

CAMPBELL COUNTY DEPARTMENT OF HOUSING ORIENTATION PACKET

Your Orientation Packet contains information regarding rules, regulations, policies, and procedures of Campbell County Department of Housing's (CCDH) Housing Program. CCDH administers the Housing Choice Voucher Program (Section 8 rental assistance) in the Counties of Campbell and Pendleton, excluding the City of Newport. This packet will be useful to you as an applicant, voucher holder, and program participant, so please keep the information and refer to it periodically. Some information contained herein was referenced in the Orientation video and other information is specific to the agency's Administrative Plan or to your search for suitable housing for your family.



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If you have questions regarding the policies, procedures, and regulations of the Campbell County Department of Housing please reference the agency's Administrative Plan at www.campbellcountky.gov. If you are disabled and as a result of your disability you require a change in how CCDH communicates, presents information, or a change in venue for appointments, you may submit a request for a reasonable accommodation. We will review your request and respond within 10 business days. You have the right to request an interpreter. If negative action has been taken against an applicant or participant by the PHA in a circumstance where the Violence Against Women's Act (VAWA) should be considered, please notify the PHA of your concerns to determine whether a review is in order.

DETAILS REGARDING THE FOLLOWING ARE CONTAINED IN YOUR PACKET

- Housing Choice Voucher Program – How the Program Works
- Family Obligations
- Ineligibility Time Frames
- Criminal Activity
- Portability Policy
- Voucher Time Frame and Extension Policy
- Request for Tenancy Approval
- Current Agency Payment Standards
- Determination of Family Unit (Voucher) Size
- How the Family's Total Tenant Payment is Determined
- Appointments are Required
- Submitting Paperwork to CCDH
- CCDH Policy Regarding Providing Information to Property Owners
- CCDH Guest Policy
- Informal Reviews & Hearings
- Notice of Right to Reasonable Accommodation
- Steps to Take if you have Maintenance Issues in your Subsidized Unit
- Income Limits
- Waitlist Preference Definitions and Required Preference Verifications
- Applying for HUD Housing Assistance – Think about This... Is Fraud Worth It?
- Fraud Recovery
- Key Housing Provisions in VAWA
- What You Should Know About EIV
- Sample Voucher (includes some Family Obligations)
- Steps to Take 1-8
- Sample Request for Tenancy Approval (RTA)
- Sample Utility Allowance Schedule
- Tenancy Addendum
- Job Opportunities
- CCDH Resource List
- Jurisdictional Map – Campbell County KY
- Campbell County KY – Programs/Services/ Contacts/Schools
- Jurisdictional Map – Pendleton County KY
- Pendleton County KY – Programs/Services/Contacts/Schools
- Landlords
- Available Units

If a family includes a person with disabilities, the family may request a list of any available accessible units know to the PHA

Brochures: A Good Place to Live! - Protect Your Family from Lead in Your Home - Fair Housing/Equal Opportunity for All - Are You a Victim of Housing Discrimination?

HOUSING CHOICE VOUCHER PROGRAM - HOW THE PROGRAM WORKS

The Housing Choice Voucher Program is a rental assistance program that assists eligible low-income families with rental payments. It is federally funded through the United States Department of Housing and Urban Development (HUD), and is administered by state, metropolitan, and local public housing agencies (PHA's). Campbell County Department of Housing (CCDH) is the PHA that administers the program for Campbell and Pendleton Counties, except for the City of Newport.

- A person or family interested in receiving assistance submits a pre-application to CCDH. If they meet pre-eligibility requirements they are admitted to the waiting list
- When an applicant reaches the top of the waiting list they are scheduled for an orientation and/or an orientation/eligibility appointment
- If the family qualifies they are issued a Housing Choice Voucher, which allows them to begin their search for a rental unit where they will receive rental subsidy
- The family must locate a unit (apartment, duplex, townhome, condominium, mobile home, or house) which is appropriate for their household composition and is not owner-occupied or owned by a family member
- If the owner of the property is agreeable to partnering with CCDH to house the family, they must complete a Request for Tenancy Approval (RTA). The RTA must be signed by both the property owner and their prospective tenant. The RTA must be submitted to the PHA for review with a proposed, unsigned lease agreement
- An affordability review will be conducted to determine the family share of rent in the unit does not exceed 40% of their monthly adjusted income
- If the RTA is approved an inspection of the unit is scheduled. CCDH will conduct the inspection within 15 calendar days of receipt of the RTA, provided the unit is available for inspection during that time. The unit must be made available for inspection within 45 days of the RTA's submission to the agency
- If the unit is in compliance with Housing Quality Standards (HQS, effective through 9/30/2024) or the National Standards for the Physical Inspection of Real Estate (NSPIRE, effective 10/1/2024) the unit will pass. If the unit is not in compliance the owner may have up to 30 days to bring the unit into compliance before a re-inspection is conducted
- If the owner chooses to bring the unit into compliance with HQS and it passes re-inspection, a rent comparison will be conducted to determine whether the contract rent requested by the owner is reasonable. The comparison is made by using three unassisted units in the area that offer similar features and accommodations as the proposed unit
- If the rent is determined to be reasonable it will be approved and the owner and PHA will enter into a Housing Assistance Payment (HAP) contract. The HAP contract takes effect the day the family moves into the unit and may not take effect prior to the day following the passed inspection. The HAP contract authorizes payment for the inspected unit on behalf of the family that submitted the RTA for the unit. Typically, the family is responsible to pay 30% of their monthly adjusted income directly to the owner and the PHA subsidizes the remaining rent.
- The family pays their share of rent to the owner in the manner and time-frame specified in their lease agreement
- The PHA will pay the remainder to the owner by Direct Deposit by the fifth of the month for which it is due. Payment for move-ins may be prorated
- Each year the family must participate in the recertification process. During the recertification process the family's income, assets, and allowable deductions are recalculated to determine continued eligibility.
- CCDH generally provides no less than 48 hours' notice of biennial inspections to both the tenant and the landlord of biennial inspections.

Security Deposits: Owners that participate in the Housing Choice Voucher Program may determine the amount of the security deposit and collect it from their tenant.

Tenant Selection: Owners are responsible to screen prospective tenants for suitability. The PHA is responsible for determining the family's eligibility for the Program.

Unpaid rent, damages, and eviction: If a tenant does not pay their portion of rent or causes damage to the unit the owner may choose to evict the tenant. The security deposit may be applied toward unpaid rent or damages. The PHA will not reimburse owners for losses; however, the family may be terminated from the Program for violations of their family obligations.

FAMILY OBLIGATIONS

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The PHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

TIME FRAMES FOR REPORTING CHANGES REQUIRED BY FAMILY OBLIGATIONS

PHA Policy

Unless otherwise noted below or given a different time frame in writing by the PHA, when family obligations or agency policy require the family to respond to a request or notify the PHA of a change, notifying the PHA of the request or change within 10 business days is considered prompt notice. If a deadline or expiration date (i.e. voucher expiration date) is a weekend or holiday, the notice or required documentation must be received by CCDH by close of business the next business day. When a family is required to provide notice to the PHA, the notice must be in writing.

Family Obligations [24 CFR 982.551]

The family obligations of the voucher are listed as follows:

- 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) or National Standards for the Physical Inspection of Real Estate (NSPIRE) 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 that cannot be applied to the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in the Administrative 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, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, and 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, sexual assault, 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

Notices to move must be given to the Landlord and Campbell County Department of Housing (CCDH). You must give at least a 30-day written notice to move from your assisted unit and, your notice to move must also comply with any terms of your lease agreement.

Campbell County Department of Housing will not accept a notice to move more than 60 days before the reported vacate date.

Both the tenant and landlord must sign the notice of lease cancellation and it must be received by CCDH prior to 4:30 p.m. on the date it will take effect if you wish to move to a unit outside of CCDH's jurisdiction under portability, you must inform your Housing Specialist in writing of the area where you wish to move (24 CFR 982.5). This information must be submitted with your notice to move.

If either the tenant or the landlord sign and date the agreement with less than 30 days from the date of their signature to the move-out date, both parties acknowledge that the tenant may not have given a full 30-day notice but are agreeing to mutually terminate the lease agreement on the vacate date listed. If the notice is received by Campbell County Department of Housing with less than 30 days before the move-out date, CCDH will consider it a "mutual termination of lease agreement." If the notice is not received by the Department of Housing by 4:30 p.m. on the vacate date agreed upon below by the tenant and landlord, the assisted family may be terminated from the Program for failure to give proper notice/abandoning/vacating an assisted unit without prior notice to the Department of Housing.

Although mutually terminating a lease with fewer than 30 days' notice is permissible, Campbell County Department of Housing recommends submitting the Notice to Move at least 30 days prior to the selected move-out date, as the agency requires time to process paperwork, update documents, and issue a voucher in order that the family may move with continued assistance. CCDH is not responsible for delays caused by the family failing to give a proper 30-day notice or mutually terminating a lease with fewer than 30 days' notice. If the family remains in the assisted unit after the lease cancellation date they will be responsible for the entire amount of rent for the unit, as the Housing Assistance Payment Contract will terminate the day the lease is cancelled and the agency will not issue housing assistance payments on the family's behalf for any month following the month of the move-out date.

Campbell County Department of Housing cannot extend the lease cancellation date without a written request from the family and written approval from the Landlord, both which must be received by Campbell County Department of Housing on or before the lease cancellation date.

By signing or submitting a notice, the owner is acknowledging the tenant is currently in compliance with their lease agreement, has not damaged the unit, and owes no outstanding balance. The owner may provide Campbell County Department of Housing with additional information regarding the condition of the unit or

outstanding balances owed by the tenant within 5 days of the lease cancellation date for review. If the tenant damages the unit, fails to comply with the terms of the lease agreement, or fails to vacate the property by the vacate date, their ongoing eligibility for assistance with Campbell County Department of Housing may be affected.

- The family must promptly (within 5 business days) give the PHA a copy of any owner eviction notice, notice to vacate for a lease violation, or notice to vacate for any reason.
- 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 the agency's Administrative Plan.

- The family must promptly notify the PHA in writing, within 10 business days, 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 the agency Administrative Plan.
- 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 PHA may request the family verify the residency of a person reported or believed to be an unauthorized household member.
- 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 adult family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 14 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 the agency Administrative Plan, 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 the Administrative Plan 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]

Several Family Obligations are listed on the Housing Choice Voucher. The following are additional Family Obligations and more information about Housing Authority requirements. Unless listed otherwise, “prompt notice” is considered within 10 business days. The family:

- Must report any changes in household composition within 10 business days of the change. The family may not add a new household member without first obtaining PHA approval. The PHA may approve requests that must also be approved by the owner, depending on the terms of the lease. If the PHA approves a request, and that request results in a change to the lease, you must provide the PHA an updated lease agreement within 10 business days. These changes include but are not limited to changes to household composition. Remember, even if the PHA approves a request you may still be obligated to get approval from your landlord, update your lease, and provide a copy of the new lease to the PHA.
- Must report increases in income within 10 business days of the change. If a change in circumstances results in the family's ineligibility for a previously eligible deduction, the family is required to report the change within 10 business days.
- Must keep appointments and provide requested information on time. Three missed appointments within any twelve months' time period is grounds for termination from the program. Failure to provide information by a PHA deadline may count towards missed appointments.
- Must maintain a P.O. Box in localities within the PHA's jurisdiction that require one. Families that are required to obtain keys or activate a means to receive mail per their lease or agreement with the owner are required to comply with their lease. It is the family's obligation to ensure they have access to their mail, that they receive or obtain their mail timely, and to inform the PHA of their mailing address. Unless a family is required to use a P.O. Box by the city in which they reside they must use the assisted unit address as their mailing address.
- Must furnish tenant-paid utilities, which must be on and in an adult household member's name at all times. Tenant paid utilities may not be in the name of any other person, business, or entity, including that of the landlord or the property management company, unless approved by the PHA (i.e. unit is not individually metered).
- Must allow the PHA to inspect the unit. CCDH will attempt two inspections before terminating assistance for failure to allow access. The Housing Authority will notify the family if an adult household member is required to be present at the initial inspection of the unit. Once the unit is approved the Housing Authority will inspect the unit at least biennially.
- Must report, in writing and within 10 business days, any changes to the lease. Some changes do not involve the PHA. For instance, if the owner agrees to amend a pet policy at their tenant's request. Some changes involve the PHA. The PHA may approve requests that must also be approved by the owner, depending on the terms of the lease. If the PHA approves a request, and that request results in a change to the lease, you must provide the PHA an updated lease agreement within 10 business days. These changes include but are not limited to utilities, rent changes, landlord services, and household composition. Remember, even if the PHA approves a request you may still be obligated to get approval from your landlord, update your lease, and provide a copy of the new lease to the PHA.
- Must not permit members or guests in the household to participate in any illegal drug or any violent criminal activity. No member or guests of the household will participate in alcohol-related activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing within the immediate vicinity of the premises. The family must report all criminal activity of this type that any member or guest in the household participates in within 10 business days of the incident.
- Must not operate a business from the unit unless it is approved by the landlord and the Housing Authority and is in compliance with planning and zoning restrictions.
- Must not damage the unit beyond normal wear and tear. If the damage cannot be applied to the security deposit, the family will lose eligibility for housing assistance.
- Must not rent from a family member unless it is first approved by the Housing Authority.
- Must not be evicted or issued a notice to vacate for a lease violation. The family must submit any eviction

notice or Notice to Leave the Premises served by the landlord to the Housing Authority within 5 business days of receipt. If the court enforces the eviction, the family must vacate the assisted unit by the eviction date.

- Must not threaten or abuse, verbally or physically, any employee of the Housing Authority. No household member will not attempt to contact Housing Authority Personnel outside of the PHA office or outside of regular business hours.
- Must not allow a guest in the assisted unit for more than 7 days per month (or a total of 84 non- consecutive days in a twelve-month time frame). If the lease agreement allows guests for fewer than 7 days per month the family must comply with the terms of the lease.

INELIGIBILITY TIME FRAMES

A family's failure to comply with the agency's Family Obligations, resulting in program ineligibility, also affects the family's future eligibility to reapply and/or receive housing assistance with Campbell County Department of Housing (CCDH). These violations may affect the family's eligibility for assistance with other Housing Authorities as well. Typically, CCDH will not extend ineligibility time frames if CCDH's exceed those implemented by another PHA at which the family was penalized for an infraction.

Any violation of a Family Obligation related to illegal drug activity, violent criminal activity, or alcohol- related activity will result in the family's ineligibility to reapply and/or receive housing assistance with Campbell County Department of Housing for 3 years.

If any member of an applicant or participant family commits fraud, bribery, or any other corrupt or criminal act in connection to the program it will result in the family's ineligibility to reapply and/or receive housing assistance with Campbell County Department of Housing for 3 years. Fraud includes intentionally providing false or misleading information or failing to report information that CCDH requires. For example, failing to report someone is living in the assisted unit or has vacated the assisted unit.

CCDH denies assistance if any member of the household has and/or is:

- Been convicted of any illegal drug activity, violent criminal activity, or alcohol-related activity as defined in the agency administrative policy in the past 3 years. If an applicant has an active warrant for their arrest they may be denied assistance.
- Committed fraud, bribery, or any other corrupt or criminal act in connection to any federally assisted housing program the ineligibility time frame is 3 years from the reporting agency's denial or termination date.
- Currently engaging in illegal drug activity, the ineligibility time frame is 3 years.
- On a sex-offender registry.
- Been evicted from or denied assistance for federally-assisted housing in the past 3 years.
- Been convicted of manufacturing methamphetamines on property owned by a Public Housing Agency (lifetime ineligibility).

Any violation of any Family Obligation that is not included above will result in an ineligibility time frame of 2 years.

CRIMINAL ACTIVITY

Illegal drug activity and violent criminal activity is prohibited for applicants and program participants. Guests to a family's assisted unit must not participate in criminal behavior that is in violation of the Family's Obligations. Families are required to report activity of this type to CCDH within 10 days. No member or guests of the household can participate in alcohol-related activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing within the immediate vicinity of the premises. Illegal drug activity means the manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance. Violent criminal activity includes any criminal activity that has as one of its elements the use, attempted

use, or threatened use of physical force against the person or property of another. Alcohol-related incidents that meet the above definition must be reported within 10 days.

PORTABILITY POLICY

Portability is a term used to explain a family's ability to move from one Section 8 (housing choice voucher) Housing Authority's jurisdiction to another while continuing to receive housing assistance.

A family is eligible for Portability if the following requirements are met:

- A family that has not yet leased a unit under the Voucher Program is eligible if the head of household, spouse, or co-head is a resident in the jurisdiction where CCDH administers assistance at the time the family's eligibility is determined. The family must provide verification of residency.
- A non-resident family has satisfied a one-year lease term in a unit subsidized by CCDH.
- The family has given proper written notice to move to both their landlord and CCDH, using the "Notice to Move" document required by CCDH or another format approved by CCDH.
- The family must provide CCDH all proper portability paperwork when requested.
- The family must be income eligible in the area where the initial unit is leased with assistance.
- No family may move with continued assistance if they owe money to CCDH or if it would violate a promissory note the family has signed with another PHA.

Families interested in portability should ask their Housing Specialist for more information about their option as a Section 8 Program applicant or participant.

VOUCHER TIME FRAME AND EXTENSION POLICY

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 between 60 and 120 days. The family must submit a Request for Tenancy Approval and proposed lease within the initial voucher term unless the PHA grants an extension. No extensions or suspensions to an expired voucher may occur at any time for any reason, excepting PHA error.

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 [24 CFR 982.303(b)].

When an extension is requested by the family, the request must include the reason(s) additional time to search is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and received by or postmarked 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.

The PHA will not approve more than 120 days for any voucher except during a natural disaster or state of emergency or public health crisis, and then at the agency's discretion.

PHA Policy

The PHA will approve additional 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 circumstances make it difficult to find a suitable unit
 - Natural disaster or state of emergency or public health crisis

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)].

REQUESTS FOR TENANCY APPROVAL

It is recommended that the applicant/participant family submit the Request for Tenancy Approval (RTA) directly to the office of the Housing Authority. CCDH prefers to accept original RTAs and requires a proposed, unsigned lease agreement from the prospective owner to be provided with the RTA for review. A Tenancy Addendum is also required and can be obtained from CCDH, or you can use the Tenancy Addendum provided in this packet. All required information must be provided together and it must be complete for the Housing Authority to accept it. Carefully review the RTA cover page upon your receipt of it to ensure you understand the requirements for submitting it back to the PHA for an affordability review and inspection to be scheduled.

CURRENT AGENCY PAYMENT STANDARDS

Payment standard amounts are used to calculate the monthly housing assistance payment for a family and are established in accordance with HUD published fair market rents and the number of bedrooms the family has been approved for based on the Housing Authority's occupancy standards.

| | |
|-----------|------------|
| 0 BEDROOM | \$891.00 |
| 1 BEDROOM | \$1,010.00 |
| 2 BEDROOM | \$1,314.00 |
| 3 BEDROOM | \$1,746.00 |
| 4 BEDROOM | \$1,942.00 |
| 5 BEDROOM | \$2,030.00 |

If the rent approved by the Housing Authority to the property owner plus the utility allowance the Housing Authority approves for the unit is more than the payment standard for your voucher size, the Housing Authority is required to confirm the unit is still affordable for you. Your Total Family Contribution must not be more than 40% of your monthly adjusted income at the time you lease the unit with the Housing Authority's assistance.

DETERMINATION OF FAMILY UNIT (VOUCHER) SIZE

Campbell County Department of Housing (CCDH) assigns one bedroom for each two persons within the household, except in the following circumstances:

- a. Spouses or couples will be allocated one bedroom;
- b. Single person families will be allocated one bedroom;
- c. Persons of the opposite sex (other than spouses or couples) will be allocated separate bedrooms;
- d. Minors of the same sex will be allocated one bedroom;
- e. Live-in aides will be allocated a separate bedroom;
- f. Foster adults and foster children will be allocated a separate bedroom;
- g. A family that consists of a pregnant woman as the sole member will be allocated two bedrooms.

HOW THE FAMILY'S TOTAL TENANT PAYMENT IS DETERMINED

Generally, 30% of a family's adjusted income is used to determine their Total Tenant Payment. The PHA must consider the family's gross annual income, current assets and any assets that have been disposed of in the past two years, and allowable deductions to determine the Total Tenant Payment.

APPOINTMENTS ARE REQUIRED

To meet with your Housing Specialist or other representatives of CCDH, you must first make an appointment. CCDH does not allow walk-in / unscheduled appointments. You must contact the agency representative with whom you wish to meet to determine whether an appointment may be scheduled.

SUBMITTING PAPERWORK TO CCDH

Do not slide paperwork under the office door at any time or for any reason. Available options to submit paperwork to CCDH: Mail or drop off to the drop box located outside of lobby door 1098 Monmouth Street Room 235 Newport, KY 41071. Fax: 859.261.5200, email: hgeneral@campbellcountyky.gov.

Families can submit completed documents to an agency representative at the front desk to be provided to their Housing Specialist. You may ask for a receipt for any information you submit at the front desk. If no one is available to accept your information and you do not require a receipt you may leave the information in the agency's locked drop box, located in the lobby and outside office door. If you submit information to CCDH it is your responsibility to confirm it has been received by the intended recipient.

CCDH POLICY REGARDING PROVIDING INFORMATION TO PROPERTY OWNERS

The PHA must provide the owner with the family's current and prior address (as shown in the PHA records) and the name and address of (if known to the PHA) of the landlord at the family's current and prior address. The PHA will not provide additional screening information to the owner.

CCDH GUEST POLICY

Guests are permitted in the assisted unit no more than 7 days (overnight) per month, be they consecutive or non-consecutive days (overnight). Guests may not exceed 84 days (overnight) within a 12-month time-frame. If the owner's lease agreement is more restrictive than the agency policy, it takes precedence.

INFORMAL REVIEWS AND HEARINGS

When a Housing Authority makes a decision that has a negative impact on a family, the family is often entitled to appeal the decision. For applicants, the appeal takes the form of an informal review; for participants, or for applicants denied admission because of citizenship issues, the appeal takes the form of an informal hearing. Hearings and reviews must be requested in writing and the request must be received by the PHA within 10 days of the date of notice of negative action to the client.

Applicants may request an informal review for the following

- Denial of admission to an open waiting list
- Denial of or revocation of a voucher
- Refusal to enter into a HAP contract or approve a lease
- Refusal to process or provide assistance under portability procedures
- Denial of assistance based on an unfavorable history that may be the result of domestic violence, dating violence, or stalking

Applicants may not request an informal review for the following

- Discretionary administrative determinations by the PHA (i.e. mail that is undeliverable resulting in applicant removal from the waitlist, or applicant removal for failure to respond to a waitlist purge)
- General policy issues or class grievances
- A determination not to approve an extension or suspension of a voucher term
- A determination of the family unit size under the PHA subsidy standards
- A PHA determination not to grant 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

Participants may request an informal hearing for the following

- Determination of the family's annual or adjusted income
- Calculation of the total tenant payment
- Determination of appropriate utility allowance for tenant-paid utilities from the CCDH schedule
- Termination of assistance
- Determination of unit size for participants in accordance with agency subsidy standards
- Denial of hardship exemption to the minimum rent requirement

Participants may not request an informal hearing for the following

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for participant families
- Determination not to approve an extension or suspension of a voucher term
- Determination not to approve a unit or tenancy
- Determination that an assisted unit is not in compliance with HQS
- A PHA determination that the unit is not in accordance with HQS because of the family size
- A determination to exercise or not exercise any right or remedy against the owner under a HAP contract

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

A person with a disability may require special accommodation in order to have equal access to the Section 8 Program. Some examples of reasonable accommodations CCDH can provide include changes, exceptions, or adjustments to a rule, policy, practice, or service.

If an applicant or participant indicates that a reasonable accommodation is needed because of a disability, and the request does not pose an undue financial or administrative burden on the program, CCDH will try to

grant the request. To show that a requested accommodation may be necessary, there must be an identifiable relationship between the requested accommodation and the individual's disability.

The family must explain what type of accommodation is needed to provide the person with a disability full access to the PHA's programs and services. If a person's disability is obvious, or otherwise known to the PHA, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required. If it is not, the PHA must verify that the person meets the definition of a person with a disability and that the limitations imposed by the disability require the requested accommodation and will enhance the family's access to the PHA's programs and services. CCDH encourages families to make reasonable accommodation requests in writing and may request the family complete a reasonable accommodation request form. CCDH responds to requests within 10 business days. If the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.

STEPS TO TAKE IF YOU HAVE MAINTENANCE ISSUES IN YOUR SUBSIDIZED UNIT

1. Contact your Landlord and verbally notify them of the item(s) in need of repair or replacement and request they address the problem;
2. Allow your Landlord a reasonable amount of time to fix a non-emergency item;
3. If your Landlord fails to make a repair in a reasonable amount of time send them a written request of the item(s) that requires attention;
4. Send a copy of the request you gave the Landlord to your Housing Specialist.

Upon receipt of the notice your Housing Specialist will discuss the situation with the Housing Inspector and the Property Owner may be contacted by a representative of the Housing Authority. If necessary, a Housing Inspector may conduct a special inspection of the property and/or the property owner will be asked to make any necessary repairs in a time frame stipulated by the Housing Inspector. Upon completion of the repair(s) the Inspector will either confirm completion of the repair(s) verbally with you and/or the Property Owner or a re-inspection may be conducted to confirm proper completion of the repair has occurred.

In the event of a maintenance emergency you must contact your Landlord. If your landlord fails to reasonably respond to an emergency situation, please feel free to contact your Housing Specialist for further guidance. The Housing Authority recommends that renters familiarize themselves with their lease agreement and contact their Landlord with questions regarding tenant responsibilities. Housing Quality Standard (HQS) / National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspection details can be found in the Housing Authority's Administrative Plan at www.campbellcountky.gov ~ Departments ~ Housing Program.

INCOME LIMITS

Using Income Limits for Eligibility [24 CFR 982.201]

Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant family must be one of the following:

- An *extremely low-income* family
- A *very low-income* family
- A *low-income* family that has been "continuously assisted" under the 1937 Housing Act. A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

PHA Policy

The PHA will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by the PHA.

- A low-income family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership) developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173
- A low-income or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101

HUD permits the PHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with the PHA plan and the consolidated plans for local governments within the PHA’s jurisdiction.

PHA Policy

The PHA has not established any additional categories of eligible low-income families.

FY 2024 Income Limits Summary

| FY 2024 Income Limit Area | Median Family Income Click for More Detail | FY 2024 Income Limit Category | Persons in Family | | | | | | | |
|---|---|--|-------------------|--------|--------|---------------|--------|--------|---------|---------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Cincinnati, OH-KY-IN HUD Metro FMR Area | \$104,800 | Very Low (50%) Income Limits (\$) Click for More Detail | 36,700 | 41,950 | 47,200 | 52,400 | 56,600 | 60,800 | 65,000 | 69,200 |
| | | Extremely Low Income Limits (\$)* Click for More Detail | 22,050 | 25,200 | 28,350 | 31,450 | 36,580 | 41,960 | 47,340 | 52,720 |
| | | Low (80%) Income Limits (\$) Click for More Detail | 58,700 | 67,100 | 75,500 | 83,850 | 90,600 | 97,300 | 104,000 | 110,700 |

Using Income Limits for Targeting [24 CFR 982.201]

At least 75 percent of the families admitted to the PHA's program during a PHA fiscal year must be extremely low-income families. HUD may approve exceptions to this requirement if the PHA demonstrates that it has made all required efforts, but has been unable to attract an adequate number of qualified extremely low-income families.

Families continuously assisted under the 1937 Housing Act and families living in eligible low-income housing that are displaced as a result of prepayment of a mortgage or voluntary termination of a mortgage insurance contract are not counted for income targeting purposes.

PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

WAITLIST PREFERENCE DEFINITIONS AND REQUIRED PREFERENCE VERIFICATIONS

PREFERENCE: FIRST RESIDENCY

REASON OR CAUSE: Head of Household, Spouse, or Sole Member lives or works in Campbell or Pendleton County, Kentucky

DOCUMENTATION REQUIRED

Lease agreement, Utility bill, Pay stub, Piece of first-class mail

PREFERENCE: SECOND RESIDENCY

REASON OR CAUSE: Head of Household, Spouse, or Sole Member lives or works in one of the following Kentucky counties: Kenton, Boone, or Bracken OR the following Ohio counties: Hamilton or Clermont

DOCUMENTATION REQUIRED

Lease agreement, Utility bill, Pay stub, Piece of first-class mail

Residency preference verification must be current at the time it is selected on the pre-application (dated within the month of application) and at the time eligibility is determined (dated within the month of the applicant family's eligibility appointment) or, for lease agreements, including the months of the family's pre-application submission and eligibility appointment. Generally, only one type of documentation is required. The agency reserves the right to request additional verification. You will be required to verify your preference was valid in the month you applied and in the month of your eligibility appointment.

PREFERENCE: VETERAN

REASON OR CAUSE: Head of Household, Spouse, or Sole Member is an honorably discharged Veteran.

DOCUMENTATION REQUIRED

DD214

PREFERENCE: ELDERLY

REASON OR CAUSE: Sole member if household is age 62 or older.

DOCUMENTATION REQUIRED

Birth certificate, Baptismal certificate, Driver's license, Census records, Official records of birth or other authoritative document(s)

PREFERENCE: DISABILITY

REASON OR CAUSE: Any member of the applicant family listed on the pre-application has a disability.

DOCUMENTATION REQUIRED

The PHA's Certification of Disabled Status form completed by a physician, medical professional, or other reliable source as defined in the PHA's administrative plan documenting the family member meets HUD's definition of disability (contact your representative at the PHA to obtain).
Paperwork documenting benefits are received due to disability (i.e. Social Security Administration).

Generally, only one type of documentation is required FOR EACH preference claimed. Preferences claimed on the pre-application must be current on the date of pre-application and at the time eligibility is determined. Updates to preferences can be reported by the applicant family, in writing and within 10 days, while a family is on the waitlist. For example, if a family moves to an area that makes them eligible for the residency preference while they're on the waitlist, they may report the change to the agency to claim the preference, or, if a sole applicant turns 62 while they're on the waitlist, they may report the

change to the agency to claim the preference. If an applicant family has claimed a preference that is not verifiable or for which they are not eligible they will be returned to the waitlist without the preference listed. You must verify your preference was valid in the month you applied and in the month of your eligibility appointment.

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
December 2005

Office of Inspector General
United States Department of Housing and Urban Development
Form HUD 1141

FRAUD RECOVERY

CCDH may offer a repayment agreement despite the family's failure to comply with reporting requirements. CCDH will not send payment reminders or late notices to the family. Compliance with a repayment agreement is the responsibility of the family. Non-compliance of a repayment agreement will be considered a breach of the agreement and may result in program termination. Additional information regarding Family Repayments can be found in Chapter 16 of the Agency's Administrative Plan at www.campbellcountyky.gov.

FAMILY REIMBURSEMENT TO PHA [HCV GB pp. 22-12 to 22-13]

PHA Policy

In the case of family-caused errors or program abuse, the family will be required to repay any excess subsidy received. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

FAMILY DEBTS TO THE PHA

Families are required to reimburse the PHA if they were charged less rent than required because the family either underreported or failed to report income. PHAs are required to determine retroactive rent amounts as far back as the PHA has documentation of family unreported income [Notice PIH 2018-18].

PHA Policy

Any amount owed to the PHA by an HCV family must be repaid by the family. If the family is unable to repay the debt within 30 days, the PHA may offer to enter into a repayment agreement in accordance with the policies below.

- The PHA will deny a family permission to make an elective move either within or outside of the PHA jurisdiction if the family owes the PHA a debt.

REFUSAL TO ENTER INTO AN AGREEMENT

If the family refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, the PHA must terminate assistance [Notice PIH 2018-18].

PAYMENT THRESHOLDS

PHA Policy

The PHA has established the following thresholds for repayment of debts: One month will be given to repay each \$100.00 owed the PHA, with minimum payments of \$100.00 or the remaining balance if it is less than \$100.00. In the event more than \$1200.00 is owed the total debt remaining after the down payment is deducted will be divided by 12 to determine the monthly payment. Debts must be paid within 12 months of entering into a repayment arrangement.

DUE DATES

PHA Policy

All payments are due by the close of business on the 5th day of the month. If the 5th does not fall on a business day, the due date is the close of business on the first business day after the 5th.

LATE OR MISSED PAYMENTS

PHA Policy

If a payment is not received by the end of the business day on the date due, and prior approval for the missed payment has not been given by the PHA, it will be considered a breach of the agreement and the PHA may terminate assistance in accordance with policies in Chapter 12. Any request for an extension or exception to a repayment policy must be made by the family in writing and received by the PHA prior to missing the scheduled payment. Extensions or exceptions may be permitted at the PHA's discretion, however, the PHA will consider factors such as the cause of the overpayment, amount owed, duration of the repayment agreement, and the frequency and number of extensions or exceptions that the family has requested in the past in making the determination

NO OFFER OF REPAYMENT AGREEMENT

PHA Policy

The PHA will not enter into a repayment agreement with a family if there is already a repayment agreement in place with the family or if the amount owed by the family exceeds the federal or state threshold for criminal prosecution. The PHA will not enter into a repayment agreement with a family if the family has been offered a repayment agreement by the PHA within the past 12 months. The PHA may refuse to offer a repayment agreement to any family with a history of failing to report changes in a timely manner that resulted in overpayments of subsidy, and may terminate assistance in accordance with policies in Chapter 12.

The PHA will not enter into a repayment agreement with a family if the cause for overpayment was due to a failure to disclose all income at program admission, but will terminate assistance in accordance with policies in Chapter 12.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Key Housing Provisions in VAWA

VAWA maintains protections for public housing, Section 8 vouchers, and project based Section 8, and the following programs which includes HUD's Homeless Assistance Programs:

- HOME Investment Partnerships program
- § 202 supportive housing for the elderly
- Section 236 Rental Program
- § 811 supportive housing for people with disabilities
- Section 221(d) (3) Below Market Interest Rate (BMIR) Program
- HOPWA housing program
- HUD's McKinney-Vento homeless programs
- Low-Income Housing Tax Credit properties
- USDA Rural Housing properties

VAWA continues to bar eviction and termination due to a tenant's status as a survivor, and requires landlords to maintain survivor-tenant confidentiality. It also continues to prohibit a tenant who is a survivor of domestic violence from being denied assistance, tenancy, or occupancy rights based solely on criminal activity related to an act of domestic violence committed against them.

VAWA specifically extends housing protections to survivors of sexual assault, and adds "intimate partner" to the list of eligible relationships in the domestic violence definition. Protections also now cover an "affiliated individual," which includes any person living with the survivor and related to him or her by blood or marriage including the survivor's spouse, parent, brother, sister, child, or any person to whom the survivor stands in loco parentis.

It continues to allow a lease bifurcation so a tenant or lawful occupant who engages in criminal acts of physical violence against affiliated individuals or others may be evicted or removed without evicting or removing or otherwise penalizing a victim who is a tenant or lawful occupant. If victim cannot establish eligibility, the landlord must give a reasonable amount of time to find new housing or establish eligibility under another covered housing program.

Housing protections in VAWA include the requirement that each appropriate agency develop a notice of rights under VAWA for tenants and provide such notice at the time a person applies for housing, when a person is admitted as a tenant of a housing unit, and when a tenant is threatened with eviction or termination of housing benefits.

VAWA requires each appropriate agency to adopt a model transfer plan for use by public housing agencies and owners or managers of housing. Tenants must request a transfer and reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit.

Chapter 16 of the Agency's Administrative Plan, available online at www.campbellcountyky.gov, provide the full scope of VAWA protections, regulations, policies, procedures, and associated forms.



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/ph/rhip/uiv.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

Voucher

Housing Choice Voucher Program

U.S. Department of Housing and Urban Development

OMB No. 2577-0169
(exp. 04/30/2026)

Office of Public and Indian Housing

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.05 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is required for participation in the housing choice voucher program. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by 24 CFR § 982.302. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

| | | |
|---|---------------------------------------|--|
| Please read entire document before completing form Fill in all blanks below. Type or print clearly. | | Voucher Number |
| 1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.) | | 1. Unit Size |
| 2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family. | | 2. Issue Date (mm/dd/yyyy) |
| 3. Date Voucher Expires (mm/dd/yyyy) must be at least sixty days after date Voucher is issued. (See Section 6 of this form.) | | 3. Expiration Date (mm/dd/yyyy) |
| 4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form) | | 4. Date Extension Expires (mm/dd/yyyy) |
| 5. Name of Family Representative | 6. Signature of Family Representative | Date Signed (mm/dd/yyyy) |
| 7. Name of Public Housing Agency (PHA) | | |
| 8. Name and Title of PHA Official | 9. Signature of PHA Official | Date Signed (mm/dd/yyyy) |

1. Housing Choice Voucher Program

- A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determine the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

2. Voucher

- A. When issuing this voucher the PHA expects that if the family finds an approval unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.
- B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

3. PHA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (of the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. **Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**
- B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provision of the HUD tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HAP contract until the PHA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the PHA and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the HUD-prescribed tenancy addendum.
- E. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish two copies of the HAP contract to the owner.
 1. The owner and the family must execute the lease.
 2. The owner must sign both copies of the HAP contract and must furnish to the PHA a copy of the executed lease and both copies of the executed HAP contract.
 3. The PHA will execute the HAP contract and return an executed copy to the owner.
- F. If the PHA determined that the unit or lease cannot be approved for any reason, the PHA will notify the owner and the family that:
 1. The proposed unit or lease is disapproved for specified reasons, and
 2. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit or lease will be approved.

4. Obligations of the Family

- A. When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.
- B. The family must:
 1. Supply any information that the PHA or HUD determined to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly schedule reexamination or interim reexamination of family income and composition.

2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
 3. 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.
 4. Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.
 5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.
 6. Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
 7. Use the assisted unit for residence by the family. The unit must be the family's only residence.
 8. Promptly notify the PHA in writing of the birth, adopting, or court-awarded custody of a child.
 9. Request PHA written approval to add any other family member as an occupant of the unit.
 10. Promptly notify the PHA in writing if any family member no longer lives in the unit. Give the PHA a copy of any owner eviction notice.
 11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The family (including each family member) 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 violation of the lease.
 3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
 4. 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.
 5. Sublease or let the unit or assign the lease or transfer the unit.
 6. Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
 7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
 8. Receive housing choice voucher program housing 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.
 9. 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.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex (including sexual orientation and gender identity), disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone. The PHA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of the voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

If the family needs and requests an extension of the initial voucher term as a reasonable accommodation, in accordance with part 8 of this title, to make the program accessible to a family member who is a person with disabilities, the PHA must extend the voucher term up to the term reasonably required for that purpose.

STEPS TO TAKE 1 - 8

Step 1 - Find a Unit

Voucher holders must find a suitable unit within the timeframe specified on their voucher, complete the Request for Tenancy Approval Form (RTA) with the landlord, and submit the RTA to the Campbell County Department of Housing (CCDH) with an unexecuted proposed lease agreement. If the RTA is for the voucher holder's current residence, CCDH may accept the current lease agreement in lieu of a proposed lease agreement.

Step 2 - Affordability

CCDH reviews the RTA to verify occupancy and affordability factors meets program requirements.

Step 3 - Unit Inspection

The unit is inspected to ensure it meets HUD's Housing Quality Standards (HQS) / National Standards for the Physical Inspection of Real Estate (NSPIRE).

Step 4 - Rent Reasonable Assessment

CCDH must determine whether the rent to owner is a reasonable rent in comparison to rent for other comparable unassisted units.

CCDH will notify both parties with the results of the inspection & the rent reasonable assessment.

Step 5 - Residential Lease Agreement

A lease agreement between the tenant & landlord must be submitted for review. CCDH will review the lease agreement to ensure that its terms do not conflict with HUD regulations or CCDH policy.

Step 6 - Sign/Date Paperwork

Both the tenant and landlord are responsible to contact CCDH to finalize paperwork within 10 business days following the submission of the lease agreement. Failure to finalize paperwork timely may result in a voidance of the HAP contract and/or termination of the tenant's participation in the program.

Step 7 - Housing Assistance Payment

After the HAP Contract has been executed, the HAP payment will be issued with the next HAP payments processed.

Step 8 - Verification of Utilities

With the initiation of each new lease agreement, CCDH implements a deadline for the tenant to provide verification that the tenant is responsible for at the unit are on and in an adult household member's name. Utility account numbers must be provided upon request. Failure to comply may result in the termination of the family's participation in the program.

Residents that are required by their locality (for example: Silver Grove, Butler, Melbourne) to use a Post Office Box must provide verification of their Post Office Box. All other tenants must ensure proper steps have been taken for the US Postal Service to deliver mail at the assisted unit. Landlords are required to provide access for the tenant to receive US Postal Service at the assisted unit. CCDH will utilize the US Postal Service for mail delivery at the assisted unit address as means of future communication.

Request for Tenancy Approval

Housing Choice Voucher Program

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

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

| | | | | | |
|--|-----------------------|---------------------|--|-------------------------|---------------------------------------|
| 1. Name of Public Housing Agency (PHA) | | | 2. Address of Unit (street address, unit #, city, state, zip code) | | |
| 3. Requested Lease Start Date | 4. Number of Bedrooms | 5. Year Constructed | 6. Proposed Rent | 7. Security Deposit Amt | 8. Date Unit Available for Inspection |
| 9. Structure Type <input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home) | | | 10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____ | | |

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

| Item | Specify fuel type | Paid by |
|------------------|--|--------------------|
| Heating | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other | |
| Cooking | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other | |
| Water Heating | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other | |
| Other Electric | | |
| Water | | |
| Sewer | | |
| Trash Collection | | |
| Air Conditioning | | |
| Other (specify) | | |
| | | Provided by |
| Refrigerator | | |
| Range/Microwave | | |

12. Owner's Certifications

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

| Address and unit number | Date Rented | Rental Amount |
|-------------------------|-------------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |

b. The owner (including a principal or other interested party) is not the 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 leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

| | | | |
|--|-------------------|--------------------------------------|-------------------|
| Print or Type Name of Owner/Owner Representative | | Print or Type Name of Household Head | |
| Owner/Owner Representative Signature | | Head of Household Signature | |
| Business Address | | Present Address | |
| Telephone Number | Date (mm/dd/yyyy) | Telephone Number | Date (mm/dd/yyyy) |

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and

Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA Campbell County Dept. of Housing/Campbell and Pendleton Counties (excludes Newport) | | Unit Type Multifamily, Row/Town, Shared Walls | | | | | Date (mm/dd/yyyy) 10/1/2023 | |
|--|----------------------|--|------|------|---------------------------|-----------|--------------------------------|--|
| Utility or Service | Fuel Type | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | 5 BR | |
| Heating | Natural Gas | 20 | 30 | 40 | 61 | 85 | 91 | |
| | Bottled Gas | 28 | 42 | 50 | 90 | 102 | 110 | |
| | Electric | 18 | 28 | 34 | 60 | 69 | 73 | |
| | Electric - Heat Pump | 9 | 14 | 17 | 30 | 35 | 37 | |
| | Fuel Oil | 41 | 62 | 63 | 138 | 157 | 171 | |
| | Other | | | | | | | |
| Cooking | Natural Gas | 6 | 7 | 9 | 16 | 20 | 21 | |
| | Bottled Gas | 11 | 13 | 19 | 28 | 39 | 42 | |
| | Electric | 3 | 6 | 7 | 14 | 17 | 18 | |
| | Other | | | | | | | |
| Other Electric | | 12 | 14 | 16 | 28 | 29 | 30 | |
| Air Conditioning | | 7 | 8 | 9 | 20 | 22 | 23 | |
| Water Heating | Natural Gas | 13 | 16 | 21 | 43 | 47 | 50 | |
| | Bottled Gas | 21 | 31 | 36 | 72 | 79 | 85 | |
| | Electric | 12 | 17 | 20 | 43 | 46 | 49 | |
| | Electric - Heat Pump | 6 | 9 | 10 | 22 | 23 | 25 | |
| | Fuel Oil | 39 | 60 | 66 | 138 | 157 | 171 | |
| Water | | 18 | 18 | 19 | 24 | 27 | 32 | |
| Sewer | | 19 | 21 | 26 | 30 | 32 | 33 | |
| Trash Collection | | 16 | 16 | 16 | 16 | 16 | 16 | |
| Other - specify | | | | | | | | |
| Range/Microwave | | 8 | 8 | 8 | 8 | 8 | 8 | |
| Refrigerator | | 10 | 10 | 10 | 10 | 10 | 10 | |
| Actual Family Allowances - May be used by the family to compute allowance while searching for a unit. | | | | | Utility/Service/Appliance | Allowance | | |
| | | | | | Heating | | | |
| Head of Household Name | | | | | Cooking | | | |
| | | | | | Other Electric | | | |
| | | | | | Air Conditioning | | | |
| Unit Address | | | | | Water Heating | | | |
| | | | | | Water | | | |
| | | | | | Sewer | | | |
| | | | | | Trash Collection | | | |
| | | | | | Other | | | |
| Number of Bedrooms | | | | | Range/Microwave | | | |
| | | | | | Refrigerator | | | |
| | | | | | Total | | | |

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, 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 information collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S Department of Housing and

Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

| Locality/PHA Campbell County Dept. of Housing/Campbell and Pendleton Counties (excludes Newport) | | Unit Type Single Family Dwelling, Manufactured, Stand Alone | | | | | Date (mm/dd/yyyy) 10/1/2023 | |
|--|----------------------|--|------|------|---------------------------|-----|--------------------------------|--|
| Utility or Service | Fuel Type | 0 BR | 1 BR | 2 BR | 3 BR | 4BR | 5 BR | |
| Heating | Natural Gas | 21 | 24 | 43 | 50 | 88 | 97 | |
| | Bottled Gas | 32 | 46 | 56 | 90 | 102 | 110 | |
| | Electric | 18 | 31 | 40 | 71 | 78 | 93 | |
| | Electric - Heat Pump | 9 | 16 | 20 | 36 | 39 | 47 | |
| | Fuel Oil | 43 | 62 | 66 | 142 | 161 | 175 | |
| | Other | | | | | | | |
| Cooking | Natural Gas | 6 | 8 | 9 | 18 | 28 | 35 | |
| | Bottled Gas | 11 | 14 | 22 | 29 | 41 | 43 | |
| | Electric | 6 | 7 | 8 | 17 | 19 | 21 | |
| | Other | | | | | | | |
| Other Electric | | 16 | 17 | 18 | 30 | 31 | 34 | |
| Air Conditioning | | 7 | 8 | 9 | 20 | 22 | 23 | |
| Water Heating | Natural Gas | 15 | 18 | 30 | 53 | 56 | 61 | |
| | Bottled Gas | 22 | 31 | 37 | 74 | 81 | 87 | |
| | Electric | 16 | 18 | 22 | 49 | 50 | 56 | |
| | Electric - Heat Pump | 8 | 9 | 11 | 25 | 25 | 28 | |
| | Fuel Oil | 40 | 62 | 67 | 142 | 161 | 175 | |
| Water | | 18 | 18 | 19 | 24 | 27 | 32 | |
| Sewer | | 19 | 21 | 26 | 30 | 32 | 33 | |
| Trash Collection | | 16 | 16 | 16 | 16 | 16 | 16 | |
| Other - specify | | | | | | | | |
| Range/Microwave | | 8 | 8 | 8 | 8 | 8 | 8 | |
| Refrigerator | | 10 | 10 | 10 | 10 | 10 | 10 | |
| Actual Family Allowances - May be used by the family to compute allowance while searching for a unit. | | | | | Utility/Service/Appliance | | Allowance | |
| | | | | | Heating | | | |
| Head of Household Name | | | | | Cooking | | | |
| | | | | | Other Electric | | | |
| | | | | | Air Conditioning | | | |
| Unit Address | | | | | Water Heating | | | |
| | | | | | Water | | | |
| | | | | | Sewer | | | |
| | | | | | Trash Collection | | | |
| | | | | | Other | | | |
| Number of Bedrooms | | | | | Range/Microwave | | | |
| | | | | | Refrigerator | | | |
| | | | | | Total | | | |

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, 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 information collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

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

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

OMB Approval No. 2577-0169
exp. 04/30/2026

OMB Burden Statement. The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reading the contract. No information is collected on this form. The form is required to establish contract terms between the participant family and owner and is required to be an addendum to the lease (24 CFR § 982.308(f)). Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

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.

(5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:

- (a) Will occupy the unit as a primary residence; and
- (b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or addition protections for tenants.

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 nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex (including sexual orientation and gender identity), 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.

JOB OPPORTUNITIES

STAFFMARK

8166 Mall Rd., Florence, KY 41042

Phone (859) 371-5558

www.staffmark.com

THE PEOPLE PLACE

7998 Dixie Highway, Erlanger, KY 41018

Phone (859) 578-8992

ADECCO EMPLOYMENT SERVICES

40 Logistics Blvd., Walton, KY 41094

Phone (859) 292-1220

www.adecco.com

KELLY SERVICES

4973 Houston Rd., Florence, KY 41042

Phone (877) 525-8770

www.kellyservices.com

INTERNET WEBSITES

www.careerbuilder.com

www.monster.com

www.usajobs.gov

www.roberhalf.com

www.ajilon.com

www.indeed.com

www.simplyhired.com

CAMPBELL COUNTY DEPARTMENT OF HOUSING

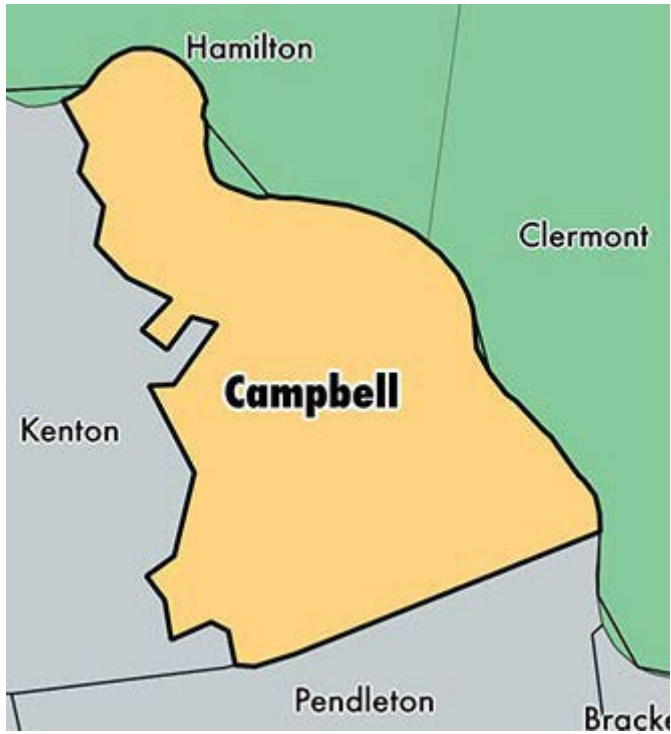
1098 Monmouth Street, Newport, KY 41071

Phone: (859) 261-5200 TDD/TTY: 1-800-545-1833 x 947 Fax: 859 261-0577 www.campbellcountyky.gov

NEIGHBORING HOUSING AUTHORITIES

Contact the Portability Department of Neighboring agencies for information regarding portability transfers.

| | |
|---|----------------------------------|
| Cincinnati Metro Housing Authority 1627 Western Ave. Cincinnati, OH 45214 | (513) 421-8190 |
| Boone County 2950 Washington St. Burlington, KY 41005 | (859) 334-2105 |
| Dayton | (859) 491-7749 |
| Newport 30 E. 8 th Street Newport, KY 41071 | (859) 581-2533 |
| Kenton County 2300 Madison Ave., Covington, KY 41014 | (859) 292-2188 |
| Covington | (859) 491-5311 |
| Dry Ridge (Grant County) | (859) 824-4432 |
| Williamstown (Grant County) | (859) 823-1511 |
| INCOME BASED/OTHER ASSISTANCE APARTMENTS | |
| Bismark (Kenton County) | (513) 541-6700 |
| C.E.F. (Kenton County) | (859) 341-3871 |
| Germantown (Kenton County) | (513) 541-6700 |
| St. Aloysius (Kenton County) | (859) 581-2269 |
| Taylor Ridge (Kenton County) | (859) 356-2500 |
| Speers Court (Seniors/Disabled) Bellevue | (859) 261-0536 |
| Newport Commons (Disabled) Newport | (859) 491-8303 |
| Saratoga Place (55 yrs. and older) Newport | (859) 291-6200 |
| Austinburg Apts. (62 yrs. and older) Covington | (859) 291-9047 |
| Two Rivers (Newport) (Elderly) | (859) 431-2166 |
| VOA – Ft. Thomas (Disabled only) | (859)781-5662 |
| Goodwill Village (Disabled only) Covington | (859) 491-7365 |
| Gardens at Greenup (Disabled) Covington | (859) 581-0755 |
| Hathaway Court (Elderly) Covington | (859) 491-5301 |
| Lasallete Gardens (Elderly) Covington | (859) 431-5369 |
| Panorama West (Elderly) Covington | (859) 581-4445 |
| Mt. Auburn Apartments (Pendleton County) Elderly apts. | (859) 472-2889 |
| Bedford House (Pendleton County) Elderly apts. | (859) 654-3957 |
| Arcadia Park Apartments (Boone County) | (859) 594-4140 |
| TEMPORARY/IMMEDIATE HOUSING | |
| Homeward Bound (emergency youth shelter) | (859) 581-1111 |
| Brighton Center (rent, food, clothing, commodities, utilities, prescriptions) | (859) 491-8303 |
| Salvation Army (temporary lodging for families, disaster services, counseling) | (859) 491-5180 |
| Women's Crisis Center (domestic violence) | (859) 491-3335 |
| Emergency Shelter of No. KY (emergency shelter) | (859) 291-4555 |
| Fairhaven Rescue Mission (shelter for homeless men 18 and older) | (859) 491-1027 |
| Kentucky Housing Corporation | 1-800-633-8896 |
| American Red Cross (housing for homeless due to natural disaster or fire) | (513) 579-3000 |
| Welcome House (women only) | (859) 431-8717 |
| CILO (housing & employment assistance for disabled) | (859) 341-4346 |
| Drop in Center Cincinnati | (513) 721-0643 |
| OTHER ASSISTANCE | |
| North Key (transitional and permanent housing, counseling, mental health services) | (859) 431-4450 |
| Care Mission (clothing, food, personal care) | (859) 635-4500 |
| Brighton Center – (various types of assistance) (security deposits) | (859) 491-8303 |
| Food Stamps/Family Support | (855) 306-8959 |
| Community Action (emergency assistance food, clothing childcare, winterization, HEAP) | (859) 581-6607 |
| Assistance Program/Fiscal Ct. | (859) 292-3838 |
| Be Concerned (food, clothing) | (859) 291-6789 |
| Holy Spirit (utilities, rent) | (859) 261-0818 |
| Main St. Care Mission (food, utilities, rent, medications, etc.) | (859) 694-1222 |
| Saint Vincent DePaul (food, clothing, rent, medicines, utilities, furniture) | (859) 341-3219 |
| United Way Helpline | 211 |
| Welcome House (rent, utilities, food, shelter (women/children) | (859) 431-8717 |
| Hosea House (food) evening meal | (859) 261-5857 |
| United Ministries | (859) 727-0300 |
| Droge House – Transitions (Detox unit) | (859) 291-1045 |
| SSNK- (transportation, meals for Senior Citizens) | (859) 491-0522 |
| New Hope Church (food pantry) | (859) 781-1660 |
| Pantry of Hope (food) | (859) 441-7274 |
| Shoulder to shoulder (clothing, food diapers) | (859)371-0444 |
| Faith Community Pharmacy | (859)426-7837 |
| Rose Garden Home Mission (food, housing search, baby items) | (859)-491-ROSE |
| St. John's UCC (Food, financial) | (859) 431-1818 |
| Disability Coalition of No. KY (independent living skills for the disabled) | (859) 431-7668 |
| St. Paul's Food Pantry | (859) 581-7640 |
| Recovery Network of No. KY (emergency assistance for basic needs) | (859) 431-2134 |
| Life Point Solutions (counseling, employment assistance, housing assistance, etc.) | (859) 431-1077 |
| Disabled American Veterans | (859) 441-4300 |
| Care Net (services for pregnant women) | (859) 282-9878 or (859) 282-0029 |



Campbell County KY

- Dayton KY
 - Crestview KY
 - Bellevue KY
 - Claryville KY
 - Woodlawn KY
 - Ft Thomas KY
 - Southgate KY
 - Wilder KY
 - Highland Heights KY
 - Silver Grove KY
 - Cold Spring KY
 - Mentor KY
 - California KY
 - Alexandria KY
- *CCDH jurisdiction excludes the City of Newport KY)

CAMPBELL COUNTY ASSISTANCE PROGRAMS

Food Stamps/EBT –Families and Children Medical Services – 601 Washington Street, 4th Floor Newport KY 41071 – Phone (855) 306-8959. The Food Stamp Program helps people with little or no money buy enough food for healthy meals. It does this by providing people with food stamp benefits, which can be used to buy food at participating stores. Also report child abuse, domestic violence, Medicaid, foster care, adoption and child care referrals.

WIC – Health Department – Phone (859) 654-6985. WIC provides nutritious foods, nutrition counseling, and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk.

Campbell County Fiscal Court Assistance Program – 1098 Monmouth Street, Newport, KY 41071 – Phone (859) 292-3838

Community Action Commission – Phone (859) 581-6607. Helps with HEAP (heating bills), emergency food assistance, clothing, child care, and winterization.

Women’s Crisis Center – Phone (800) 928-3335 or (859) 824-7697. Spouse abuse center, 24-hour crisis line, domestic violence and sexual abuse counseling

St. Vincent DePaul – Phone (859) 654-2444. Thrift store, Emergency Food Pantry, FEMA fund

North Key – Phone (859) 654-6988. Outpatient therapy, case management, medication therapy and assessment, employment rehabilitation program, therapeutic rehab program. Children and family mental health services and programs, substance abuse services and programs, MRDD adult services and programs.

CAMPBELL COUNTY SERVICES

County Clerk

Alexandria Office, 19 East Main St., Alexandria, KY 41001 – Phone (859) 635-2151

Newport Office, 1098 Monmouth Street, Newport, KY 41071 – Phone (859) 292-3850 (motor vehicles, titles, plates), Phone (859) 292-3845 (marriage licenses, real estate records), Voting Information Phone (859) 292-3885

Child Support

515 Monmouth Street, 2nd floor, Newport, KY 41071 – Phone (859) 431-0522

Campbell County Fiscal Court Human Services

1098 Monmouth Street, Newport, KY 41071 – Phone (859) 547-1873

Campbell County Health Center

1098 Monmouth Street, Newport, KY 41071 – Phone (859) 431-1704

Campbell County Libraries

Cold Spring Branch, 3920 Alexandria Pike, Cold Spring KY 41076 – Phone (859) 781-6166

Ft Thomas Branch, 1000 Highland Ave, Ft Thomas KY 41075 – Phone (859) 572-5033

Newport Branch, 901 E 6th Street, Newport KY 41071 – Phone (859) 572-5035

Alexandria Branch, 8333 Alexandria Pike, Alexandria, KY 41001 – Phone (859) 572-7463

Cincinnati Bell Telephone

(513) 565-2210

Duke Energy (Gas & Electric)

(800) 544-6900

Northern Kentucky Water Service District

(859) 578-9898

Sanitation District No. 1

(859) 578-7450

Campbell County Post Offices

Main Office – 420 Columbia St., Newport, KY 41071 – (859) 291-5631

Alexandria – (859) 635-2957

Bellevue – (859) 261-3133

California – (859) 635-9920

Dayton – (859) 261-3528

Ft. Thomas – (859) 441-1938

Highland Heights – (859) 441-2037

Silver Grove – (859) 441-6463

Melbourne – (859) 781-4369

CAMPBELL COUNTY NON-EMERGENCY PHONE NUMBERS FOR POLICE & FIRE DEPARTMENTS

| | POLICE | FIRE |
|------------------|----------------|----------------|
| Alexandria | (859) 635-4126 | (859) 635-5991 |
| Bellevue | (859) 261-1122 | (859) 261-0083 |
| Cold Spring | (859) 441-6289 | (859) 441-7631 |
| Dayton | (859) 261-1471 | (859) 261-0083 |
| Ft. Thomas | (859) 441-6562 | (859) 441-8393 |
| Highland Heights | (859) 441-8956 | (859) 441-7631 |
| Melbourne | (859) 547-3100 | (859) 441-5608 |
| Newport | (859) 292-3622 | (859) 292-6315 |
| Silver Grove | (859) 441-6390 | (859) 441-6251 |
| Southgate | (859) 441-7473 | (859) 441-1422 |
| Wilder | (859) 581-8863 | (859) 431-5884 |
| Woodlawn | (859) 441-6661 | (859) 441-7631 |
| Campbell County | (859) 547-3100 | |



CAMPBELL COUNTY PUBLIC SCHOOLS

Bellevue Schools

Board of Education – (859) 261-2108
High School Principal's Office – (859) 261-2980
Grandview Elementary – (859) 261-4355

Campbell County Schools

Board of Education – (859) 635-2173
Campbell County High School – (859) 635-4161
Campbell County Middle School – (859) 635-6077
Campbell Ridge Elementary – (859) 448-4780
Donald E. Cline Elementary – (859) 781-4544
Grants Lick Elementary – (859) 635-2129
Crossroads Elementary – (859) 441-9174
John W. Reiley Elementary – (859) 635-2118
Campbell County Central/Day Treatment – (859) 635-9113

Dayton Schools

Board of Education – (859) 491-6565
Dayton High School – (859) 292-7486
Lincoln Elementary – (859) 292-7492

Ft. Thomas Independent Schools

Central Office – (859) 781-3333
Highlands High School – (859) 781-5900
Highlands Middle School – (859) 441-5222
Johnson Elementary – (859) 441-2444
Moyer Elementary – (859) 441-1180
Woodfill Elementary – (859) 441-0506

Silver Grove Schools

Board of Education – (859) 441-3873

Southgate Schools

Board of Education – (859) 441-0743

Bus Garage

(859) 635-2161

It is the responsibility of the voucher holder to contact the appropriate school system to inquire as to whether it can accommodate the needs of their family. It is suggested this contact is made prior to entering into a lease agreement.



Pendleton County KY

Demossville KY

Butler KY

Falmouth KY

PENDLETON COUNTY ASSISTANCE PROGRAMS

Food Stamps/EBT –Families and Children Medical Services – Phone (855) 306-8959. The Food Stamp Program helps people with little or no money buy enough food for healthy meals. It does this by providing people with food stamp benefits, which can be used to buy food at participating stores. Also report child abuse, domestic violence, Medicaid, foster care, adoption and child care referrals.

WIC – Health Department – Phone (859) 654-6985. WIC provides nutritious foods, nutrition counseling, and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk.

Community Action Commission – Phone (859) 654-4054. Helps with HEAP (heating bills), emergency food assistance, clothing, child care, and winterization.

Women’s Crisis Center – Phone (800) 928-3335 or (859) 824-7697. Spouse abuse center, 24-hour crisis line, domestic violence and sexual abuse counseling

St. Vincent DePaul – Phone (859) 654-2444. Thrift store, Emergency Food Pantry, FEMA fund

North Key – Phone (859) 654-6988. Outpatient therapy, case management, medication therapy and assessment, employment rehabilitation program, therapeutic rehab program. Children and family mental health services and programs, substance abuse services and programs, MRDD adult services and programs.

PENDLETON COUNTY SERVICES

County Clerk

233 Main Street, Falmouth, KY 41040 – Phone (859) 654-2143

Child Support

Pendleton County Attorney’s Office 205 Maple Street, Falmouth, KY 41040 – Phone (859) 654-2838

Pendleton County Fiscal Court

233 Main Street, Falmouth, KY 41040 – Phone (859) 654-4321

Pendleton County Health Center

Three Rivers District Health Department
329 Highway 330 West, Falmouth, KY 41040 – Phone (859) 654-6985

Pendleton County Library

801 Robbins Avenue, Falmouth, KY 41040 – Phone (859) 654-8535

Cincinnati Bell Telephone

(513) 565-2210

Duke Energy (Gas & Electric)

(800) 544-6900

Owen Electric Cooperative

(800) 372-7612

Pendleton County Water District

(859) 654-6964

Pendleton County Post Offices

104 Front Street, Butler, KY – Phone (859) 472-2895

201 West Shelby Street, Falmouth, KY – Phone (859) 654-1431

7451 KY Highway 17 North, Demossville, KY – Phone (859)-472-2557

PENDLETON COUNTY NON-EMERGENCY PHONE NUMBERS FOR POLICE & FIRE DEPARTMENTS

| | POLICE | FIRE |
|----------------------|----------------|----------------|
| Butler Police | (859) 472-6063 | (859) 472-5127 |
| Falmouth Police | (859) 654-5555 | (859) 654-8256 |
| Sheriff's Department | (859) 654-4511 | |

The Housing Authority recommends that you contact local law enforcement in the jurisdiction of the home you've chosen to ensure it is appropriate for your family (i.e. there are not regular disturbances, domestic disputes, illegal drug activity, etc.). This action should be taken prior to entering into a lease agreement.



PENDLETON COUNTY PUBLIC SCHOOLS

Southern Elementary

320 Fairgrounds Road
Falmouth, KY 41040
(859) 654-6981

Northern Elementary

925 Highway 177E
Butler, KY 41006
(859) 472-7341

Phillip Sharp Middle School

35 Wright Road
Butler, KY 41006
(859) 472-7000

Pendleton County High School

2359 Highway 27 N
Falmouth, KY 41040
(859) 654-3355

It is the responsibility of the voucher holder to contact the appropriate school system to inquire as to whether it can accommodate the needs of their family. It is suggested this contact is made prior to entering into a lease agreement.

CAMPBELL COUNTY DEPARTMENT OF HOUSING APARTMENT LISTING

www.campbellcountyky.gov

Please be informed that these listings are provided as a courtesy and this is not an endorsement by the Housing Authority of the property, owner, or the amount of rent requested. There is no guarantee that the rent will be determined reasonable or that the units listed below will pass a CCDH Housing Quality Standards or National Standards for the Physical Inspection of Real Estate inspection. CCDH does not guarantee availability of these listings.

CCDH recommends that you research the unit and Owner background prior to selection. This could include rental reviews, researching on-site disturbances, utility companies, and school districts to ensure the home you've chosen is appropriate for your family. Do not sign a lease agreement prior to receiving confirmation from CCDH that the unit you've selected has been approved by the Housing Authority.

CCDH serves the Cities of Alexandria, Bellevue, California, Cold Spring, Crestview, Dayton, Ft. Thomas, Highland Heights, Melbourne, Mentor, Silver Grove, Southgate, Wilder, and Woodlawn in Campbell County and the Cities of Butler and Falmouth in Pendleton County.

CCDH DOES NOT ADMINISTER RENTAL ASSISTANCE IN THE CITY OF NEWPORT

EFFICIENCY

| Unit Address | Rent | Deposit | Landlord Name/Phone |
|--------------|------|---------|---------------------|
| | | | |

1BEDROOM

| | | | |
|--|-------|-------|-----------------------------|
| 97 Abbeywood Dr. Falmouth, Tenant pays electric only | \$476 | \$476 | (859) 654-6405 |
| Willow Alexandria KY water and sanitation included, on-site laundry and security system on property. NOT ON BUS LINE | \$950 | \$950 | Equity Group (513) 341-5136 |
| 223 Linden Avenue Southgate 1 bath / off street parking | \$875 | \$875 | (859)429-1381 |
| 120 Vista Pointe Drive Wilder | \$830 | CALL | (859) 423-2100 |
| 3601 Alexandria Pike Cold Spring | CALL | CALL | Garry (859) 802-7148 |

2BEDROOMS

| | | | |
|---|--------|--------|---|
| 926 Ravine Circle Southgate | CALL | CALL | Canterbury (859)442-8800 |
| 120 Vista Pointe Drive Wilder | \$1090 | CALL | (859)423-2100 |
| 2703 US 27, Apt. 2 Falmouth water and lawn care included | \$925 | \$925 | Renee (859) 462-2575 |
| 105 Williams St., Unit 1 Butler tenant pays all utilities, unassigned lot plus street parking available | \$1195 | \$950 | Ideal Property Solutions (502) 471-6924 |
| 105 Williams St., Unit 3 Butler tenant pays all utilities, unassigned lot plus street parking available | \$1195 | \$950 | Ideal Property Solutions (502) 471-6924 |
| 510 Main St., Apt. 1 Dayton tenant pays all utilities except trash 1 Bath | \$1400 | \$1400 | Rachel (502) 444-5816 |
| 3601 Alexandria Pike Cold Spring | CALL | CALL | Garry (859) 802-7148 |

3BEDROOMS

| | | | |
|-----------------------------|------|------|---------------------------|
| 926 Ravine Circle Southgate | CALL | CALL | Canterbury (859) 442-8800 |
|-----------------------------|------|------|---------------------------|

4BEDROOMS

*If a unit is marked with an asterisk, the PHA has been informed by the Landlord that it is ADA compliant/handicap accessible.

Additional Search Ideas: ● Web searches (i.e. GoSection8.com or Craigslist) ● Newspapers (i.e. Campbell County Recorder or Kentucky Enquirer)

● Free Rental Magazines – often found in store entrances ● Look for rental signs in the area you are interested in moving to ● Zillow ● Facebook

Updated on 6/10/2024

**Campbell County Department of Housing
LANDLORD LIST**

1098 Monmouth Street, Room 235

Newport, KY 41071

(859) 261-5200 Fax # (859) 261-0577 TDD/TTY 1-800-545-1833 x 947

www.campbellcountyky.gov

CCDH administers the Section 8 Housing Choice Voucher Program in Campbell and Pendleton County, except the City of Newport.

Welcome! Below is a list of landlords in Campbell County/Pendleton County that accept Section 8 Vouchers. The following resources listed below are for your convenience to check property availability. These landlords that CCDH has contacted and received permission to list. You are not required to select a landlord on this list; this is a resource the agency provides to assist you in your search.

Please be informed that this is a courtesy listing and is not an endorsement by CCDH of the owner or available properties. Therefore, there is no guarantee that their requested rents are reasonable or approvable, nor that the units will pass Housing Quality Standards or the National Standards for the Physical Inspection of Real Estate.

CCDH recommends that you research the area of the home you've chosen to ensure it is appropriate for your family (i.e. contact school districts, utility companies, local law enforcement, and view the unit you will occupy). This action should take place prior to submitting a Request for Tenancy Approval (RTA) or entering into a lease agreement. Do not sign a lease without approval from CCDH.

CCDH serves all cities in Campbell and Pendleton County, except Newport. Areas of service include: Alexandria, Bellevue, Butler, California, Crestview, Cold Spring, Dayton, Falmouth, Ft. Thomas, Highland Heights, Grants Lick, Mentor, Melbourne, Silver Grove, Southgate, Wilder, Woodlawn.

| | |
|---|--|
| Alexandria Manor Apartments 800-728-5802 | ABBEYWOOD (FALMOUTH) 859-654-6405 |
| Canterbury House- 859-442-880 | PLP Properties www.rent-nky.com for current listings |
| Williams Place – (859)472-1860 | Garry Schwalbach 859-802-7148 |
| Ann Kramer – 859-653-1485 | Tony Schutte – 859-653-1899 |
| Hank Kilgore – 859-663-1205 | James Sparks – 859-448-0665 |
| Woodland Lake Apts – 859-472-7368 (PENDLETON CO. ONLY) | To-Ti-Ta – Dave Simpson – 859-781-3928 |
| Grace Meadows – 859-462-2153 | Richard Volmer – 513-518-2605 |
| Nick Muccillo-859-802-6023 | Vista Wilder Apartments – 859-423.2100 |
| Ty Carter-859-308-8417 | Western Boulders – 513-605-7720 |