



Section 8 Staff Reports

Report Requirement: The new solution will we will need to include a list of Documents and Letters that are not HUD mandated, but that the program and LA-s use. This would allow for a document/letter capability in the new solution of having available predefined Templates.

Document / Letter #	Document / Letter:	Description:
1.	Notice to Vacate Change Request (Cancel Move Form)	Allows participants/tenants, in conjunction with landlords/owners, to extend the original move-out date to a new move-out date. Also allows participants/tenants, in conjunction with landlords/owners, to withdraw a Notice to Vacate and void a received voucher. Must be signed and dated by both participants/tenants and landlords/owners.
2.	HAP Contract Execution Request	Sent with an attached HAP contract and requests that the landlord returned a signed copy of an attached HAP within 10 days. Provides a space for email address and fax number to which the executed contract may be sent. Lists an effective payment date and the amount of HAP (HTFC payment to landlord/owner), the tenant/participant share, the total contract rent, and the utility reimbursement payment to the tenant, if any.
3.	180-Day Zero HAP Letter/Zero Housing Assistance Payments (HAP) Notice	Let's participant know that due to no HAP being paid on their behalf as a result of an increase in adjusted annual income, their assistance will continue for a maximum of 180 days. Provides participant 10 business days from date of notice to request an informal hearing to contest termination from program. A list of offices providing legal representation is included. Participant is informed that they have the right to schedule an appointment to examine documents relevant to hearing. Advises that participant must inform office at least 24 hours in advance of hearing if they are unable to attend. Attachment lists legal aid societies of New York (addresses and phone numbers).
4.	Abatement Lifted Notice/Notice of Lifted HQS Abatement	Informs the landlord/owner that abatement stemming from failure to correct HQS-required items within the specified timeframe, has been lifted. Lists the total amount abated and provides guidance on reimbursing landlord for HAP withheld as a result of failure to cure items by end-of-month processing deadline.



5.	Acknowledgement too Vacate Notice	Sent with Notice to Vacate to confirm with the landlord/owner that the family is scheduled to move out and that both the HAP Contract and HAP payments will terminate as of the move-out date. Landlord is instructed to contact the office within 5 days of the date of the notice if any information in the Notice to vacate is inaccurate. Owner is instructed that it is the responsibility of the tenant to return all keys, leave the unit in the same or better condition as when they moved into the unit, except for normal wear and tear, and to pay any rent amount due per the lease.
6.	Request for Additional Documentation/Additional Doc Request Port – In	This informs participants that are porting in from another PHA of additional documentation that must be submitted to maintain eligibility.
7.	Additional Doc Request Intent to Terminate	Informs the participant that their assistance will be terminated on a specific date unless listed documentation is not submitted within 10 business days of the notice. This needs to follow a previous request for documentation (24 CFR sections 982.551(b) and 982.551(c)(1)(i) are listed). A list of legal aid societies and an informal hearing request form should be attached. A list of reasons for requesting a hearing needs to be included in the hearing request form.
8.	Additional Documentation Request Form /Interims	Informs participant that in order for an interim to be processed, the listed documentation must be submitted.
9.	Applicant Denial of Housing Choice Voucher Rental Assistance	Informs applicants that they are ineligible to participate in the program. Lists 24 CFR 982.552. Space provided to detail the reason for denial. Informs the applicant of their right to an informal review. Attachments include a listing of legal aid societies and an informal review request form.
10.	Applicant Removal from Wait List Notice	Informs applicant that due to their failure to respond to correspondence attempting to ascertain their interest in becoming a participant, they are being removed from the active waiting list. Informs them of their right to an informal review and provides a mailing address and point-of-contact to whom they must submit a written request for an informal review. A listing of legal aid societies is attached.
11.	Arrest Record Investigation Sheet	Includes applicant name, application #, other names, address, birth date, SSN, NYSID#, etc. Information captured is date of arrest, address, arraigned charge(s), and disposition.



12.	Asset Declaration	Lists household member name, log #, types of assets (savings accounts, money market accounts, life insurance plan, retirement account, stocks, bonds, CDs, real estate, trusts, annuities, and other), estimated total value of assets, and a certification from the household member that they own less than \$5,000 in assets.
13.	Briefing Appointment Letter 2 nd Attempt	Sent following determination that applicant is eligible. This is a 2 nd attempt letter that is sent in the event that the original briefing appointment letter is not responded to. Informs applicant that they must attend a briefing at a designated address. All adult household members must attend and bring photo identification. It is requested that minor children NOT be brought. Briefing lasts approximately two hours and covers the following: HCV program general information; obligations as a participant in the program; understanding the size of unit for the applicant's family; determining rental assistance amount and maximum subsidy; searching for a unit; Fair Housing laws, including rights as tenant; right to portability to another public housing jurisdiction; participating owner requirements; unit approval process; and FSS Program information. Informs the applicant that if they do not attend, arrive late, or do not bring all required information, they may be determined ineligible for HCV assistance.
14.	Briefing Appointment Letter	Contains the same info as #13, but does not include "2nd Attempt" listed at the top.
15.	Caseworker Change Letter/Case Manager Change Notification	This informs the participant of a change in the case manager assigned to their case. The name and contact info of the new case manager is listed, and the participant is reminded that they must still follow all HCV program requirements.
16.	Certification of Need for Person with Disabilities/Certification of Need for Attendant Care, Auxiliary Apparatus	This form is to be completed by a knowledgeable professional. The form is meant to obtain certification that the participant requires the services of an attendant and/or the use of an auxiliary apparatus to enhance their ability to live independently. In addition, the responding professional indicates whether the service of an attendant and/or use of an auxiliary apparatus enables the listed household member or a different household member with the ability to work. The professional is asked to list their name, title, company, signature, address, date the form was completed, email, and phone number.



17.	Change of Ownership Packet	Includes a cover letter addressed to the property owner/manager that lists a checklist of information that is needed to process the Change of Ownership/Management. The items include a Change of Ownership Management form (attached to the letter), W-9 (attached to letter), Proof of ownership (settlement statement, trust agreement, recorded deed with Schedule A, recorded quit claim, and a recorded judicial deed sale are all considered to be acceptable, while tax bills, mortgage documents, unrecorded deeds, deeds that do not include an official stamp from the county recorder's office on the upper righthand corner of the document are listed as unacceptable), a management agreement (owner(s) listed in the management agreement must be the same individual or entity listed on the proof of ownership documents/the managing agent listed in the management agreement must be the same individual or entity listed on the W-9 form and EIN verification letter or Social Security card), tax identification (Social Security cards for individuals and Letter 147C for companies or businesses), copy of a valid driver's license or state identification card, and the opportunity to fill out an attached Direct Deposit Authorization Agreement (voided check must be submitted).
18.	Change of Management/Ownership Form	Included in the Change of Ownership Packet. Asks whether it is a change of ownership or management. Asks respondent to indicate reason for change (sale of property, quit claim, inheritance, new management company, or other). Property address must be entered. New owner info (owner name, owner address, telephone, email, SSN/EIN, individual that will receive 1099, managing agent, managing agent telephone, and managing agent address). A list of all voucher-assisted tenants currently residing in the property undergoing the change (name, property address, unit number, and Zip). Previous property owner signature and effective date of current HAP contract. New property owner(s) or manager(s) signature(s) and date of signature. Office Use section (Date entered, initials, owner #, New, Previous, Settlement, Received, administrator signature, and date of signature).



19.	Direct Deposit Authorization	Included in Change of Ownership Packet. Part 1: Transaction Type (New Setup, Cancellation (leave part 4 blank), Change Account Type, Change Financial Institution, and Change Account Number). Part 2: Payee Identification (Owner/Company Tax ID (SSN or EIN), Primary Phone Number, Fax Number, Secondary Phone Number, Name of Payee, Contact Name, Street Address, Payee Email, and whether they are the owner or property manager/agent). Part 3: Authorization Signature, Title, and Date Signed. Part 4: Required Information (Financial Institution, whether the respondent is an individual/consumer or commercial (corporation/partnership, etc.), Account Name, whether it is a checking or savings account, Bank Routing Number, and Account Number. Note that indicates a voided check must be submitted with the form.
20.	Duplicate Subsidy Letter	This letter is sent to participants to inform them that an EIV report indicated that there is a household member within their household that is listed in EIV as being a household member with another agency's program. It lists the name of the household member and the agency with which the member is listed as a household member. The letter informs the participant that individual will be removed from the participant's household composition on a specific effective date. The participant is instructed that if they do not agree with this determination, they must submit proof from the other agency stating that the member is not a participant in their program, and if they are a minor, a legal custody agreement. The participant is advised that if they don't submit the required documentation, the member will be removed and the voucher size and housing assistance payment may change.
21.	Duplicate Subsidy Member Removal Letter	This a follow-up to item 20. The participant is informed that pursuant to the Duplicate Subsidy Letter sent on a specified date, the participant has not responded or submitted the documentation needed to substantiate that the named individual is not receiving multiple or duplicate subsidies from another agency. An effective date is listed specifying when the household member was removed from the household composition. The participant is instructed to contact the office to determine if they must move to a correct-size unit and/or their housing assistance payment has changed.



22.	Family Verification Letter	This is a verification letter sent to an owner/landlord. The letter lists the participant and their log #. It informs the owner that following the most recent recertification, the following information is contained in our files: address, city, state, Zip, lease effective date, person(s) residing in the household, housing assistance payment, tenant share of the contract rent, and the contract rent to owner. The contact to whom the tenant's share of the rent should be sent to is also listed.
23.	Final Notice of Late Portability Recertification	This informs a public housing agency that the agency has not received the necessary documentation to process an annual recertification for a portability participant. The effective date is listed. This notice follows previous attempts sent to the PHA to process late recertifications. This notice requests that an updated 50058 and corresponding 52665 be provided within 10 business days of the date of this notice. The notice informs the PHA that if we do not hear from them within the 10 business days, we will assume the participant is no longer on the program and that a memo will be submitted to the Office of Public Housing to request that the PHA absorb the voucher(s) in question. Upon approval from OHP, we will cease housing assistance payments and require the PHA to absorb the participant as defined in PIH Notice 2011-3.
24.	Final Termination of HAP Contract	Informs the owner and tenant that we will be terminating the HAP Contract. The tenant's name is listed, the address is listed, and the effective date of termination is listed. A section is provided to list any details surrounding the termination. Part C, paragraph 9 of the HAP Contract and paragraph 9 of the HUD Tenancy Addendum are referenced, and the parties are informed that lease is terminated as a result of the HAP Contract being terminated. The parties are also informed that if the family remains in the unit, they will be responsible for the full rent amount.
25.	Final Termination Notice to Participant	This is sent after the Notice of Intent to Terminate Housing Choice Voucher Assistance (date this notice was sent is listed in the letter). In bold type, the participant is informed that their participation in the Housing Choice Voucher Program is being terminated on the listed effective date. It is stated that the decision is final and that there are no further opportunities for appeal.



26.	Full Annual Packet/Annual Recertification	This is the packet sent to participants on a yearly basis to process their recertifications. It consists of a cover letter that lists the participant name and log number. All adult household members are required to fill out the forms in the packet and all documentation must be dated within 60 days of the request. The letter lists a number of documents that must be submitted for all household members in addition to the standard forms included in the packet. Case manager contact info is listed in the letter. Other forms include a notice that a translated version of the form is available upon request; an applicant/participant certification (8 pages including a certification page that must be signed by all adult household members); HUD-9886 Authorization for the Release of Information/Privacy Act Notice; an additional Consent for Release of Information that broadens the scope of verification permissions; Family Obligations form that is signed by all adult household members; and HUD-92006 that allows the participant to list an optional contact person or organization.
27.	Full NHTD Packet/Annual Recertification	Basically the same as item 26 with Nursing Home Transition and Diversion (NHTD) inserted in lieu of Housing Choice Voucher Program.
28.	Full Second Attempt Annual Packet/Annual Recertification	This is the Annual Recertification packet with Second Attempt printed at the top of the cover letter.
29.	HAP Contract Cover Letter - Tenant	Sent to participant. Contains participant name, owner name, log #, owner ID, and unit address. Informs participant that the unit listed has passed inspection and that the rent amount was approved. Participant is also informed that a HAP Contract has been sent to the landlord to sign and return. Housing Assistance Payment, participant rent, total contract rent, and utility reimbursement payment, if any, are listed. The letter also states that we will begin making payments to the landlord when the signed HAP contract has been returned, and that the participant must begin paying their portion of the rent according to the lease.



30.	HAP Contract Follow-Up	Letter has "Second Attempt" listed at the top. Sent to landlord to let them know that a HAP Contract was previously sent on a specified date and that in order to complete processing and begin sending payments, the owner must sign, date, and return the HAP Contract to us. If the HAP Contract is not returned within 10 days, approval for the unit will be cancelled and payments will not be made. Informs landlord that if the HAP Contract is cancelled, they will not receive payments for previous months. Contact info for the case manager is listed. Sent as follow-up to item 29.
31.	HAP Overpayment Letter/Notice Regarding Overpayment of Federal Funds	Informs an owner/landlord that an overpayment of HAP was issued to them. Advises that per the HAP Contract, they are not entitled to retain the amount that was overpaid. A space is provided to explain what the overpayment was due to and provides a breakdown of overpayment by month. A payment slip should be generated with this notice and sent to the owner.
32.	Household Change Landlord Notice/Requested Addition of Household Member Notice	This notice is sent to owner/landlords when a household member is added that will not increase the corresponding voucher size. This notice should be sent after the participant family has submitted a notice of landlord approval of the additional household member. The notice lists the new total family size. The landlord is informed that nothing further be done if they approve of the addition of the household member and that they will receive a notice of HCV Rent Adjustment if there are changes to the tenant or HAP portions of the rent. If the landlord does not approve, they are advised to contact a designated case manager. They are also asked to inform the tenant if they do not approve of the change.



33.	Informal Hearing Schedule Letter	<p>Informs participant that we are in receipt of their informal hearing request and indicates the scheduled date and time of the hearing. The participant is notified of their following rights:</p> <ul style="list-style-type: none">• Prior to the hearing, you have the opportunity to examine any documents directly relevant to your termination, as long as the request is made no later than 12:00PM on the business day prior to the scheduled hearing date;• You are allowed to copy any such documents at a cost of \$0.25 per page;• At your own expense, you may be represented by a lawyer or other representative at the informal hearing, but you are not required to bring representation; and• At the hearing, you will have the opportunity to present evidence and question any witnesses. <p>A note is included that states the participant must make all documents that they plan to utilize at the hearing available no later than 12:00 PM on the business day prior to the scheduled hearing date. They are allowed to mail or drop off the documents. The recipient is notified that the hearing officer will be a person not previously involved in consideration of the case, they will receive a written review decision within 10 business days following the hearing, and that if they fail to appear for their informal hearing, termination of assistance will stand.</p>
34.	Initial HAP Determination Letter - Owner	<p>Sent to the owner of the unit once a HAP Contract has been entered into between the participant, owner, and HTFC. Lists the location of the unit and effective date of the contract. Additional listed info includes person(s) residing in the household, Housing Assistance Payment to the owner, participant rent (tenant pays to owner), Total Contract Rent, and utility reimbursement payment (HTFC pays this to tenant). A space is provided for additional notes.</p>



35.	Intent to Terminate – Owner Notice	Informs the owner that a listed participant residing at their listed unit is being terminated from the program for one or more program violations. The owner is informed that the participant has a right to an informal hearing as outlined in 24 CFR 982.555, and that the request must be made in writing within 10 business days of the date of this notice. If housing assistance is terminated, the owner is informed that HAP being sent to them will cease, and the participant will be responsible for the full monthly rent. Contact info is provided for any questions the owner may have regarding the notice.
36.	Intent to Terminate	This informs the participant that their participation in the program is being terminated on a specified effective date and provides a space to detail the violations leading to termination. The participant's right to request an informal hearing within 10 business days of the date of the notice is noted and directs them to an attached Informal Hearing Request form (in bold). The participant is also notified that if they do not request a hearing, the termination will take effect on a specified date (in bold). In addition to an Informal Hearing Request form, a listing of legal aid societies is also provided.
37.	Interim Change Request	This packet consists of a letter to the participant indicating that the program has received an interim change request from the participant due to a change in income, family composition, and/or expenses. It is conveyed that in order to process the change, the participant must submit an attached Interim Change Request Form completed and signed, and any documentation listed in a separate, attached form. Contact information is provided for the purpose of submitting the Interim Change Request Form and any relevant documentation. A listing of documentation is attached for instances in which there has been a change in income or expenses, the participant wants to remove a household member, and/or a participant wants to add a household member. The Interim Change Request form has a general information section and 3 separate sections that need to be filled out based on the change request being submitted. A fourth section represents a certification statement requiring a participant's signature and date of signature.



38.	Interim Decision Notice	This notice is sent to a participant that has submitted an Interim Change Request and acknowledges receipt on a specified submission date. In bold, the following is stated, "Thank you for reporting this change. You will receive a Rent Adjustment Letter for any changes in your portion of the rent." Contact info for the case manager is provided in the event the participant has any questions related to this notice.
39.	Interim Denial Notice	This notice is sent to a participant when the change request they previously submitted in an Interim Change Request has been denied. A submission date is listed and, in bold, the following is conveyed, "Your request has been denied due to the following reason(s):." A space is provided for the case manager to list the reasons the interim change request was denied. The participant is notified that the participant's portion of the rent will continue to follow what was listed in their most recently received Rent Adjustment Letter. Contact info for the case manager is also provided.
40.	Late Recertification Notice	This notice lists the participant's log #, name, and address. It informs the participant that of a specified date, the last annual re-certification for the named participant was effective as of a specified date. The participant is notified that due to processing delays, no re-certification has been performed since a specified date, and that a re-certification with a listed effective date will bring the participant's case up to date. The name of the case manager completing the re-certification is also listed.



41.	Lease-Up/Unit Search Packet	<p>Currently 23 pages of various forms. There is a cover letter addressed to the participant (lists log #) that listed the enclosed forms (a listing of the payment standards that to the jurisdiction in which the LA is located, 2 copies of the actual voucher with the instructions that one copy needs to be signed and returned to the program and the other one is to be kept for their use, and the Landlord Information Packet that a potential landlord must complete and return to the program). Next steps are listed (return the completed Landlord Information packet to the program before a specified voucher expiration date, the program will schedule an inspection of the unit once the packet has been received, and after a passed inspection, the case manager will inform the participant of the participant's rent portion and move-in date. A notice is provided in bold that includes the informing of the participant that if they move in prior to their scheduled move-in date, they will be responsible for their full contract rent. A listing of websites to assist the participant in finding a unit is provided.</p> <ul style="list-style-type: none">• Payment Standards: Standards for various unit sizes, the standards in instances where the tenant pays for cooking gas and electricity only, and the standards when the tenant pays for all utilities (cooking gas, electricity, heat, and hot water) are provided. It is noted that the numbers listed are guidelines and that choosing numbers above the guidelines may result in the participant paying more than 30% of their monthly income. It is also indicated that the numbers are only estimates and are not exact. The participant is notified that the Request for Tenancy Approval will be reviewed to make sure that the rent and utilities are affordable for the participant and that the rent the owner is charging is fair compared to other units in the area.• Two copies of the actual voucher are included (HUD-52646) provided.• Landlord Information Packet: A cover form lists instructions and next steps to inform the landlord. Required documentation is listed (Request for Tenancy Approval (attached), Disclosure of Information on Lead-Based Paint (attached)). Required documentation for owners new to the program is also listed (Owner/Agent
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		<p>Data Form (attached), Copy of a valid driver's license or state identification card, Management Agreement (if applicable), Direct Deposit Authorization Form (attached/also instructed to include a voided check for checking accounts or a deposit slips for savings accounts), IRS form W-9 (attached), tax identification (Social Security card for an individual/copy of an Employer Identification Number verification Letter 147C for a company or business), and proof of ownership (deed and/or other applicable documents as listed in the Owner/Agent Data Form). A landlord info section is included that provides a check for an owner or managing agent, name, contact person's phone, and owner/agent email (a spot is also included to list the owner ID # if the landlord is an existing owner/agent registered with the program). Next steps for the landlord are provided. It is asked if the landlord has screened the potential tenant, as it is their responsibility to do so.</p> <ul style="list-style-type: none">• Request for Tenancy Approval (HUD-52517)• Request for Tenancy Approval – Rent Reasonableness Addendum: Type of Unit, Square Footage, Location Type, Accessibility to Services, Management and Maintenance of Building, Facilities for Building, and Amenities Provided by Owner. Spaces are included to be completed the case manager and the Inspection Unit.• Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards• Owner/Agent Data Form (does not need to be returned if landlord already has tenants participating in program.• HAP Contract Information• Direct Deposit Authorization• W-9
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42.	New Hire Notice/New Hire Information Request	<p>Informs participant that information obtained from EIV indicates that a household member has started employment on a specified date. The participant is reminded that the Family Obligations stipulate that every participant must inform the program about any change in household income within 10 business days of such occurrence. It is noted that failure to submit such information and verification documents may result in termination and/or initiation of procedures to recover excess HAP paid on behalf of the family. The participant is instructed to submit verification of all new income, including 4 consecutive paystubs and/or an employment letter. The participant is instructed to have their employer complete, sign, and fax an enclosed Verification of Employment Income form to the program. The participant is provided a deadline by which submission must occur.</p>
43.	NHTD Additional Doc Request	<p>Similar to item 7 with NHTD inserted in lieu of HCV program.</p>
44.	NHTD Initial HAP Determination Letter - Owner	<p>See Item 34. Notice modified to list NHTD.</p>
45.	NHTD Initial HAP Determination Letter	<p>See Item 34. Notice modified to list NHTD</p>
46.	NHTD Interview Letter	
47.	NHTD Recert Letter	
48.	NHTD Rent Adjustment Letter - Owner	
49.	NHTD Rent Adjustment Letter	
50.	Non-Family Member Notice/ Addition of Non-New Family Household Member Notice	<p>Informs the participant that the program has received word that they are requesting to add a new household member (lists name of member). The participant is also informed that the individual does not qualify as a new, familial member and that their addition will not impact the participant's current voucher size. The current unit size the participant is entitled to is listed along with a notice that the corresponding payment standard still applies. The following is listed in bold:</p> <p>“Please note that if you continue with the addition of this household member, all income for this individual will be included in your household’s rent calculation and your available subsidy standard with remain at a (unit size is inserted here) bedroom unit.”</p> <p>It is further explained that the program only considers an added individual to be considered a family member when they are added due to</p>



		<p>birth, adoption, marriage, or court-awarded custody. The addition of adult offspring, other adult family members, or roommates does not constitute a reason for increasing the voucher size.</p> <p>Contact info is provided for the case manager and it is advised that the participant must submit a written request if they believe that extenuating circumstances apply.</p>
51.	Notice of Infraction	<p>This is sent to participants when the owner informs the program of tenant infractions. A space to list detailed, reported infractions is provided. The participant is notified that failure to abide by their lease obligations will jeopardize their tenancy and continued participation in the program. In bold, it is written that, "We urge you to make any arrangements to cure this situation." Case manager contact info is provided for the purpose of reaching out with any questions or concerns.</p>
52.	Notice of Late Portability Recertification	<p>Sent prior to item 23</p>
53.	Notice of Over-Housing	<p>Generally sent to Enhanced Voucher participants. Informs the participant the unit size they are entitled to and the size of the unit in which they are currently residing. The participant is instructed to move to a correct-sized unit immediately, and if such a unit is not currently available in their housing complex, they must return an attached certification from their landlord within 10 business days. Contact info is provided for their case manager.</p> <p>Landlord Certification of Units Available: participant name, log #, owner name, and owner ID # are listed. The following two options are presented for the owner to select:</p> <ol style="list-style-type: none">1. We could not offer a (insert size) bedroom unit to this family as of this date since it was not available. We will offer this family a (insert size) bedroom unit as soon as it is available and will notify your office.2. We have offered a (insert size) bedroom unit to this family, but the family chose to stay in their current unit. <p>Info section includes owner/property manager name, phone number, authorized signature, date signed, and address.</p>



		<p>A note is included to fax to a provided number to the attention of a specified individual 10 business days from the date of the letter.</p>
54.	Notice of Portability Recertification Due	<p>Sent prior to items 52 and 23. Informs the initial PHA that an annual recertification is due for a specified individual. The initial PHA is instructed to forward an updated 50058 and corresponding 52665 within 10 days of the date of the notice. Fax email, and case manager info are all listed.</p>
55.	Notice of Request for Portability	<p>Sent to a receiving PHA upon a participant's request to port within their jurisdiction. The participant name, participant phone number, current payment standard, and current voucher size are listed. The following information is requested within 10 days of the date of the notice:</p> <ul style="list-style-type: none"> • Current payment standard for the voucher size the participant is currently entitled to in our program. • Whether the applicant will be absorbed or the receiving PHA will be billing us and, if so, the portability administrative fee. • The receiving PHA's PHA Code issued by HUD and their tax ID number. • The PHA's contact person, their phone, email, and fax. • The name of the PHA official completing the form, their signature, and the date they sign the form.
56.	Oral Verification	<p>This form is filled out by program staff (case managers) when they are only able to verify a participant's information through the word of someone with knowledge of the situation. Attempts to verify information have to be listed and dated in the following order (EIV or UIV, an attempt to obtain source documents, written 3rd party verification 1st attempt, and written 3rd party verification 2nd attempt).</p> <p>The date and time of the call are listed in the form. In addition, the following info is captured:</p> <ul style="list-style-type: none"> • Applicant/Participant Name • Company/Agency Contacted • Address of the Company/Agency • Person Contacted • Contact Person's Title • Contact Person's Phone Number <p>The type of information obtained is listed as checkboxes (Income, Assets, Student Status (Adults), and Other). A space to include summary of the info provided is included. The</p>



		name of the program representative and their signature are also included.
57.	Pending Voucher Expiration Notice	Informs the applicant/participant that a voucher was issued to them on a specified date and notes the date of voucher expiration. The applicant/participant is informed that if the program does not receive a completed Request for Tenancy Approval packet that passed rent reasonableness and/or a HQS inspection by that expiration, they will no longer be able to participate in the program. The notice also explains that if the applicant/participant or a member of their household is a person with a disability, they may be eligible for an additional extension of the voucher upon request. Contact info for the responsible case manager is provided.
58.	Port-In Acknowledgement	
59.	Port Initial Follow-Up Notice	
60.	Port Voucher	
61.	Portability – No Response Received Letter	
62.	Portability Briefing Appointment Letter	
63.	Portability Documentation Submittal	
64.	Reasonable Accommodation Decision	
65.	Reasonable Accommodation Extra Bedroom	
66.	Reception Appointment Rescheduled Letter	
67.	Reception Appointment Letter	
68.	Recertification Effective Date Change	Believe this was created in response to late re-certs. May not need. NYC specific
69.	Recertification Skipped	Also in response to late re-certifications and may not need. NYC specific
70.	Recertification Computation Sheet	
71.	Reinstatement Notice	
72.	Renegotiated Repayment Agreement	
73.	Rent Adjustment Letter (Owner)	
74.	Rent Adjustment Letter (Participant)	
75.	Rent Increase Denial	
76.	Rent Increase Letter	
77.	Rent Increase Request Notification	
78.	Rent Increase Request	
79.	Repayment Agreement Denial	
80.	Repayment Agreement	
81.	Repayment of HAP Letter	
82.	Repayment Paid in Full Notice	
83.	Repayment Past Due Notice	
84.	Required Move Notice	
85.	Request for Tenancy Approval Cancel Notice (Tenant)	



86.	Request for Tenancy Approval Rejection Notice (Landlord)	
87.	Self-Employment Certification	
88.	Termination Cancellation Notice (Landlord)	
89.	Termination Cancellation Notice (Participant)	
90.	Unit Transfer Request	
91.	Unreported Income Notice	
92.	Verification of Bank Accounts	
93.	Verification of Child Care Expenses	
94.	Verification of Child Support	
95.	Verification of Disability	
96.	Verification of Employment Income	
97.	Verification of Foster Care Adoption	
98.	Verification of Medical Expenses	
99.	Verification of Military Service	
100.	Verification of Pension	
101.	Verification of Periodic Payment	
102.	Verification of Reasonable Accommodation	
103.	Verification of Student Status Financial Aid	
104.	Verification of Support Contribution	
105.	Verification of Veterans Benefits	
106.	Verification of Welfare Assistance	
107.	Verification of Workers Compensation	
108.	Veteran Preference Verification Letter	
109.	Voluntary Withdrawal	
110.	Voucher Expiration Notice	
111.	Voucher Extension Denial	
112.	Voucher Extension Packet	
113.	Waiting List Call In Letter Second Attempt	Follows Item 114
114.	Waiting List Call In Letter	
115.	Zero Income Statement	
116.	Move Packet (Port-In)	
117.	Move Packet	
118.	Office Visit Summary Receipt	
119.	Additional Documentation Request (Intent to Terminate)	
120.	Additional Documentation Request	
121.	Applicant Denial Letter	
122.	Final Termination of HAP Contract	
123.	Final Termination of Participant	
124.	Initial HAP Determination	
125.	Intent to Terminate	
126.	Recertification Letter – Second Attempt	
127.	Recertification Letter	



128.	Rent Adjustment Letter	
129.	Waiting List Call In Letter (Second Attempt)	
130.	Waiting List Call In Letter	
131.	Abatement Emergency Fail Letter	
	Abatement Letter	
	Annual Appointment Letter	
	Annual Inspection – 2 nd Attempt Letter	
	Annual Inspection Fail Letter	
	Annual Inspection Pass Letter	
	Annual Re-Inspection Final Attempt	
	Complaint Inspection Fail Letter	
	Complaint Inspection Letter	
	Complaint Inspection Pass Letter	
	Complaint Re-Inspection Final Attempt	
	Emergency Fail Letter	
	Emergency Re-Inspection Letter	Sent if an emergency re-inspection is scheduled, rather than taking place 24 hours after prior inspection.
	Emergency Re-Inspection Fail Letter	
	Emergency Re-Inspection No Access Letter	
	Emergency Re-Inspection Pass Letter	
	Extension Letter	Sent if landlord requests an extension to make needed repairs and extension is granted.
	Fail – Uninhabitable Unit	
	Failed Re-Inspection Letter	
	Final Attempt Inspection Letter	
	Final Re-Inspection Letter	
	Initial Appointment Final Attempt	
	Initial Appointment Notice	
	Initial Appointment Second Attempt	
	Initial Move-In Inspection Fail	
	Initial Move-In Inspection Pass	
	Internal Error Reschedule Letter	
	Quality Control Inspection Letter	
	Quality Control Inspection Fail Letter	