



Project Based Voucher (PBV) Information Sheet For Owners and Property Managers

- 1. How to apply for PBV assistance:** An applicant can apply by submitting a Housing Choice Voucher (HCV) application to New Hampshire Housing. A separate sheet is attached to the application informing the applicant of the different PBV properties. The applicant will use that form if interested in the PBV program. The applicant's name will be entered on the HCV and PBV waiting list. The application is available at: http://www.nhhfa.org/rent_assist.cfm.
- 2. Waiting List procedure:** New Hampshire Housing will fax or e-mail a copy of the top 50 applicants from the PBV waiting list to the owner on the 1st day of each month. This will allow the owner to manage the lease up process. The waiting list will contain the applicant's name, address and telephone number. The owner will notify the applicants (in writing or by telephone) in order of the application date. The intent is to allow the owner to have a few clients "ready" for lease up and avoid unnecessary vacancy loss. The owner will contact the applicant and have the applicant complete the owner's application and screening process. The owner will manage the lease up process on a "first come-first served" basis. If the applicant meets the owner's criteria, the owner can begin the Housing Choice Voucher verification process at any time (verification forms are valid for 60 days). Once a unit becomes vacant, the owner will begin the voucher issuance process with the Rental Assistance Manager.
- 3. Updating the waiting list:** If the owner determines that an applicant is no longer interested in the PBV property or fails to meet the owner's screening criteria, the owner shall notify New Hampshire Housing and include the reason next to the applicant's name (failed screening or no longer interested) to keep our records updated. The owner can fax or email a copy of the updates to: Mary Dilworth 603-310-9250, mdilworth@nhhfa.org.
- 4. Tenant eligibility:** The applicant must be eligible to receive assistance under the HCV program and must meet all eligibility requirements. To expedite the process, the owner will obtain the required forms and third party verifications, including but not limited to, social security card verification, HUD release, citizenship verification, copies of birth certificates for all household members, and HCV application dated within the last 60 days. Third party verification of all assets, income, and expenses is also required. Forms will be provided to the owners at their request. If an owner is not able to obtain the above listed forms, the application may be mailed to New Hampshire Housing for processing. The eligibility process may take 2-6 weeks. (See eligibility checklist).
- 5. Time Frame:** New Hampshire Housing should be able to approve eligibility within 5 working days provided the owner supplies the required documentation and verifications. This process could take 1-2 weeks to approve eligibility.

- 6. Criminal Records Report:** New Hampshire Housing requires a criminal records report for all family members 18 years and older. Tenant eligibility cannot be completed until this process is completed. When New Hampshire Housing receives the eligibility packet from the owner, we will request that the applicant sign a release authorization form to obtain the criminal record from the Division of State Police. However, to speed up the process, if the PBV owner has obtained a criminal records report as part of their screening process, the owner can request that the applicant mail a copy to the Rental Assistance Manager (RAM) or complete the Owner's Certification. The report must be no more than 60 days old. New Hampshire Housing will only accept criminal reports directly from the applicant as the owner should not be sharing this information with another agency (even with a release from the applicant).
- 7. Lease & HAP Contract:** The owner will use his or her own lease. A HUD Tenancy Addendum will be attached to the owner's lease. The HAP contract will be completed by New Hampshire Housing.
- 8. HQS Inspections:** Each PBV unit must meet the HUD Housing Quality Standard. New Hampshire Housing will inspect each unit prior to initial occupancy. Bi-annual HQS inspections will be completed on 20% of the units within a project.
- 9. Submission of Vacancy Claims:** New Hampshire Housing will pay a vacancy payment to the owner for a vacancy period of up to 60 days from the commencement of the vacancy. Vacancy payment may only be made if the owner gives New Hampshire Housing prompt notice of the vacancy, the vacancy is not the fault of the owner, and the owner has taken every reasonable action to minimize the likelihood and length of the vacancy. The unit must be in good repair and meet HQS. An owner may be asked to justify the claim if New Hampshire Housing determines that the owner did not follow the waiting list procedures. Vacancy claims should be submitted within 6 months of when the unit became vacant. See attached vacancy claim form.
- 10. Rent adjustments:** The owner can request an increase in the rent at the annual anniversary of the HAP contract. Rent increases shall be submitted in writing to the Rental Assistance Manager 60 days in advance of the requested increase. At all times during the term of the HAP contract the rent for a PBV unit may not exceed the reasonable rent as determined by New Hampshire Housing. Gross rents are adjusted in accordance with HUD regulation 24 CFR 983.301.
- 11. Family right to move:** The family may terminate the lease at any time after the first year of occupancy. The family must give the owner and New Hampshire Housing advance written notice of intent to vacate in accordance with the lease. New Hampshire Housing will issue the family a Housing Choice Voucher to look for a new unit provided that subsidy is available. If subsidy is unavailable the family will be given a preference for the next available voucher. A voucher will not be issued unless the one-year initial lease term is completed. Communication with the Rental Assistance Manager is essential throughout this process.
- 12. VAWA - Emergency Transfer Plan:** available on NHHFA website.

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