

**AGENCY SPECIFIC POLICIES
OF THE
IOWA NORTHLAND REGIONAL HOUSING AUTHORITY**

To receive Section 8 Tenant Based Rental Assistance from the Iowa Northland Regional Housing Authority, all program participants must comply with the following policies:

1. Tenants are responsible for reporting any change in income or family status, to include eligibility status, in writing, within 10 days of the change (postmarked by 10th day will be accepted.) Changes that are verified by the 15th of the month that would cause a decrease in tenant rent will be done the 1st of the month following the verification. Increases in tenant rent will be done the 2nd month after the verification of income. (If the decreased income is due to noncompliance with another social service agency, the tenant rent will remain the same.)
2. Tenants must provide proof of their legal address if there is a question of residency by the family or an unauthorized individual. Acceptable proof is a copy of a lease or current rent receipts and current utility bills in their name – OR – a notarized statement from the owner of the residence and three pieces of mail addressed to them (within 30 days). Tenants are allowed to have overnight guests, not to exceed 14 nights in any 12 month period, without written permission from the Executive Director. Anyone other than authorized household members will not be allowed to use the assisted address, receive mail at the assisted address, or have personal property at the assisted unit.
3. Tenants are responsible for reporting any absence from the unit for a period of longer than 10 days. The maximum number of days that a tenant may be absent from their assisted unit may not total more than 30 days in any 12 month period - except for medical reasons with written verification from a doctor.
4. An inspection will be scheduled on an annual basis. The tenants will be given an appointment with a minimum of 24 hours notice and will be responsible for being present for the inspection. If the tenant is more than 15 minutes late, the inspector will leave and the inspection will be rescheduled. If the tenant fails to be present for more than two inspections, their assistance may be terminated.
5. All paperwork appointments, including; eligibility, annual renewal, income change, and moving, will be conducted in the INRHA office. Anyone that is more than 15 minutes late for appointments will be rescheduled for another date and time. All members of the household 18 years of age and older will be required to attend and no minor children will be allowed to accompany the participant. Exceptions for extenuating circumstances may be approved by the Executive Director.
6. Tenants must give both the INRHA and their landlord a 30-day written notice of any intention to move. The notice must be received before the 1st of the month, before the month of the move. A "moving appointment" must be made and kept to cover moving procedures.
7. Adding a family member to the household requires an eligibility appointment and written permission from the landlord prior to moving in.

8. All utilities must be metered separately and in the tenant's name (with verification) or included in the rent. If the utilities are turned off, the tenant must notify the INRHA immediately and will have 24 hours to make arrangements to have them reconnected.
9. The tenant must not engage in, nor be convicted of any of the following during participation or 3 years prior to admission to the Section 8 program:
- ✓ Drug related criminal activity, which means, drug trafficking, illegal manufacture, sale, distribution, use of an illegal drug, possession of an illegal drug with intent to manufacture, sell or distribute. (Drug is defined as a controlled substance per section 102 of the Controlled Substances Act 21 USC 802).
 - ✓ Violent criminal activity which means 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.
 - ✓ Abuse of alcohol that would interfere with the health, safety, or right of peaceful enjoyment for others of the premises.
 - ✓ Violate the terms of the voucher.
 - ✓ Commit bribery, fraud or any corrupt or criminal act regarding any Federal assistance program.
 - ✓ ANY FELONY CONVICTION.
- If the tenant has been convicted of the above during participation of the Section 8 program, they will be banned for 3 years from the time of the conviction.

EXCEPTIONS:

- ✓ If the tenant obtains a certificate of completion from a certified program they may be allowed to remain on the program.
 - ✓ If the tenant has a registration requirement of the sexual offender registry and/or have been convicted of the sale or manufacture of Methamphetamines, they will be BANNED FOR LIFE from the Section 8 programs.
10. Any complaints received by landlords/owners or managers will be noted in the tenant's file and passed on to prospective landlords upon request.

THESE POLICIES HAVE BEEN EXPLAINED TO ME AND I UNDERSTAND THAT I WILL BE HELD ACCOUNTABLE FOR EACH OF THEM. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN TERMINATION OF MY SECTION 8 RENTAL ASSISTANCE. I ALSO UNDERSTAND THAT MY ACTION OR MY FAILURE TO ACT ON THESE ITEMS LISTED ABOVE WILL RESULT IN A 3 YEAR BAN FROM THE PROGRAM AND/OR REPAYMENT IF OVERPAYMENT OF ASSISTANCE WAS MADE.

Date

Other Adult

Date