

NOTES:

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THE NORTH CENTRAL
FLORIDA REGIONAL
HOUSING AUTHORITY

SECTION 8 PROGRAM

THE NORTH CENTRAL
FLORIDA REGIONAL
HOUSING AUTHORITY

P.O. BOX 38

BRONSON, FL 32621

352.486.5420 EXT 2



WELCOME! The Board of Commissioners and the Staff of The North Central Florida Regional Housing Authority would like to welcome you to our Section 8 Program.

Your name finally reached the top of the waiting list and you now have a Section 8 Voucher to take out into the private rental market and search for a unit. Your voucher paperwork will state the unit size you should be looking for, a maximum rent amount and an expiration date. NCFRHA will issue extensions according to its policies—please note that clients must document unit search efforts and request in writing an extension prior to the expiration of their voucher.

You should receive a list of current and former landlords who have had experience with the Section 8 program. The list is a good place to start your search for a clean, safe and decent unit. You can also use the local newspaper, real estate offices and the best sources are usually friends or people you have met at schools, work, church. In your quest to find a suitable unit you should consider whether you want to live in town or out of town, whether you want an apartment, house or

mobile home. Will it be close to school, work or the stores? What were the previous utilities? Is pest control, lawn service, garbage pickup or any other extras included in the rent?

Once you locate a unit, you have the landlord sign your Request for Tenancy Approval and return it back to the NCFRHA. The Section 8 Inspector will arrange with the landlord an inspection of the unit to make sure that it passes Housing Quality Standards for being clean, safe and decent. When the unit passes inspection, your rent will be calculated using a rent reasonableness check of other like units in same area. The rent the landlord is asking must be fair and reasonable for the type and location of the unit.

The next step is setting an appointment with the NCFRHA, the landlord and the tenant to sign the Housing Assistance Payment Contract and for the landlord and tenant to sign their lease. From that day forward the NCFRHA will pay a portion of the tenants rent as long as they are in full compliance with program requirements. The initial lease must be for a period of one year. During that time, you are required to report any and all family size changes and income changes to the NCFRHA within 10 days. You will be re-certified at least once

during the year and your unit will be inspected at least once a year.

What is Portability? Portability is the opportunity to take their voucher to another housing authority. This feature was created to give low income persons the ability to move with their rental assistance to other areas in search for better income opportunities. There are certain requirements to using the portability feature of the voucher and failure to follow the guidelines will cancel the voucher. The NCFRHA requires you fulfill a one-year lease under NCFRHA. Make an appointment to see your Section 8 Administrator and gather the following items:

*Portability Request Form

*you must provide us a copy of your written 30-day notice to vacate to your landlord

*get a signed statement that at the current time you owe no money for any rent or repairs. Your information will be reviewed and if eligible your paperwork will be sent to the Housing Authority you are wanting to port to.

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