



**SECTION 8 DIVISION**

400 Harriet Tubman Street • Knoxville, TN 37915  
865.403.1234 • Fax 865.594.8790  
800.848.0298 (Tennessee Relay Center)  
[www.kcdc.org](http://www.kcdc.org)

# Recertification take home packet for active Section 8 housing participants



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

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any recordkeeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 10/31/2019.

#### NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

**I hereby acknowledge that the PHA provided me with the  
*Debts Owed to PHAs & Termination Notice:***

**Signature**

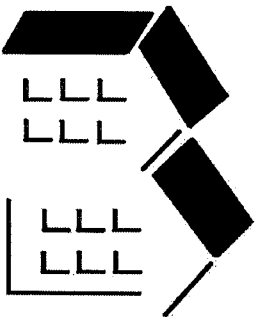
**Date**

**Printed Name**



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)



# RHIP

RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

## ***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.

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](http://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/officespihprograms/pihivm.cfm>.

**The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PH 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

## Red Flags of Identity Theft

- mistakes on your bank, credit card, or other account statements
- mistakes on the explanation of medical benefits from your health plan
- your regular bills and account statements don't arrive on time
- bills or collection notices for products or services you never received
- calls from debt collectors about debts that don't belong to you
- a notice from the IRS that someone used your Social Security number
- mail, email, or calls about accounts or jobs in your minor child's name
- unwarranted collection notices on your credit report
- businesses turn down your checks
- you are turned down unexpectedly for a loan or job



***Taking Charge:***  
***What To Do If Your Identity Is Stolen***  
Available online at [ftc.gov/idtheft](https://ftc.gov/idtheft)  
Order free copies at [bulkorder.ftc.gov](https://bulkorder.ftc.gov)

FEDERAL TRADE COMMISSION  
**FTC.GOV/IDTHEFT**  
1-877-ID-THEFT (438-4338)

# IDENTITY THEFT



## WHAT TO KNOW



## WHAT TO DO



FEDERAL TRADE COMMISSION  
**FTC.GOV/IDTHEFT**

## What is Identity Theft?

Identity theft is a serious crime. It can disrupt your finances, credit history, and reputation, and take time, money, and patience to resolve. Identity theft happens when someone steals your personal information and uses it without your permission.

### Identity thieves might:

- go through trash cans and dumpsters, stealing bills and documents that have sensitive information.
- work for businesses, medical offices, or government agencies, and steal personal information on the job.
- misuse the name of a legitimate business, and call or send emails that trick you into revealing personal information.
- pretend to offer a job, a loan, or an apartment, and ask you to send personal information to “qualify.”
- steal your wallet, purse, backpack, or mail, and remove your credit cards, driver’s license, passport, health insurance card, and other items that show personal information.

## How to Protect Your Information

- Read your credit reports. You have a right to a free credit report every 12 months from each of the three nationwide credit reporting companies. Order all three reports at once, or order one report every four months. To order, go to [annualcreditreport.com](http://annualcreditreport.com) or call 1-877-322-8228.
- Read your bank, credit card, and account statements, and the explanation of medical benefits from your health plan. If a statement has mistakes or doesn’t come on time, contact the business.
- Shred all documents that show personal, financial, and medical information before you throw them away.
- Don’t respond to email, text, and phone messages that ask for personal information. Legitimate companies don’t ask for information this way. Delete the messages.
- Create passwords that mix letters, numbers, and special characters. Don’t use the same password for more than one account.
- If you shop or bank online, use websites that protect your financial information with encryption. An encrypted site has “https” at the beginning of the web address; “s” is for secure.
- If you use a public wireless network, don’t send information to any website that isn’t fully encrypted.
- Use anti-virus and anti-spyware software, and a firewall on your computer.
- Set your computer’s operating system, web browser, and security system to update automatically.

## If Your Identity is Stolen...

### 1 Flag Your Credit Reports

Call one of the nationwide credit reporting companies, and ask for a fraud alert on your credit report. The company you call must contact the other two so they can put fraud alerts on your files. An initial fraud alert is good for 90 days.

*Equifax 1-800-525-6285*

*Experian 1-888-397-3742*

*TransUnion 1-800-680-7289*

### 2 Order Your Credit Reports

Each company’s credit report about you is slightly different, so order a report from each company. When you order, you must answer some questions to prove your identity. Read your reports carefully to see if the information is correct. If you see mistakes or signs of fraud, contact the credit reporting company.

### 3 Create an Identity Theft Report

An Identity Theft Report can help you get fraudulent information removed from your credit report, stop a company from collecting debts caused by identity theft, and get information about accounts a thief opened in your name. To create an Identity Theft Report:

- file a complaint with the FTC at [ftc.gov/complaint](http://ftc.gov/complaint) or 1-877-438-4338; TTY: 1-866-653-4261. Your completed complaint is called an FTC Affidavit.
- take your FTC Affidavit to your local police, or to the police where the theft occurred, and file a police report. Get a copy of the police report.

The two documents comprise an Identity Theft Report.



## MINIMUM RENT HARDSHIP POLICY

The Minimum Rent Hardship Policy is designed to protect families in crisis by allowing KCDC flexibility to address unique, unforeseeable circumstances that may occur. Those with a hardship may have their rent **suspended** while their case is reviewed by management.

1. A hardship exists in the following circumstances:

A. When the family has lost eligibility for (or is awaiting an eligibility determination for) a federal, state, or local assistance program;

B. When the family would be evicted as a result of the imposition of the minimum rent requirement;

C. When the income of the family has decreased because of changed circumstances, including loss of employment;

D. When the family has an increase in expenses because of changed circumstances, for medical costs, child care, transportation, education, or similar items;

E. When a death has occurred in the family.

2. If KCDC determines there is **no qualifying hardship** as listed above, the minimum rent will be reinstated, including requiring back payment of minimum rent to KCDC for the time of suspension.

3. If KCDC determines there is a qualifying hardship, but that it is of **a temporary nature**, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. KCDC will offer a reasonable repayment agreement for any minimum rent back payment paid by KCDC on the family's behalf during the period of suspension.

4. If KCDC determines there is **a long-term hardship**, the family will be exempt from the minimum rent requirement until the hardship no longer exists. Such hardship cases will be reviewed no less than on an annual basis at time of re-exam. Families qualifying for exemption due to long-term hardship will be required to complete a quarterly interview with management or KCDC staff to document the ongoing hardship.

5. **Appeals.** The family may use the informal hearing procedure to appeal KCDC's determination regarding the hardship.





## **NOTICE TO APPLICANTS WITH DISABILITIES REGARDING REASONABLE ACCOMMODATION**



Knoxville's Community Development Corporation (KCDC) is a public agency that provides affordable housing to eligible families, elderly/handicapped/disabled households, and single persons. KCDC does not discriminate against applicants on the basis of their race, creed, color, religion, sex, national origin, disability or familial status. Under applicable law, KCDC provides "reasonable accommodations" to applicants and residents if they or any household members have a disability or handicap and if the accommodation is reasonable and necessary to provide an equal opportunity to use and enjoy the housing.

A reasonable accommodation is some modification or change KCDC can make to its properties or procedures that will assist an otherwise eligible applicant with a disability/handicap to take advantage of KCDC's programs, provided that the change does not pose an undue financial and administrative burden to KCDC or require a fundamental change in its program. A reasonable accommodation may also include providing an appropriate auxiliary aid to an applicant with a disability/handicap where such assistance is necessary to enable effective communication with the applicant.

Examples of reasonable accommodation may include:

- Installing flashing light (strobe) smoke detectors in an apartment for a household with a hearing-impaired member;
- Making a reader available to a vision-impaired applicant during an interview;
- Making a sign language interpreter available to a hearing impaired applicant during an interview; and
- Permitting an outside agency to assist an applicant with a disability/handicap to meet KCDC's applicant screening criteria.

An applicant household that has a member with a disability/handicap must still be able to meet essential obligations of tenancy (i.e., they must be able to pay rent, care for their apartment, report required information to KCDC, avoid disturbance of neighbors, etc.). This requirement takes into consideration whether any requested reasonable accommodation would permit the applicant to be considered eligible.

If you or a member of your household has a disability or handicap and believe you may need a reasonable accommodation, you may request it in writing or orally, or by other effective means of communication at any time during the application process or after admission – this is up to you. If you would prefer not to discuss your situation with KCDC, that is your right.

You may obtain a Request for Reasonable Accommodation form at KCDC's main office at 901 Broadway NE, Knoxville, TN 37917, KCDC's Section 8 office at 400 Harriet Tubman Street, Knoxville, TN 37915 or at any KCDC development office indicated on the KCDC Housing Choice Form. You may also request the form by mail at PO Box 3550, Knoxville, TN 37927-3550. If you need help in completing the form or need to submit your request in some other way, you should contact KCDC at (865) 403-1100. Hearing impaired persons may call 1-800-848-0298.

If you have any questions or problems regarding reasonable accommodation, please call Kim Mills ADA/504 Coordinator at (865) 403-1100 ext. 1195.

## Portability Fact Sheet

One of the top priorities of the U.S. Department of Housing and Urban Development (HUD) is to broaden housing choices for low-income families. Voucher holders are encouraged to move to an area outside minority and low-income concentrated areas. A map is provided in this briefing packet showing the minority and low-income concentrated areas and the areas that are not minority or low-income concentrated.

### Where You Can Use Your Voucher

Families with vouchers now have the HUD statutory right to lease an eligible unit anywhere in the United States where there is a voucher program. Also, an applicant receiving a new voucher, who lived in KCDC's jurisdiction when he/she applied for rental assistance, has a statutory right to move under these same conditions.

If you decide to move with your voucher, please inform KCDC of the area to which your family wants to move. KCDC encourages voucher holders to move outside of low income areas and minority concentrated areas (see attached map). KCDC will determine whether the housing agency in the new area administers a voucher program. If it does, KCDC will notify the new housing agency to expect your family. KCDC will provide you with information and guidance to expedite your move.

### *Advantages of Relocating*

#### **Safety**

Move from a high crime area

#### **Medical**

Closer to medical facilities

#### **Education**

Better schools and educational opportunities

#### **Family Support**

Closer to family living out of town

#### **Employment**

Closer to job opportunities

#### **Transportation**

Closer to bus lines or other public services

A voucher enables you to select the neighborhood, community, city, or state of your preference. We are here to help you if you choose to move with your voucher.

### Facts to Consider If You Plan to Move

- The new housing agency's Payment Standard is applicable
- The new housing agency's Occupancy Standards may change the bedroom size of your voucher
- The new housing agency has the right to rescreen for criminal activity

A copy of the housing agencies around the United States is available upon request

# Knox County: Central Knoxville

## 2020 Census Tracts

### High Income Census Tracts

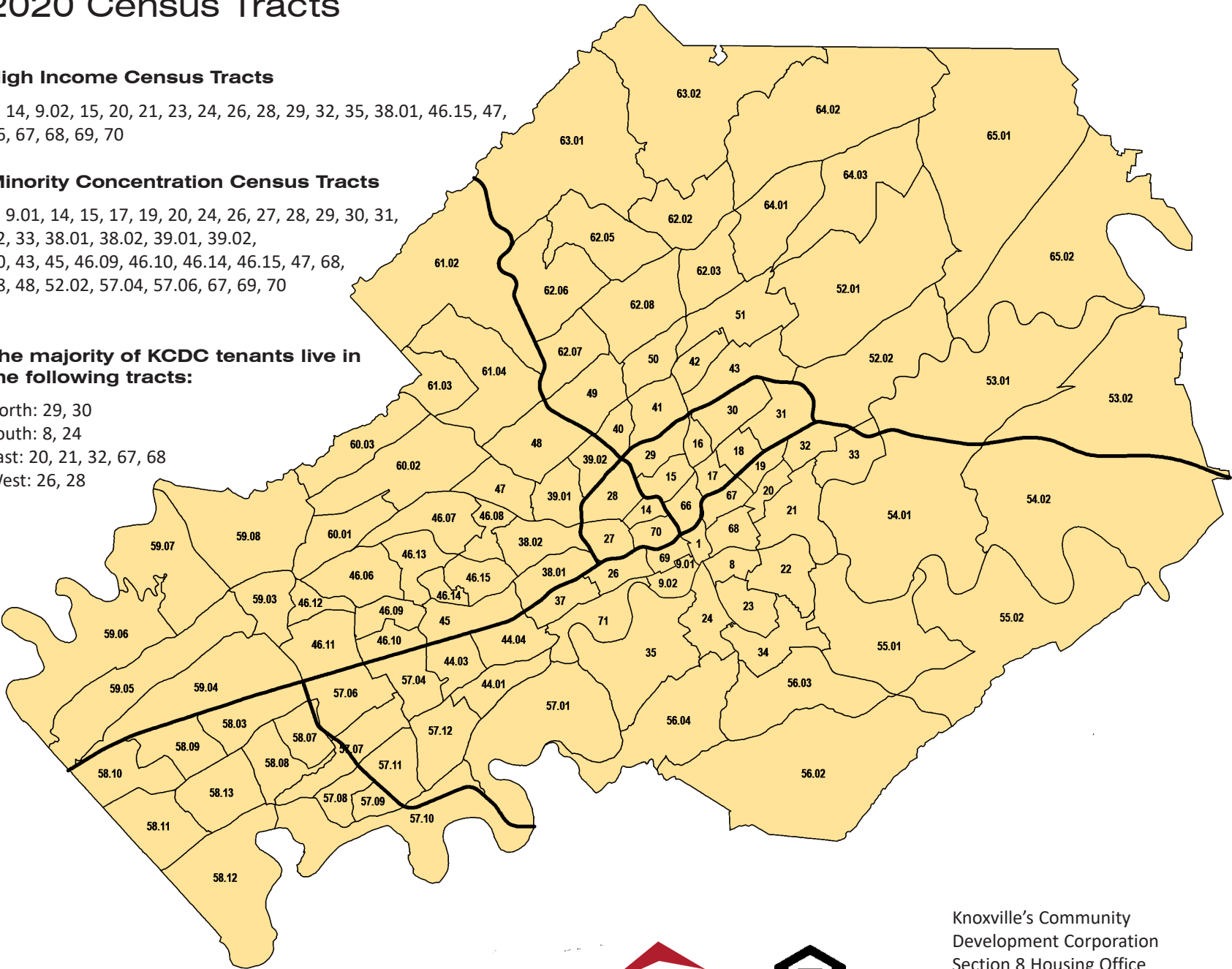
8, 14, 9.02, 15, 20, 21, 23, 24, 26, 28, 29, 32, 35, 38.01, 46.15, 47, 66, 67, 68, 69, 70

### Minority Concentration Census Tracts

8, 9.01, 14, 15, 17, 19, 20, 24, 26, 27, 28, 29, 30, 31, 32, 33, 38.01, 38.02, 39.01, 39.02, 40, 43, 45, 46.09, 46.10, 46.14, 46.15, 47, 68, 78, 48, 52.02, 57.04, 57.06, 67, 69, 70

### The majority of KCDC tenants live in the following tracts:

North: 29, 30  
South: 8, 24  
East: 20, 21, 32, 67, 68  
West: 26, 28

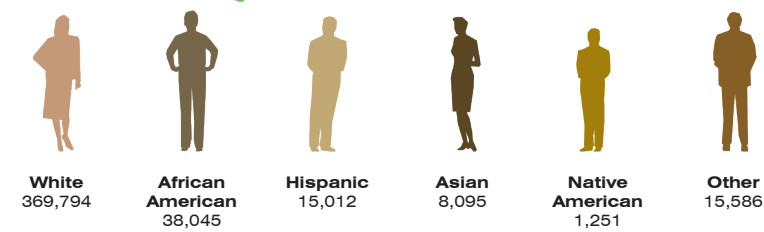
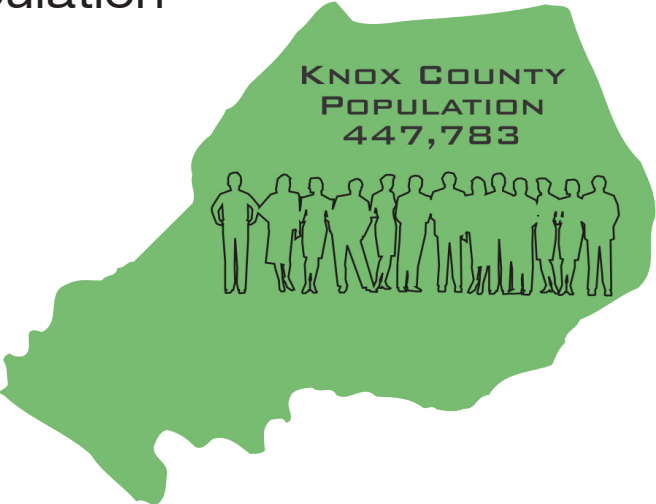


Knoxville's Community  
Development Corporation  
Section 8 Housing Office  
400 Harriet Tubman Street  
Knoxville, TN 37915  
865.403.1234



KCDC's Section 8 Housing Choice Voucher Program allows low-income families the opportunity to rent decent, safe, and sanitary privately-owned dwelling units. Subsidy payments are made by the housing agency to the owners for the family rather than directly to the family. The program was created by the Housing and Community Development Act of 1974 and implemented by the United States Department of Housing and Urban Development (HUD).

Population



Services

BellSouth	865.525.4595
City Information	311
Knox County Social Service Hotline	211
DHS (Food Stamps)	865.594.6151
Disability Resource Center	865.637.3666
Knox Co. Schools	856.594.1800
KUB	865.524.2911
Police	
Emergency	911
Non.Emergency	865.215.7268
Senior Citizens	
Information and Referral Service	865.546.6262
Employment	
Tennessee Employment	844.224.5818
Unemployment	877.813.0950

Surrounding Housing Agencies

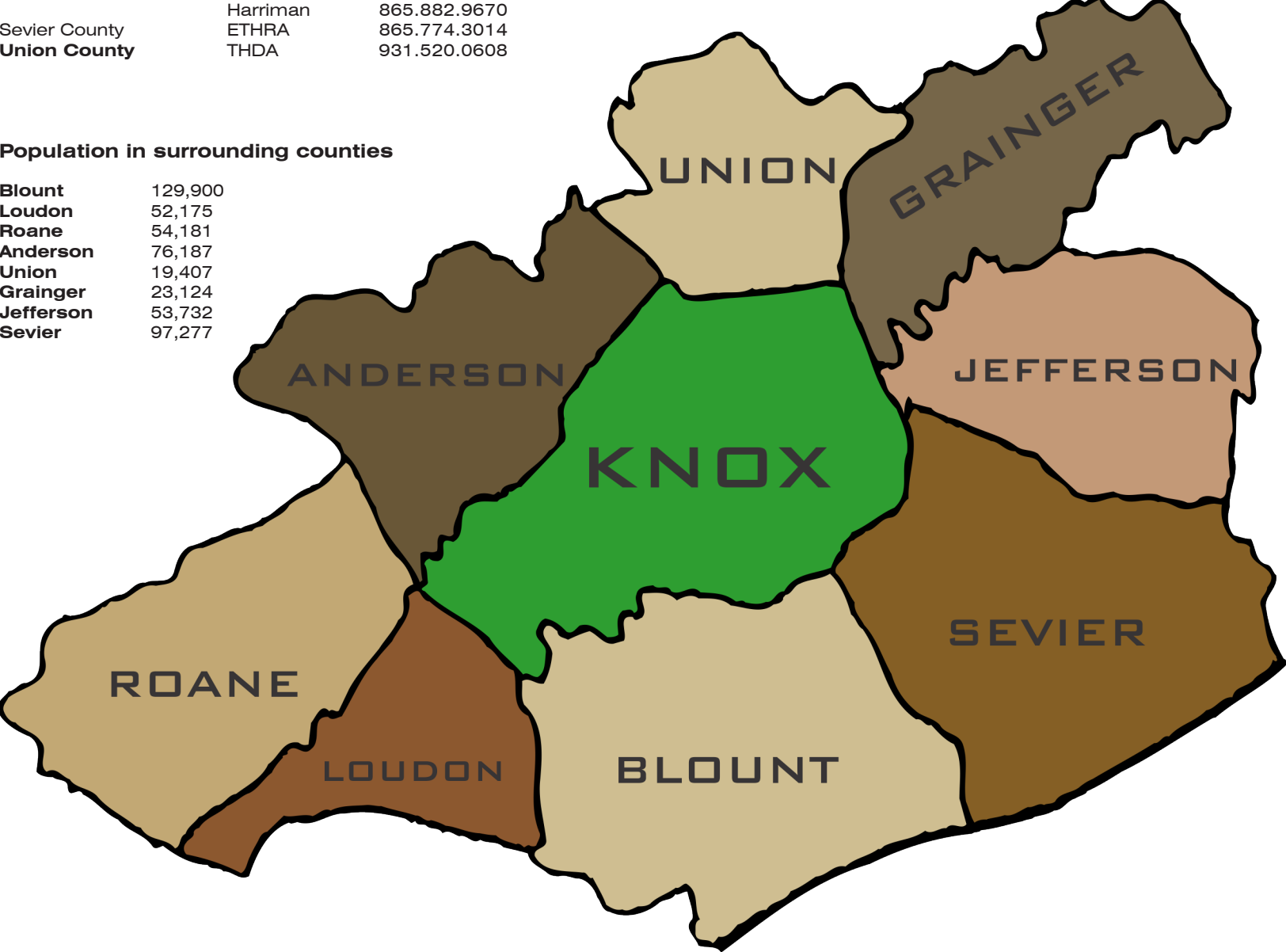
Anderson County	Oak Ridge	865.482.1006
	Clinton	865.457.9692
Blount County	Maryville	865.983.4958
Grainger County	ETHRA	865.828.5161
Jefferson County	Jefferson City	865.475.2064
Knox County	ETHRA	865.691.2551
	KCDC	865.403.1100
Loudon County	Lenoir City	865.986.8707
	Loudon County	865.458.2061
Roane County	Rockwood	865.354.9841
	Harriman	865.882.9670
Sevier County	ETHRA	865.774.3014
Union County	THDA	931.520.0608

Population in surrounding counties

Blount	129,900
Loudon	52,175
Roane	54,181
Anderson	76,187
Union	19,407
Grainger	23,124
Jefferson	53,732
Sevier	97,277

Transportation

Bus Service:		
KAT		637.3000
Greyhound		1.800.231.2222
Taxi:		
See Yellow Pages		
Uber:		
https://www.uber.com/drive/knoxville/contact/		
Lyft:		
https://www.lyft.com/rider/cities/knoxville-tr		
Interstates:		
I-640 Bypass		
I-40		
I-75		
I-275		





# The Section 8 Family Self-Sufficiency Program:

## Where do you want to be in the next 5 years?



- Do you want to earn your GED or college degree?
- Would you like a job or career?
- Would you like to learn a skill or trade?
- How about \$\$\$\$ to reward your hard work when you obtain your goals?

If you are currently receiving housing assistance through KCDC's Section 8 Housing Choice Voucher Program, you can be a part of the Family Self-Sufficiency (FSS) Program! If you want to get your GED, go to college or trade school, or advance in your current career, FSS can help. For more information, please call the Section 8 Family Self-Sufficiency Case Manager, at 403-1234.

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## The Section 8 Home Ownership Program:

### Helping you realize the American Dream!

The KCDC Section 8 Department administers a homeownership option with the Section 8 Housing Choice Voucher. Tenants can actually buy a home and continue to receive monthly assistance in meeting their monthly homeownership expense.

#### Who is eligible?

- Participation for at least one year in Section 8 Housing Choice Voucher Program
- Employed at least one year. Elderly and disabled exempt from employment requirement
- Employment income of at least \$14,500 per year excluding public assistance.
- First-time homebuyers
- Not in debt with KCDC or any other housing agency
- Never defaulted on a mortgage under the home ownership program
- Cooperative members who have already acquired shares
- Those already holding a lease/purchase agreement

#### What is required of the family?

- Family must contribute 1% of own money from family's own resources toward the initial purchase of the home.
- Family members are required to attend and satisfactorily complete pre-purchase home ownership classes that include budgeting and credit and a HUD approved 1st Time Homebuyer Education Class.

To get stated on the homebuyer "readiness" program please contact Jennifer Bell at 403-1234. She will meet with you initially to explain the homebuyer program requirements and register you for the budgeting and credit classes.





## SECTION 8 DIVISION

400 Harriet Tubman Street • Knoxville, TN 37915  
865.403.1234 • Fax 865.594.8790  
800.848.0298 (Tennessee Relay Center)  
[www.kcdc.org](http://www.kcdc.org)

### STATEMENT OF UNDERSTANDING Violation of Lease

Under the Obligations of the Family 4.D.2. of the Section 8 Housing Choice Voucher Program, the family must not commit any serious or repeated violation of the lease.

A family who causes \$500 in damages, above their security deposit, to a unit may be terminated from KCDC's Section 8 Program(s) and will be ineligible for KCDC assisted housing for three years from the date of termination. After three years, the family must demonstrate they have lived in the community without damaging property to establish eligibility for KCDC assisted housing.

The proof of the \$500 in damages will be derived from an itemized list with pictures and/or court documentation provided by the property owner.

A family who is evicted through court procedures for non-payment of rent or other serious or repeated violations of the lease may be terminated from the program. The tenant may not be eligible to use the voucher to relocate depending on the circumstances of the eviction. However, if the family who is evicted through court procedures receives an agreement through court procedures to repay the owner for rent, the family assistance will not be terminated through KCDC. If the family defaults on the repay agreement through the courts and the Owner provides documentation of default, the assistance will be terminated at that time. The family will be ineligible for KCDC assisted housing for three years from the date of termination. After three years, to establish eligibility for KCDC assisted housing, the family must demonstrate they have lived in the community without eviction for non-payment of rent or other serious or repeated violations of the lease.

The procedure for handling damage claims will be as follows:

- Occupancy Specialist will send a letter to the tenant acknowledging receipt of the damage claim from the owner.
- The tenant will be given sixty (60) days to resolve the damage claim with the owner/manager.
  - o Either pay the damage claim amount in full or make arrangements.
  - o Payment agreements between the owner/manager must be in writing and a copy sent to KCDC.
  - o The owner/manager is responsible to collect any money owed. If tenant defaults on the payment agreement, it is the owner/manager's responsibility to proceed with legal action to collect the money owed.
  - o If no payment agreement is made and the tenant does not pay the owner/manager in full, the tenant's housing assistance will be terminated.
  - o If payment agreement is made and the tenant does not pay the owner/manager in full, the tenant's housing assistance will be terminated.

I have read the above and understand that I will lose my rental assistance if I commit either of the above mentioned violations.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
KCDC Representative

\_\_\_\_\_  
Date





November 2004

# Things You Should Know

Don't risk your chances for federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

**Purpose** This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

## Penalties for Committing Fraud

The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may 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 5 years; and/or
- ☐ Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

## Asking Questions

When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

## Completing The Application

When you answer application questions, you must include the following information:

### Income

- ☐ All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.):
- ☐ Any money you receive on behalf of your children (child support, social security for children, etc.);
- ☐ Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);
- ☐ Earnings from second job or part time job;
- ☐ Any anticipated income (such as a bonus or pay raise you expect to receive)

### Assets

- ☐ All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.. that are owned by you and any adult member of your family's household who will be living with you.

- ☐ Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- ☐ The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

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### Signing the Application

- ☐ Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- ☐ When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- ☐ Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

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**Recertifications** You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- ☐ All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- ☐ Any move in or out of a household member; and,
- ☐ All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

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### Beware of Fraud

You should be aware of the following fraud schemes:

- ☐ Do not pay any money to file an application;
- ☐ Do not pay any money to move up on the waiting list;
- ☐ Do not pay for anything not covered by your lease;
- ☐ Get a receipt for any money you pay; and,
- ☐ Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

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### Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.

HUD- 1140-OIG      THIS DOCUMENT MAY BE REPRODUCED WITHOUT PERMISSION



\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other family member over 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other family member over 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other family member over 18

\_\_\_\_\_  
Date





## SECTION 8 DIVISION

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### **Violence Against Women Act (VAWA) Notification**

Congress reauthorized the Violence Against Women Act (VAWA) in January 2006. The law is directed at reducing domestic abuse and creating new protections for victims of domestic violence, dating violence, and stalking. The law requires that residents of public housing be notified of their rights under VAWA.

Residents and tenants (male or female) who report to Knoxville's Community Development Corporation (KCDC) that they are victims of domestic abuse will be required to certify the incidents. KCDC will not disclose the certification information provided by the victim except as the law permits.

KCDC may not terminate the lease of a resident or tenant who is a certified victim of incidences of actual or threatened domestic abuse as defined by VAWA. Also, KCDC may not terminate the lease of a certified victim for criminal activity that is directly related to domestic abuse.

However, KCDC may terminate the lease of the person responsible for the actual or threatened domestic abuse. Also, KCDC may terminate the lease of a victim if there is an actual and immediate threat of harm to others or for other lease violations not based on domestic abuse.

If you think you are a victim of actual or threatened domestic abuse or you are facing lease violations for an actual or threatened domestic abuse incident, please contact KCDC for more information on your rights under VAWA.

**Knoxville's Community Development Corporation (KCDC)**

**Notice of Occupancy Rights under the Violence Against Women Act<sup>1</sup>**

**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.<sup>2</sup> The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that KCDC is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.

**Protections for Applicants**

If you otherwise qualify for assistance under Low Income Public Housing (LIPH), Project-Based Rental Assistance (PBRA) or Section 8, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

**Protections for Tenants**

If you are receiving assistance under LIPH, PBRA or Section 8, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under LIPH, PBRA or Section 8, solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

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<sup>1</sup> Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

### **Removing the Abuser or Perpetrator from the Household**

KCDC may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If KCDC chooses to remove the abuser or perpetrator, KCDC may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, KCDC must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, KCDC must follow Federal, State, and local eviction procedures. In order to divide a lease, KCDC may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, KCDC may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, KCDC may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your

transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

KCDC will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

KCDC's emergency transfer plan provides further information on emergency transfers, and KCDC must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

KCDC can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from KCDC must be in writing, and KCDC must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. KCDC may, but does not have to, extend the deadline for the submission of documentation upon your request. You can provide one of the following to KCDC as documentation. It is your choice which of the following to submit if KCDC asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by KCDC with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that KCDC has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, KCDC does not have to provide you with the protections contained in this notice.

If KCDC receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), KCDC has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, KCDC does not have to provide you with the protections contained in this notice.

### **Confidentiality**

KCDC must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

KCDC must not allow any individual administering assistance or other services on behalf of KCDC (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law. KCDC must not enter your information into any shared database or disclose your information to any other entity or individual. KCDC, however, may disclose the information provided if:

- You give written permission to KCDC to release the information on a time limited basis.
- KCDC needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires KCDC or your landlord to release the information.

VAWA does not limit KCDC's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, KCDC cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if KCDC can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If KCDC can demonstrate the above, KCDC should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

**Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

**Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with Knoxville HUD Office.

**For Additional Information**

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, KCDC must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact KCDC staff at (865) 403-1100.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY).

For applicants or tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>. You may also contact the Knoxville Family Justice Center at (865) 215-6000 or [www.fjcknoxville.com](http://www.fjcknoxville.com) for local assistance related to domestic violence, stalking or sexual assault.

**Attachment:** Certification form HUD-5382

## Resources for Domestic Violence

Agency	Phone	Email	Description of Services
Family Justice Center	Help Line 24/7: 865-521-6336 Business Office: 865-215-6800	<a href="http://fjcknoxville.com/">http://fjcknoxville.com/</a>	Comprehensive support center provides co-located services for victims and their children.
Knox County 4th Circuit Court	4th Circuit Court: 865-215-2399 Clerk's Desk: 865-215-2404	<a href="https://www.knoxcounty.org/fourthcircuitcourt/domestic_violence.php">https://www.knoxcounty.org/fourthcircuitcourt/domestic_violence.php</a>	Provides guidance in applying for an Order of Protection
Knoxville Police Department - Family Crisis Unit	Office: 865-215-6810	<a href="http://www.knoxvilletn.gov/government/city_departments_offices/police_department/criminal_investigations/special_crimes_unit/domestic_violence_help">http://www.knoxvilletn.gov/government/city_departments_offices/police_department/criminal_investigations/special_crimes_unit/domestic_violence_help</a>	Assistance in obtaining services from numerous agencies and organizations within the Knoxville area.
Knox County Sheriff's Department - Family Crisis Unit	Office: 865-215-2243	<a href="http://knoxsheriff.org/family/index.php">http://knoxsheriff.org/family/index.php</a>	Investigates incidents of domestic violence, child abuse, elder abuse, animal abuse and cyber investigations. Provides immediate safety crisis counseling information and support to victims of these crimes.
Legal Aid of East Tennessee	Office: 865-637-0484	<a href="http://www.laet.org/">http://www.laet.org/</a>	Conducts special programs for victims of domestic violence.
Sexual Assault Crisis Center of E TN	Crisis Line 24/7: 865-522-7273 or 1-888-522-5244 Office: 865-558-9040	<a href="http://www.mcabbcenter.org/sacet">http://www.mcabbcenter.org/sacet</a>	Provides excellence and compassionate services for survivors of sexual assault and empower communities through education and social change.
Child Protective Services (TN Dept. of Children's Services)	Hotline: 1-877-237-0004 Office: 865-329-8879	<a href="https://www.tn.gov/dcs/article/report-child-abuse">https://www.tn.gov/dcs/article/report-child-abuse</a>	Trained case managers will guide callers through a series of questions. Hotline case managers use the provided information to determine the best way for intervention.
Elder Abuse - Adult Protective Services (TN Dept. of Human Services)	Office: 865-594-6151 or 1-888-277-9366	<a href="https://tn.gov/humanservices/article/adult-protective-services">https://tn.gov/humanservices/article/adult-protective-services</a>	Investigates reports of abuse, neglect or financial exploitation of adults who are unable to protect themselves due to physical or mental limitations.

YWCA of Knoxville - Victim's Advocacy Program	Office: 865-523-6126	<a href="http://www.ywcaknox.com/programs/vap/">http://www.ywcaknox.com/programs/vap/</a>	The only community-based non-profit shelter program in Knox County. Advocates available for criminal and civil courts as well as bilingual-bicultural advocates (Spanish/English).
Family Crisis Center - Helen Ross McNabb	Office: 865-637-8000	<a href="http://www.mcnabbcenter.org/location/kent-c-withers-family-crisis-center">http://www.mcnabbcenter.org/location/kent-c-withers-family-crisis-center</a>	A place of refuge for women experiencing domestic violence and their children. On-site counseling and case management available.
Salvation Army - Joy Baker Center	Office: 865-522-4673 or 865-525-9401	<a href="http://salvationarmytennesse.org/knoxville/what-we-do/the-joy-d-baker-center/">http://salvationarmytennesse.org/knoxville/what-we-do/the-joy-d-baker-center/</a>	Serves women, with or without children, affected by domestic violence. Serves as a shelter for homeless women with children.
Serenity Shelter	Office: 865-971-4673	<a href="http://karm.org/services/rescueemergency/">http://karm.org/services/rescueemergency/</a>	Provides emergency shelter for basic needs of food, safety and shelter for those affected by domestic violence.
Tennessee Domestic Violence Hotline	1-800-356-6767	<a href="https://www.kidcentraltn.com/program/tennessee-domestic-violence-helpline">https://www.kidcentraltn.com/program/tennessee-domestic-violence-helpline</a>	Tennessee state-wide domestic violence help line is a referral and counseling help line for victims of domestic violence. Counselors are available 24/7 to offer referrals and supportive listening and safety planning.
Tennessee Coalition Against Domestic & Sexual Violence			
Catholic Charities of E Tennessee	Office: 865-971-35670	<a href="https://ccetn.org/">https://ccetn.org/</a>	A safe shelter that provides a temporary home for children from birth to 18. A home-based parent education and support services that provides education, crisis intervention and case management.
University of Tennessee Police - Knoxville	Office: 865-974-3114	<a href="http://utpolice.utk.edu/services/victim-assistance/">http://utpolice.utk.edu/services/victim-assistance/</a>	Provides assistance information to assault victims.
Sexual Assault Center of E Tennessee	Office: 865-541-6684	<a href="http://www.mcnabbcenter.org/sacet">http://www.mcnabbcenter.org/sacet</a>	24-hour hotline providing immediate assistance to men and women who have been sexually assaulted.



**EMERGENCY TRANSFER  
REQUEST FOR CERTAIN  
VICTIMS OF DOMESTIC  
VIOLENCE, DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017

**Purpose of Form:** If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

**The requirements you must meet are:**

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.**

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.

**(2) You expressly request the emergency transfer.** Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

**Submission of Documentation:** If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER**

1. Name of victim requesting an emergency transfer: \_\_\_\_\_

2. Your name (if different from victim's) \_\_\_\_\_

3. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_

4. Name(s) of other family member(s) who would transfer with the victim: \_\_\_\_\_

5. Address of location from which the victim seeks to transfer: \_\_\_\_\_

6. Address or phone number for contacting the victim: \_\_\_\_\_

7. Name of the accused perpetrator (if known and can be safely disclosed): \_\_\_\_\_

8. Relationship of the accused perpetrator to the victim: \_\_\_\_\_

9. Date(s), Time(s) and location(s) of incident(s): \_\_\_\_\_

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. \_\_\_\_\_

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: \_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

## Voucher Program Fact Sheet

### 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 payment (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 determining 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 approvable 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 a 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 (on 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 provisions 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 determines 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 determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly

## Voucher Program Fact Sheet

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, adoption, 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.
11. Give the PHA a copy of any owner eviction notice.
12. 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, 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 this 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.