

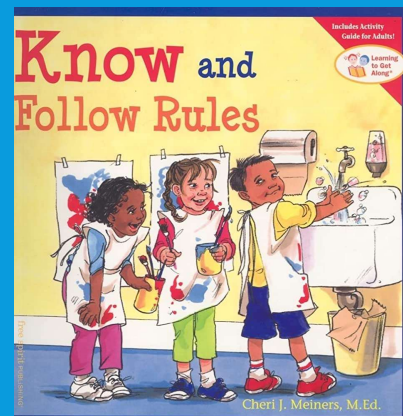
CITY OF TORRANCE

Section 8 Briefing

FAMILY OBLIGATIONS

DO

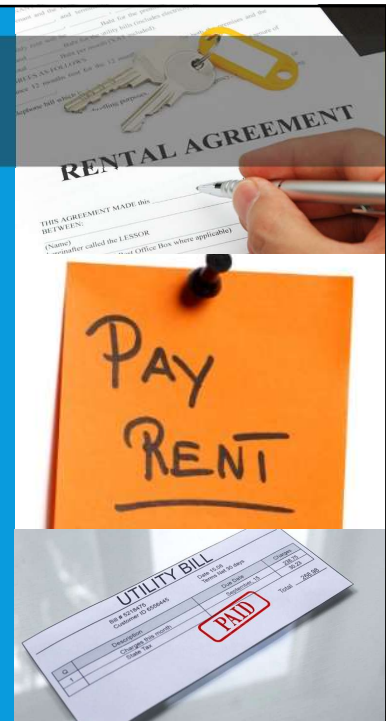
- Report all changes in income, household composition, full-time student status within 10 days
- Comply with your annual recertification
- Allow the landlord and the PHA to inspect the unit
- Notify the landlord and the PHA in writing before moving from the unit
- The unit must be the family's only residence.
- Promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child.
- Request written approval to add any other family member



FAMILY OBLIGATIONS

DO

- Promptly notify the PHA in writing if any family member no longer lives in the unit.
- Comply with the lease.
- Maintain unit in decent condition.
- Pay tenant share of rent.
- Pay gas, electric, water or any other utility bill for which you are responsible.
- Provide and keep in repair any appliances such as a stove or refrigerator.



FAMILY OBLIGATIONS

DO NOT

- Engage in threatening, abusive, or violent behavior toward the landlord or Public Housing Authority (PHA) personnel.
- Participate in illegal drug or violent criminal activity.
- Commit any serious or repeated violation of the lease.
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- Sublease or sublet the unit or assign the lease or transfer the unit.



FAMILY OBLIGATIONS

DO NOT

- Receive double housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
- Damage the unit or premises
- 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.
- **Make unauthorized side payments.** Any amount paid to the owner by the participant other than the amount authorized by the Housing Office on the approved lease is considered an illegal side payment and is cause for you to lose your Housing Assistance.



APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...
IS FRAUD WORTH IT?**

Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

The City of Torrance is obligated to investigate any reports of program abuse or fraud, and will take appropriate steps including termination of assistance, fraud repayment and prosecution as determined necessary.

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:



HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410



APPLYING FOR HUD HOUSING ASSISTANCE?

THINK ABOUT THIS... IS FRAUD WORTH IT?



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



What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?
The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?
HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers, and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?
Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. **Remember, you may receive rental assistance at only ONE home!**

EIV will also alert PHAs if you owe an outstanding debt to any PHA in any state or U.S. territory and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that you 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 dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

What is my consent required in order for information to be obtained about me?

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-9885 (Housing 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 verify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

OMB No. 2577-0266 Expires 04/30/2023

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 reviewing instructions, searching existing data sources, gathering the data, reviewing the information to be collected, reviewing the collection of information, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0182-0002), Washington, DC 20543-0002. The information on this form is required to be provided to the public housing agency (PHA) in order 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 04/30/2023.

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 982)
- 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) under Section 8 and other programs 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 program 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 administer 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 it and your rights. PHAs are required to provide this notice to all applicants and program participants required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this notice.

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

The following adverse information is collected once your participation in the housing program has terminated (voluntarily or involuntarily) from out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord up to \$100,000 and explain (i.e. unpaid rent, retroactive rent due to unreported income and/or change in family composition such as divorce, utility charges, etc.) and
2. Whether or not you have defaulted on a repayment agreement for the amount that you owe it.
3. Whether or not you have defaulted on a repayment agreement, and
4. Whether or not the PHA has been notified of a judgment against you, and
5. Whether or not you have filed for bankruptcy, and
6. The negative reasons for your exit of participation or any negative status (i.e., abandonment, violations, criminal activity, etc.) as of the end of participation date.

06/2013

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

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 1976, as amended (5 USC 552a) and HUD regulations pertaining to the implementation of the Federal Privacy Act of 1976 (24 CFR Part 101), you have the following rights:

1. To have access to your information maintained by HUD, subject to 24 CFR Part 101.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained in EIV.
3. To have income information in your record corrected upon written request.
4. To file a request for an initial adverse determination or correction or amendment of record against written request.
5. To have your record disclosed to a third party upon request 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 the PHA who has reported this information about you. The PHA's name, address and telephone numbers are listed on the Debt Owed and Termination Report. You may also contact the HUD Office of Public and Indian Housing, HUD's record retention policies at 24 CFR Part 101 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 a dispute will result in the removal of your debt owed or termination information from HUD's EIV system. However, you have included this debt in your bankruptcy filing and/or the debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy information, when you provide the PHA with documentation of your bankruptcy status.

The PHA will update or delete the record if the PHA determines that the disputed information is correct. If the PHA will update or delete the record, it is the PHA's responsibility 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: **Torrance Housing Authority**
City of Torrance Housing Authority
3031 Torrance Blvd
Torrance, CA 90505

I hereby acknowledge that the PHA provided me with the Debt Owed to PHA & Termination Report.

Signature	Date
Printed Name	

Form HUD-12375

PHA POLICIES-PORTABILITY REQUEST

Portability is the transfer process that enables Housing Choice Voucher holders to relocate and select housing anywhere in the United States. The Torrance Housing Authority works with other housing authorities in the portability process.

How Portability Works

What is Portability?
"Portability" is the Housing Choice Voucher (HCV) program that allows you to use your voucher to rent a unit in another PHA within the United States. The PHA you move to must have a waiting list for the program and accept vouchers from the agency that will administer your assistance or the PHA you are currently receiving assistance from.

What Happens Next?

1. You must notify the initial PHA that you want to move to another PHA.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine if you meet the income and asset requirements and if you are a current tenant or owner-occupant of a unit in the program.
3. If eligible to move, the initial PHA will send you a portability request form to the receiving PHA.
4. If you are currently a tenant, you must pay your initial month's rent to the receiving PHA within the one-year period.

Continuing the Receiving PHA

1. Your case manager will visit you at the receiving PHA and will review the receiving PHA's rules and regulations. You will need to complete the receiving PHA's application and pay your first month's rent to the receiving PHA.
2. If there is more than one PHA that administers the HCV program when you wish to move, you will need to select the PHA you wish to move to. The receiving PHA will determine if you are eligible to move. If you are not, you may request that the initial PHA select the receiving PHA.
3. If you are a tenant, you must pay your first month's rent to the receiving PHA. If you are an owner-occupant, you must pay your first month's rent to the receiving PHA. You may also pay your first month's rent to the initial PHA and have it credited to your account with the receiving PHA.

How Portability Works

Before Filing, Things You Should Know

Ready to Move? The receiving PHA may have different rules and regulations than the initial PHA. You must pay your first month's rent to the receiving PHA. You may also pay your first month's rent to the initial PHA and have it credited to your account with the receiving PHA.

Receiving PHA The receiving PHA may have different rules and regulations than the initial PHA. You must pay your first month's rent to the receiving PHA. You may also pay your first month's rent to the initial PHA and have it credited to your account with the receiving PHA.

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PHA POLICIES

Voucher Term

- The initial term of the voucher is **60** days.
- Applicant may request a voucher extension on or before the expiration date written on the voucher. The applicant will be required to provide proof of effort.
- It will be necessary to come to the Housing Office to have the extension date noted on the family's copy of the voucher
- Extensions are granted in 30-day increments.
- Failure to provide proof of effort may result in the denial of an extension.
- A maximum of two extensions can be given, for a total of **120** days.
- If no unit is found at the end of that time, the voucher will expire.



Documents in Foreign Languages

HUD has recently provided translations of the Housing Choice Voucher, Housing Assistance Contract, Tenancy Addendum and Request for Tenancy Approval in several languages, including:

Arabic	Cambodian	Chinese	Creole
French	Hmong	Korean	Russian
Spanish	Vietnamese		

If you would like a translation of any of these documents, please let us know.

REMOVAL FROM WAITING LIST- INFORMAL REVIEW



Only applicable to applicants

Any applicant who is determined ineligible or whose application is cancelled or denied for any reason will be notified in writing and will be given 10 days to submit a written request for an informal review.

Voucher expiration is not eligible for an informal review.

NO WRITTEN RESPONSE:

- If no written response is received within 10 days, the case is closed and applicant is removed from the waiting list.

WRITTEN RESPONSE:

- If an informal review is requested, a time and day for the hearing is set to provide the applicant with the opportunity to respond and present any information relevant to the case.
- Applicant shall meet with Torrance staff.

TERMINATION OF ASSISTANCE- INFORMAL HEARING



- Notice will be sent stating the reason for termination and effective date.
- Notice will indicate that the tenant has 10 days to submit a written statement to request an informal hearing.

The hearing officer will not be associated with the Housing Authority and will make an independent decision on whether or not to uphold the termination.

- Voucher expiration is not eligible for an informal hearing.

NO WRITTEN RESPONSE:

- If no written response is received within 10 days, the case is closed and tenant is terminated.

WRITTEN RESPONSE:

- If a hearing is requested, a time and day for the hearing is set to provide the tenant with the opportunity to respond and present any information relevant to the case.
- Family may retain counsel or legal representation at their own expense, if desired.

TOTAL TENANT PAYMENT (TTP)

The maximum amount that an eligible family may contribute toward the monthly rent and utility costs. The TTP is based on 30% of the family's adjusted monthly income.

PAYMENT STANDARDS

The Payment Standard is the maximum amount of assistance a family can receive and is based on the region's fair market rent and funding from HUD. This is not the maximum rent that can be charges by an owner.

Housing Choice Voucher (HCV)
Emergency Housing Voucher (EHV)
Veterans Affairs Supportive Housing (VASH)

Effective April 2, 2023

Bedroom Size	0	1	2	3	4	5
Payment Standards	\$1,840	\$2,096	\$2,666	\$3,465	\$3,804	\$4,374

Example:

John Doe receives \$221 in GR

Monthly Income: \$221

Annual Income: $\$221 \times 12 = \$2,652$

TTP= Adjusted Monthly Income
X 30%

TTP= $\$221 \times 30\%$
= \$66

John Doe is eligible for a zero (0) bedroom voucher

Payment Standard: \$1,840

UTILITY ALLOWANCE (UA)

The PHA has established an utility allowance schedule with a fixed amount based on average costs for the number of bedrooms in the unit. Your actual utility costs may be more or less than your paid utilities.

SINGLE FAMILY RESIDENCES							MULTI-FAMILY UNITS					
ELECTRIC							ELECTRIC					
	0 b/r	1 b/r	2 b/r	3 b/r	4 b/r	5 b/r		0 b/r	1 b/r	2 b/r	3 b/r	4 b/r
Heating	23	32	43	55	74	86	Heating	17	24	32	40	53
Air Conditioning	15	21	28	35	47	55	Air Conditioning	12	16	21	26	35
Cooking	9	13	16	20	25	29	Cooking	9	13	16	20	25
Other Electric (Basic Lighting, Refrigeration, etc.)	30	36	44	53	61	72	Other Electric (Basic Lighting, Refrigeration, etc.)	30	36	44	53	61
Water Heating	18	25	32	39	49	56	Water Heating	18	25	32	39	49
GAS							GAS					
Heating	14	20	26	34	45	54	Heating	11	15	19	24	32
Cooking	6	8	11	13	17	19	Cooking	6	8	11	13	17
Water Heating	10	14	18	22	31	37	Water Heating	10	14	18	22	31
WATER AND TRASH							WATER AND TRASH					
Basic Monthly Water	26	34	42	59	76	92	Basic Monthly Water	70	78	86	103	119
Trash Removal	37	37	37	37	37	37	Trash Removal	37	37	37	37	37
APPLIANCES							APPLIANCES					
Range	7	7	7	7	7	7	Range	7	7	7	7	7
Refrigerator	8	8	8	8	8	8	Refrigerator	8	8	8	8	8
TOTAL ALLOWANCE							TOTAL ALLOWANCE					

FAMILY CONTRIBUTION

The Family contribution equals the family share of the rent plus the utility allowance. This amount cannot exceed 40% of the family's monthly adjusted income.

GROSS RENT

The Gross rent equals the rent for your unit (contract rent) plus the applicable utility allowance.

- A. If the gross rent is equal to or less than the payment standard for your voucher bedroom size, then the family contribution will equal the TTP (30% of your monthly adjusted income).
- B. If the gross rent exceeds the payment standard, then the family contribution will include any amount above the payment standard up to a maximum 40% of its monthly adjusted income.
- C. If the family contribution exceeds 40% of its monthly adjusted income then the HA cannot approve the lease.

Example:

John Doe receives \$221 in GR

Monthly Income: \$221

Annual Income: \$221x12= \$2,652

TTP= Adjusted Monthly Income
X 30%

TTP= \$221 x 30%
=\$66

40% Monthly Adjusted Income=
=\$221 X 40%
=\$88

Family Contribution=
Share of Rent +UA

Maximum Family Contribution
40%=\$88

GROSS RENT- CONTRACT RENT + UTILITY ALLOWANCE

A. If the gross rent is equal to or less than the payment standard for your voucher bedroom size, then the family contribution will equal the TTP (30% of your monthly adjusted income).

Example John Doe:

Monthly Income: \$221

TTP= Adjusted Monthly Income X 30%
 =\$221 x 30%
 =\$66

40% Monthly Adjusted Income=
 =\$221 X 40%
 =\$88

Maximum Family Contribution 40%=\$88

Payment Standard: \$1,840

UA: \$15 (Range + Refrigerator)

Enter Data		To clear all values, click here
Family Name	John Doe	
Monthly Adjusted Income	\$221.00	
Payment Standard	\$1840.00	
TTP	Estimate TTP \$66.00	
Utility Allowance	\$15.00	
Rent to Owner	\$1800.00	

Calculations	
Gross Rent (Rent to Owner + Utility Allowance)	\$1815.00
Actual Payment Standard (Lower of Payment Standard and Gross Rent)	\$1815.00
Maximum Subsidy (Actual Payment Standard - TTP)	\$1749.00
Gross Rent Less Maximum Subsidy (Gross Rent - Maximum Subsidy)	\$66.00
Gross Rent Less Contribution (Gross Rent - Gross Rent Less Maximum Subsidy)	\$1749.00
Total Voucher Subsidy (Lower of Maximum Subsidy and Gross Rent Less Contribution)	\$1749.00

Totals	
HAP to Owner (Lower of Rent to Owner and Total Voucher Subsidy)	\$1749.00
Family Rent to Owner (Rent to Owner - HAP to Owner)	\$51.00
UR to Tenant (Total Voucher Subsidy - HAP to Owner)	\$0.00
Total Family Contribution (Gross Rent Less Maximum Subsidy)	\$66.00
Percentage of Adjusted Income (Total Family Contribution ÷ Monthly Adjusted Income)	29.86%

Maximum Amounts	
Maximum Family Contribution (Monthly Adjusted Income x .40)	NA
Maximum Rent to Owner	\$1847.00

GROSS RENT- CONTRACT RENT + UTILITY ALLOWANCE

B. If the gross rent exceeds the payment standard, then the family contribution will include any amount above the payment standard up to a maximum 40% of its monthly adjusted income.

Example John Doe:

Monthly Income: \$221

TTP= Adjusted Monthly Income X 30%
 =\$221 x 30%
 =\$66

40% Monthly Adjusted Income=
 =\$221 X 40%
 =\$88

Maximum Family Contribution 40%=\$88

Payment Standard: \$1,840

UA: \$15 (Range + Refrigerator)

Enter Data		To clear all values, click here
Family Name	John Doe	
Monthly Adjusted Income	\$221.00	
Payment Standard	\$1840.00	
TTP	Estimate TTP \$66.00	
Utility Allowance	\$15.00	
Rent to Owner	\$1845.00	

Calculations	
Gross Rent (Rent to Owner + Utility Allowance)	\$1860.00
Actual Payment Standard (Lower of Payment Standard and Gross Rent)	\$1840.00
Maximum Subsidy (Actual Payment Standard - TTP)	\$1774.00
Gross Rent Less Maximum Subsidy (Gross Rent - Maximum Subsidy)	\$86.00
Gross Rent Less Contribution (Gross Rent - Gross Rent Less Maximum Subsidy)	\$1774.00
Total Voucher Subsidy (Lower of Maximum Subsidy and Gross Rent Less Contribution)	\$1774.00

Totals	
HAP to Owner (Lower of Rent to Owner and Total Voucher Subsidy)	\$1774.00
Family Rent to Owner (Rent to Owner - HAP to Owner)	\$71.00
UR to Tenant (Total Voucher Subsidy - HAP to Owner)	\$0.00
Total Family Contribution (Gross Rent Less Maximum Subsidy)	\$86.00
Percentage of Adjusted Income (Total Family Contribution ÷ Monthly Adjusted Income)	38.91%

Maximum Amounts	
Maximum Family Contribution (Monthly Adjusted Income x .40)	\$88.00
Maximum Rent to Owner	\$1847.00

GROSS RENT- CONTRACT RENT + UTILITY ALLOWANCE

C. If the family contribution exceeds 40% of its monthly adjusted income then the HA cannot approve the lease.

Example John Doe:

Monthly Income: \$221

TTP= Adjusted Monthly Income X 30%
 =\$221 X 30%
 =\$66

40% Monthly Adjusted Income=
 =\$221 X 40%
 =\$88

Maximum Family Contribution 40%=\$88

Payment Standard: \$1,840

UA: \$15 (Range + Refrigerator)

Enter Data		To clear all values, click here.
Family Name	John Doe	
Monthly Adjusted Income	\$221.00	
Payment Standard	\$1840.00	
TTP	\$66.00	Estimate TTP
Utility Allowance	\$15.00	
Rent to Owner	\$1875.00	

Calculations	
Gross Rent (Rent to Owner + Utility Allowance)	\$1890.00
Actual Payment Standard (Lower of Payment Standard and Gross Rent)	\$1840.00
Maximum Subsidy (Actual Payment Standard - TTP)	\$1774.00
Gross Rent Less Maximum Subsidy (Gross Rent - Maximum Subsidy)	\$116.00
Gross Rent Less Contribution (Gross Rent - Gross Rent Less Maximum Subsidy)	\$1774.00
Total Voucher Subsidy (Lower of Maximum Subsidy and Gross Rent Less Contribution)	\$1774.00

Totals	
HAP to Owner (Lower of Rent to Owner and Total Voucher Subsidy)	\$1774.00
Family Rent to Owner (Rent to Owner - HAP to Owner)	\$101.00
UR to Tenant (Total Voucher Subsidy - HAP to Owner)	\$0.00
Total Family Contribution (Gross Rent Less Maximum Subsidy)	\$116.00
Percentage of Adjusted Income (Total Family Contribution + Monthly Adjusted Income)	52.49%

Maximum Amounts	
Maximum Family Contribution (Monthly Adjusted Income x 40%)	\$88.00
Maximum Rent to Owner	\$1847.00

SECURITY DEPOSIT

The tenant is responsible for the full security deposit. The HA does not assist with security deposits.

Other Agencies/Organizations May Assist:

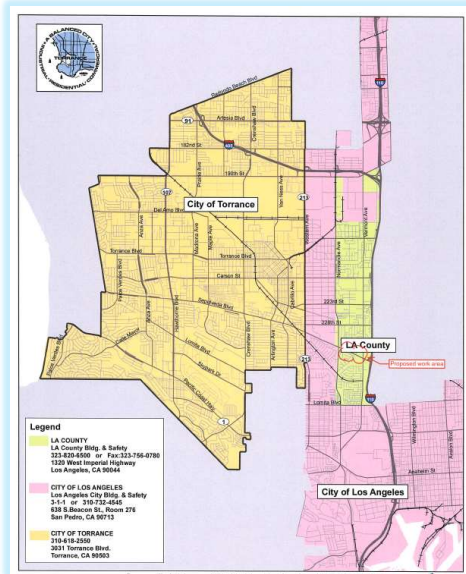
- Department of Public Social Services (DPSS)
<https://dpss.lacounty.gov/en/cash/calworks/homeless.html>
- Los Angeles Homeless Service Agency (LAHSA)
- Nonprofits
- Churches

Homeless Programs and Services for CalWORKs Families

Are you homeless or about to lose your housing? The DPSS CalWORKs Program can help. Click on the boxes for the DPSS housing programs that fit your needs. You can learn more about the DPSS housing programs by viewing the CalWORKs Homeless Programs and Services for Families Fact Sheet. If you want to apply for the programs, visit the CalWORKs office nearest you.

The services provided under the DPSS Housing

Finding Your Home



An eligible unit is one that

- Owner agrees to participate in the program
- Passes rent reasonableness test
- Passes inspection for Housing Quality Standards.

Reasonable Rent

- Rent must not exceed those rents that a landlord charges for other comparable units in the building, nor can it exceed the rents for similar units in the same neighborhood.
- Total rent paid by family cannot exceed 40% of the family's income.

Bedroom Size

- The unit size issued to a family is based on the number of people in the household.

HOUSING QUALITY STANDARDS- A GOOD PLACE TO LIVE

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture. Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

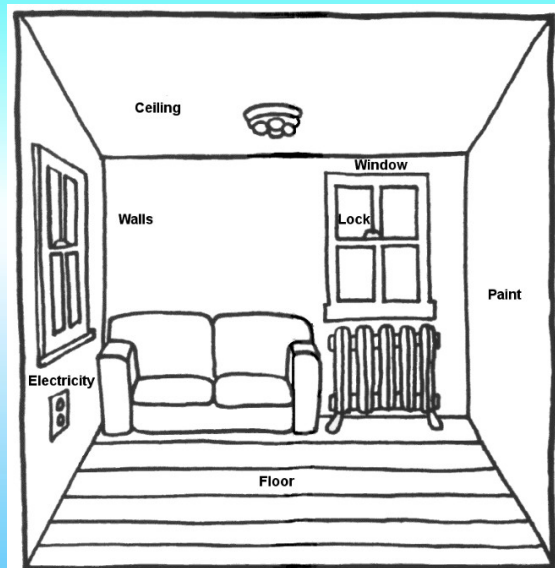
Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.



HOUSING QUALITY STANDARDS- A GOOD PLACE TO LIVE

2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture. Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

Floor

A floor that is in good condition. Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

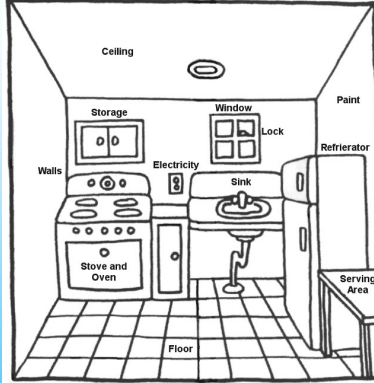
Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.



HOUSING QUALITY STANDARDS- A GOOD PLACE TO LIVE

3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

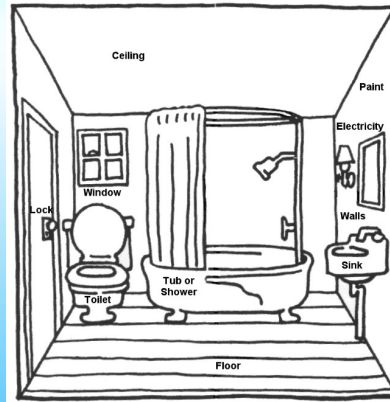
At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.



HOUSING QUALITY STANDARDS- A GOOD PLACE TO LIVE

4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

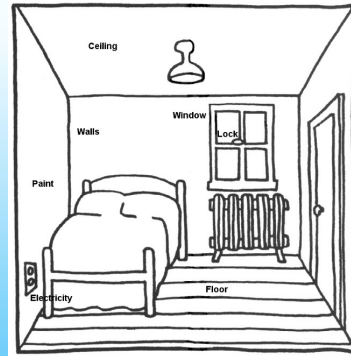
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

At least one window, which must be openable if it was designed to be opened, in every room used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.



HOUSING QUALITY STANDARDS- A GOOD PLACE TO LIVE

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

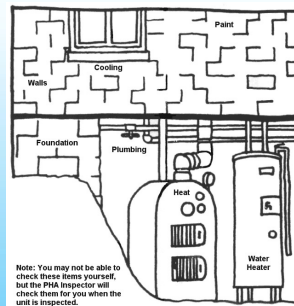
Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

Heat

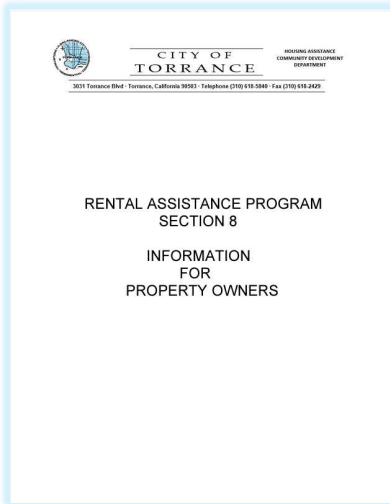
Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

INFORMATION FOR PROPERTY OWNERS



Do You Have a Vacancy?

Torrance Housing Authority is here to help!

Torrance Housing Authority administers the federally funded Housing Choice Voucher program, Emergency Homeless Voucher program and Veteran Affairs Supportive Housing (VASH) program. The programs provide rental assistance to low income residents.

Here are some of the top advantages enjoyed by rental housing providers who rent to voucher tenants:

- On-Time, Convenient Payments
- Free Marketing
- Competitive Rents
- Protection from Tenant Financial Losses
- Incentive for Tenant Lease Compliance
- Safeguard Against Lost Rent During Eviction
- Prevention of Overcrowding
- Owner Maintains Control
- Other benefits

Contact Us
For more information, please call us at (310) 618-5840

PRIVATE LANDLORDS/OWNER

- Owners have a right to conduct:
 - Screening Application
 - Credit Check
 - Income Verification
 - Reference Check
- You must comply with the owner's application screening process. The PHA cannot assist if you do not meet their application standards.



Violence Against Women Act (VAWA)

The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. Per VAWA, the perpetrator of violence cannot reside in the assisted unit.

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, City of Torrance must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact City of Torrance Housing information line at 310-618-5840

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). You may go to their website www.thehotline.org.

For 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>.

For help regarding sexual assault, you may contact the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Fair Housing Act

The Fair Housing Act prohibits discrimination in housing because of race or color, national origin, religion, gender, gender identity, familial status (including children under the age of 18 with parents or legal custodians; pregnant women and people securing custody of children under 18), and disability.

Are You a Victim of Housing Discrimination?

Fair Housing is Your Right!



"YES, SECTION 8!" RENTAL ASSISTANCE AND HOUSING VOUCHERS ARE NOW PROTECTED FROM DISCRIMINATION! BEGINNING JANUARY 1, 2020, LANDLORDS AND HOUSING PROVIDERS CANNOT TURN YOU AWAY BECAUSE YOU ARE RECEIVING RENTAL ASSISTANCE OR A VOUCHER!

If you think you have been a victim of housing discrimination based on a protected class including source of income, file a complaint.

TO FILE A COMPLAINT
 Department of Fair Employment and Housing
 dfeh.ca.gov
 Toll Free: 800.884.1684
 TTY: 800.700.2320

1. This includes housing assistance from any federal, state, or local housing benefit or subsidy program, or any financial aid that provides rental assistance, security deposit assistance, or a housing subsidy. Additional forms of housing subsidies may include HUD's Homelessness Prevention and Rapid Re-Housing Program, HUD's Housing Opportunities with Supportive Services, and other.

6 THINGS YOU NEED TO KNOW

1. Landlords and housing providers cannot advertise or state a preference for tenants with certain sources of income. For example, "No section 8; there is a wait list for people with vouchers or programs."
2. Landlords and housing providers cannot refuse an application from you, charge a higher deposit or rent, or treat you differently in any other way based on the use of a section 8 voucher or other housing subsidy.
3. Your landlord cannot refuse or delay making repairs to your home (apartment or residence) because you pay rent with a form of public or housing assistance.
4. Landlords and housing providers cannot refuse to enter into or renew a lease because you use a section 8 housing voucher or other housing subsidy. For example, "I'm not taking section 8 for your unit. You need to move."
5. Landlords and housing providers cannot interrupt or terminate any tenancy because you are using or plan to use a section 8 voucher or other housing subsidy.
6. If you are using rental assistance or a section 8 voucher, the housing provider is only allowed to consider your portion of the rent when deciding to rent to you. If a landlord or housing provider uses a financial or income standard that is not solely based on the portion of rent to be paid by you, then the housing provider has committed an unlawful discriminatory housing practice.

You have the right to be free from harassing, discriminatory, or threatening behavior or comments that are made based on your source of income, including from other tenants.


DFEH-8089-ENG / February 2020

CITY OF TORRANCE WEBSITE

<https://www.torranceca.gov/our-city/community-development/senior-housing/section-8-rental-assistance-program>



BRIEFING ACKNOWLEDGEMENT FORM

 **CITY OF TORRANCE** HOUSING ASSISTANCE
COMMUNITY DEVELOPMENT DEPARTMENT

2031 Torrance Blvd - Torrance, California 90503 - Telephone (310) 618-5840 - Fax (310) 618-2423

Briefing Attendance Certification

I, _____ certify that I attended a briefing from the City of Torrance Housing Authority at which time I received copies of the below documents. I understand my obligations and responsibilities as a participant on the City of Torrance Housing Choice Voucher program.

- Briefing Summary
- Program Abuse/Fraud
- Family Obligations
- Total Tenant Payment (TTP)/Payment Standards
- Utility Allowance Schedule
- Proof of Effort
- Finding your Home
- Housing Quality Standards
- Information Sheet for Owners/Managers
- Policies of the HA
- List of Local Housing Authorities
- Request for Tenancy Approval
- City of Torrance Map
- Local Based Point Form
- Fair Housing
- A Good Place To Live
- Fraud Notice
- Portability Information
- Violence Against Women Act
- What You Should Know About EIV

PRINT NAME _____

SIGNATURE _____

DATE _____

