPHA'S TOP THINGS TO REMEMBER WHILE ON THE HCV PROGRAM

The property owner or the property owner's representative **MUST** be present at the move-in inspection. You cannot represent the Property Owner.

To learn the status of the inspection, please contact the property owner directly.

Your portion on your rent burden worksheet is an **ESTIMATE**. The amount on the Rent Notification Letter you receive after the file is processed is the actual portion you need to pay. If there is a difference, you must work that out with your landlord. HUD's approved processing time is up to 60 days.

All changes in household composition or income must be reported to your worker in **WRITING** within 30 days of the change occurring. You must complete the household change form (available in our offices or at www.MPHAOnline.org) and provide documents that verify the change. We cannot process an interim rent change without the supporting verifiable documentation of the change.

Effective June 1, 2017 the rental subsidy start date can be effective the date the unit passes HQS Inspection, if the participant has possession of the unit and the participant has fulfilled their previous lease agreement. If you move into the unit before it passes inspection or you are approved to lease a unit in Minneapolis, you will be responsible for the full contract rent. We highly recommend that you do not move in until you have a passed inspection, and if you are porting into Minneapolis, have cleared the background check.

As a participant of the Housing Choice Voucher program, you are required to pay at least \$75 dollars towards your rent. If it is determined that you have not been paying the appropriate amount towards your rent, and an overpayment of HAP has occurred, you will be required to sign a repayment agreement.

If you have repairs that need to be completed in your unit, please notify the property owner before contacting our offices. We suggest that you provide a written request to the property owner. You should always keep a copy of that request for yourself, and if the repairs are not completed, please contact Inspections to schedule a complaint inspection. The Inspection Administrative Assistant can be reached at 612-342-1211.

Federal regulations state that you can only move once every 12 months. Please research the unit and neighborhood you have chosen to make sure it will be a safe neighborhood environment and comfortable home for you and your family for the entire year.

<http://www.ci.minneapolis.mn.us/police/statistics/index.htm>

Inspection Preparation Checklist

- ☑ Test smoke/carbon monoxide detectors.
- ☑ Check that all outlets/switches are tight and no cracked or broken plates.
- ☑ Make sure all lights that came with globes have them and no open sockets.
- ☑ Check all window locks, screens, glass, and operation.
- ☑ Run all faucets and check for leaks at faucet and drain piping.
- ☑ Check garbage disposal is working.
- ☑ Check that all burners and oven works and all knobs and handles are there on stove.
- ☑ Walk unit and check for tripping hazards like worn or loose carpet and TV cables.
- ☑ Flush toilets and check that seats are not broken.
- ☑ Check bath tub for leaking, missing tiles, drainage, and mold.
- ☑ Check for signs of infestation (mice, roaches, etc)
- ☑ Check for chipping or peeling paint (if children under the age of 6 will be living in the unit)
- ☑ Check site and common areas for debris and condition of any outbuildings.

Twin Cities Metropolitan Area

Section 8 Programs

