

CHANGE OF CIRCUMSTANCES

The Housing Assistance Program operated under the Metropolitan Development Agency requires all families to give complete and accurate information in regard to their family composition and income.

I do understand that when I receive assistance under the Section 8 Program, that I will report any change in my family composition or family income immediately to the Section 8-Rental Assistance Office.

I also understand that any changes in family composition or family income that occur after I have received a voucher but before I am leased up, must be reported to the Section 8-Rental Assistance Office.

I realize that my failure to report any change in my family composition or family income prior to lease up or after lease up could result in my family being charged retro-rent and/or being discontinued from the Section 8 Program.

Have there been any changes in your FAMILY INCOME since you last reported?

(CIRCLE ONLY ONE)

YES NO
(if YES, explain)

Have there been any changes in your FAMILY COMPOSITION since you last reported?

(CIRCLE ONLY ONE)

YES NO
(if YES, explain)

Head of Household PRINT YOUR NAME

Head of Household SIGNATURE

Date

Tennessee Law:
Any person who makes a false statement in writing knowing it is false, for the purpose of obtaining or maintaining occupancy, or for a reduction in rent or rent subsidy shall be guilty of a **MISDEMEANOR.**



Metropolitan Development and Housing Agency Rental Assistance Department

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Briefing Receipt of Materials

I _____ have received the following materials from the Metropolitan Development and Housing Agency and they have been explained to me.

- *Tenant Handbook, that includes sections on;*
 - How the Program Works
 - How long you have to find a unit and how to search for one
 - What type of units may be rented
 - What to consider when searching for a unit and Finding a Good Place to Live
 - Family obligations and responsibilities
 - HUD form Tenancy Addendum
 - Section 8 Portability
 - Summary of Informal Review and Hearing Procedures
 - Protecting Your Family from Lead in Your Home
 - What You Should Know About EIV
 - Debts Owed to Public Housing Agencies and Terminations
 - Fair Housing
 - Title VI of the Civil Rights Act of 1964
 - Reasonable Accommodation and Reasonable Modification Policy
 - Violence Against Women Act (VAWA)
 - Voucher Extension Request form
- *A Fair Housing – Equal Opportunity for All booklet;*
- *A Family Self-Sufficiency (FSS) pamphlet;*
- *Request for Tenancy Approval Form;*
- *Forms HUD-5380 and HUD-5382 - VAWA Rights and VAWA Certification*
- *Form HUD-52646 - Housing Voucher;*
- *A list of landlords that accept Section 8 Vouchers*

I have been advised of and understand the following:

- When MDHA-owned units are available for lease, the family has the right to select any eligible unit available for lease, and is not obligated to choose a MDHA-owned unit.
- That if I fail to submit a Request for Tenancy Approval by the expiration date on my voucher, I will lose my voucher and will have to re-apply for assistance.

Signature of Head of Household

Printed Name

Date Signed