



C8
2011

SECTION 8 NEWS

HELPFUL INFORMATION FOR SECTION 8 VOUCHER HOLDERS:

- If you are planning to move from your current rental unit, you must give your current landlord written notice, you must provide your housing worker with a copy of the notice. The Section 8 office requires that you give a 60 day notice if you are planning to move.
- If you are planning to move the Section 8 office will verify with the utility company that you are current with your monthly utility bill. **If you are not current the Section 8 office will not issue you a voucher to move.** Please remember that it is your responsibility to contact the utility company to stop service when you move.
- The Section 8 office will also verify with your landlord that you are current with your monthly portion of the rent. If you are not current with your monthly rent you must have a payment plan set up with your landlord, before your housing worker will issue a voucher.
- Voucher holders interested in porting to an different Housing Authority outside the city of Madison, must have a zero balance with their current landlord and must be current on their utility bills.
- Please make sure that you are aware of what utilities you are responsible for in your current unit or in a new unit. If the lease states that you must pay the utilities, please contact the utility company to set up the service in your name. If the landlord is responsible to pay the utilities for the unit, you should not have them in your name.
- Failure to pay and maintain the utilities for your rental unit can result in the loss of your Section 8 voucher. If you have difficulty with your utility bills, please contact Energy Assistance at (608) 267-8601. If you are planning to move to a new rental unit, the Section 8 program does not pay security deposit money to your new landlord. Please make sure that you communicate with your new landlord to find out how much the security deposit is and when the landlord expects you to pay the deposit. Many landlords will not allow you to move into the new rental unit with out it.
- **All** requested rent increases must be approved by the Section 8 office. Please provide your renewal lease to your housing worker as soon as you receive it. Do not sign the renewal lease until your housing worker has given you notice to do so.
- All rental units that participate in the Section 8 program must first be inspected and pass the Housing Quality Control (HQS) inspection to participate. Annual HQS inspections are also done on all participating units. For subsidy to be paid the unit must pass the inspection.
- Information that you provide to Section 8 regarding your income, family composition etc. must be done in writing within 10 days of the change taking place.
- There is a great deal of helpful information available to voucher holders on the housing portion of city of Madison web-site. Please visit the web-site located at: www.cityofmadison.com, choose agencies, then choose housing, then chose S8 client information to view all the helpful information.
- If you are working with a landlord who is unfamiliar with the Section 8 program you can contact the Marketing Outreach Coordinator, Suzy Stapleton at (608) 267-8701. Suzy can contact the landlord directly to provide information that explains the Section 8 program and how it functions.
- If during your tenancy you are ever notified that your current landlord is involved in a foreclosure, please contact your housing worker immediately. If you receive any paperwork regarding a foreclosure at your current address, please provide the Section 8 office with a copy of that paperwork, so that our office can assist you in working through this often confusing issue.

The simple steps to Section 8 Participation

1. Section 8 participant meets with their Housing Specialist for verification of income and family size and receives a Voucher and Request For Tenancy Approval Form (RFTA).
2. Voucher holder finds a Landlord with an available unit.
3. Landlord processes the completed rental application.
4. If Voucher holder passes the Landlords screening, the Landlord approves the completed rental application.
5. Landlord fills out the Request For Tenancy Approval Form (RFTA). **** Voucher holder has this form.****
6. RFTA is submitted to the CDA via mail, fax, e-mail or is hand delivered to CDA office. RFTA must be submitted with a copy of the completed but unsigned lease for the rental unit. **Lease must be for one year.****
7. Housing Specialist reviews the lease for City of Madison ordinance requirements.
8. Housing Specialist verifies that the rent and tenant paid utilities fall with-in the voucher holder's limit of 40% of their adjusted income.
9. Section 8 Inspector contacts landlord to schedule and perform the Housing Quality Standards (HQS) inspection. The Inspector will also complete the rent reasonable / comparable study for the unit. Once unit passes the inspection and the rent is determined to be reasonable and comparable, the CDA contacts the landlord to inform the landlord that it is o.k. to sign the lease with the Voucher holder.
10. CDA completes Housing Assistance Payment contract (HAP) and sends to landlord for signature. Landlord returns the signed HAP contract and signed lease with tenancy addendum attached to CDA. Landlord must also fill out, sign and return W-9 tax id form and direct deposit authorization forms. When all paperwork is signed and returned to the CDA, payment is release to Landlord.

Section 8 Staff contact information:

• Section 8 Supervisor

Tom Conrad 267-8711

Tconrad@cityofmadison.com

• Housing Inspectors

Marian Celesnik 267-8702

Mcelesnik@cityofmadison.com

John Neis 261-9816

Jneis@cityofmadison.com

• Marketing Outreach Coordinator

Suzanne Stapleton 267-8701

Sstapleton@cityofmadison.com

• Housing Specialists:

Shirley Clayborne 264-9261

Sclayborne@cityofmadison.com

Al Spears 267-9409

aspears@cityofmadison.com

Andrea Heffernan 267-8610

aheffernan@cityofmadison.com

Beverly Louis 266-6571

blouis@cityofmadison.com

Wendy Schneider 266-6570

Wschneider@cityofmadison.com

Barb Elder 264-9260

belder@cityofmadison.com

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■ Section 8 fax numbers: ■
■ 608-264-9291 or 608-266-4735 ■
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