

HOUSING ASSISTANCE CONTRACT EXPIRATION PROCEDURES

Owners/Agents must be aware of their Housing Assistance Payment (HAP) Contract expiration date and proper procedures must be followed as the expiration date approaches. HUD has published the Section 8 Renewal Policy Guide and this should be reviewed thoroughly for guidance to move through the renewal or opt-out process.

15 months prior to the HAP expiration date, the owner should download and review the Section 8 Renewal Policy Guide from Hudclips.org. The owner must decide which option they will use.

For owners Opting to Renew:

At least 14 months prior to the HUD expiration date, the owner must provide notice to PHFA stating that they intend to renew the contract. Attached with the notice of intent must be a copy of the notification letter that will be delivered to residents and the date chosen for a resident meeting. The letter to residents must be on the owner's letterhead and must be signed by the owner. The letter to residents *MUST BE APPROVED* by PHFA prior to distribution to residents.

At least 12 months prior to the HAP expiration date, the owner should conduct a resident meeting to explain the HAP Contract expiration process and provide tenants with written notice as to their intent to renew the Section 8 contract.

Notice must be hand delivered and/or delivered by mail. Posting on resident's door is not permitted.

At least 120 days prior to the HAP contract expiration date, the owner must submit to PHFA all required documents for the chosen option.

For owners choosing to Opt Out:

At least 14 months prior to the HUD expiration date, owner must provide a notice to PHFA stating that they intend to opt out of a new contract. Attached with the notice of intent must be a copy of the notification letter that will be delivered to residents and the date chosen for a resident meeting. The letter to residents must be on the owner's letterhead and must be signed by the owner. The letter to residents *MUST BE APPROVED* by PHFA prior to distribution to residents

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HOUSING ASSISTANCE PAYMENT CONTRACT EXPIRATION PROCEDURES

At least 12 months prior to the HAP expiration date, the owner should conduct a resident meeting to explain the HAP Contract expiration process. Owners should explain to residents their rights per the Section 8 Renewal Guide guidelines and provide tenants with written notice as to the intent to opt out of the Section 8 contract.

Notice must be hand delivered and/or delivered by mail. Posting on resident's door is not permitted.

At least 120 days prior to the HAP contract expiration date, the owner must submit to PHFA all required documents for the Opt Out Option.

SAMPLE ONE-YEAR NOTIFICATION LETTER – OWNER INTENDS TO RENEW

Date

Dear Resident:

The Department of Housing and Urban Development subsidizes the rent of your apartment through the Project-Based Section 8 program. The Section 8 contract that pays the government’s share of your apartment rent at _____ expires on _____ and Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract.

While there will be no immediate change in your rental assistance, we are required to inform you of our actions when the contract expires one year from now.

This letter is to notify you that we intend to renew the current Section 8 contract when it expires.

If Congress make funds available, which has in the past and is expected to in the future, we will renew the Section 8 contract. However, in the unlikely circumstance that we cannot renew our contract, it is our understanding that, subject to the availability of funds, HUD will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance.

If you have any questions or would like information on the Section 8 Program, the following sources may be of assistance.

Contract Administrator
Offices:

HUD Field
Offices:

PA Housing Finance
Agency

Harrisburg 717-780-3819
Pittsburgh 412-429-2842
Norristown 610-270-1999

Pittsburgh 412-644-6428

Philadelphia 215-656-0500

HUD Web

<http://hud.gov>

click on “rental help”

Sincerely,

cc: Local HUD Office
Local PHFA Office

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SAMPLE ONE-YEAR NOTIFICATION LETTER – OWNER DOES NOT INTEND TO RENEW

Dear Tenant:

(Date)

The Department of Housing and Urban Development subsidizes the rent of your apartment through the project-based Section 8 program. Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract. The Section 8 contract that pays the government's share of your apartment rent at (*name of project*) expires on (*one year from date of this letter*). Although there will be no immediate change in your rental assistance, we are required to inform you of our intended actions when the contract expires one year from now. **This letter is to notify you that we do not intend to renew the current Section 8 contract when it expires.**

Since we do not intend to renew this project-based contract upon its expiration, it is our understanding that, if Congress makes funds available (which it has in the past and is expected to in the future), the Department of Housing and Urban Development will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance. Unlike the current project-based Section 8 contract, Section 8 vouchers are issued to the tenants and allow them to choose the place they wish to rent. The Section 8 voucher program is administered by the local Public Housing Authority. Federal law allows you to elect to continue living at this property provided that the unit, the rent, and we, the Owners, meet the requirements of the Section 8 tenant-based assistance program. As an Owner, we will honor your right as a tenant to remain at the property on this basis as long as it continues to be offered as rental housing, provided that there is no cause for eviction under Federal, State or local law.

You will also have the opportunity to choose another development or single family house in which to move provided that the new landlord will accept the voucher and the owner and the unit meet Section 8 tenant-based program requirements.

Please remember that project-based Section 8 rental assistance will continue to be provided on your behalf for one year. In addition, we may agree to a renewal of the project based contract with HUD, thus avoiding contract termination altogether.

Approximately four months (120 days) before the expiration of the Section 8 contract, HUD requires that we confirm our final decision to not renew this contract. Following this confirmation, you will be contacted by the local Public Housing Authority (PHA) to determine your household's eligibility for tenant-based assistance. If you intend to apply for Section 8 tenant-based rental assistance you should not move from your current unit until you have consulted with the local PHA about your eligibility for tenant based assistance.

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Norristown 610-270-1999

HUD Field Offices:

Pittsburgh 412-644-6428
Philadelphia 215-656-0500

<http://www.hud.gov> - click on "Topic Areas" and then on "Rental Assistance."

Sincerely,

cc: Local HUD Office
Local PHFA Office

Links

Section 8 Renewal Policy Guide Book

https://www.hud.gov/program_offices/housing/mfh/mfhsec8