

WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS AN ASSISTED TENANT?

- What you can expect from your Landlord:
 - ✓ To complete repairs within a reasonable amount of time upon request by yourself or GPHC and within 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
 - ✓ Not to enter your unit without your permission and proper notice except for emergencies or when you have requested repairs. You cannot unreasonably withhold permission.
- You are expected to:
 - ✓ Pay rent on time
 - ✓ Pay utilities on time
 - ✓ Keep unit clean
 - ✓ Avoid illegal activity
 - ✓ Permit access for repairs
 - ✓ Avoid damage to property
 - ✓ Refrain from disturbing others
 - ✓ Allow only those occupants on the lease to reside in your unit -Follow rules for use of unit and common areas.
 - ✓ Comply with terms and conditions of lease and HAP contract.
 - ✓ Pay required security deposit as set out in your lease.
 - ✓ Provide GPHC with a copy of all actions or notices you give to or receive from your landlord.



IMPORTANT INFORMATION

- What to do about mold in the home
- Landlord Tenant Briefing packet
- Where to go for help brochure – contacts for Region VI
- Information about companion/service animals and landlord and tenant rights

Find online at www.gphc.biz on the menu under Important Information

CONTACT US

Dickey - Sargent County Housing Authority
 PO Box 624 | Ellendale, ND 58436
 Phone: 701-349-3249 x 9

Foster County Housing Authority
 PO Box 37 | Carrington, ND 58421
 Phone: 701-652-3276

Stutsman County Housing Authority (main office)
 300 2nd Ave NE Ste. 200 | Jamestown, ND 58401
 Phone: 701-252-1098
 Fax: 701-252-7735

Web: www.gphc.biz

Housing Choice Voucher Program



Great Plains Housing Cooperative

Dickey Sargent Housing Authority
 Ellendale, ND

Foster County Housing Authority
 Carrington, ND

Stutsman - Logan County Housing Authority
 Jamestown, ND

Wells County Housing Authority
 Carrington, ND

www.gphc.biz

HOW THE SECTION 8 PROGRAM WORKS

Your first step is to attend the Section 8 orientation, where you will receive your rent assistance voucher and learn how to use it.

All new participants are required to attend the Section 8 orientation. The purpose of the orientation is to provide you with all the information you need to be a successful Section 8 participant. At the orientation, you will receive your voucher. Below is a summary of the information that will be covered at the orientation.

WHAT IS THE VOUCHER PROGRAM?

Voucher Program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program. (HAP) RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

WHO IS ELIGIBLE FOR THE PROGRAM?

The program will assist income eligible participants without regard to race, color, national origin, religion, creed, sex, age, familial status or handicap.

County specific income limits can be found online at ww.gphc.biz



USING YOUR VOUCHER

- Your voucher is an agreement between you and GPHC. In exchange, GPHC will assist you with your rent, provided that you find an approved place within the time limit.
- Your initial voucher is valid in the county in which it was. After one year of the initial lease, you may be able to transfer your voucher to anywhere in the United States, providing you are in good standing with GPHC and your landlord.
- You must find a rental unit and submit a Request for Tenancy Approval (RFTA) before your voucher expires. You may be eligible for a 30 day voucher extension, but it must be requested in writing and granted before the original expiration date. If you don't, you will be required to re-apply for assistance.

FINDING A HOME

- You may choose to use your voucher in your present home. This is called "leasing in place."
- You may also search any listings for available apartments.
- Remember that you will be signing a lease with the owner. Make sure that the place you find is in good condition and that you will be able to afford your portion of the rent.
- If you select a unit built before 1978, it may contain lead. Read the brochure enclosed with the Section 8 orientation packet and follow the steps listed on the back to protect your family from lead.

FOLLOWING THE RULES

- The briefing packet and the voucher contain the complete list of all the rules, obligations, and requirements you must follow to avoid losing your housing assistance.
- Some examples of reasons that could cause you to lose your housing assistance include: failing to pay the tenant portion of the rent; damaging the unit or causing disturbances; engaging in drug-related or violent criminal activity; failing to report, in writing, any changes in household size; failing to report any income for any adult in the household; failing to abide by the terms of the lease, etc. You may lose your voucher if you are evicted.
- If GPHC has evidence that you have violated your obligations, we may decide to terminate your housing assistance. If this happens you will be mailed a letter stating the reason(s) for the decision. You may then request an informal hearing regarding that decision. Requests for informal hearings must be in writing.