

MOVING TO WORK

Program Changes That Will Affect You

ROSENBERG HOUSING
AUTHORITY

QUESTIONS?
Visit [Rosenbergha.org/mtw](https://rosenbergha.org/mtw)



RE-EXAM **STARTING JANUARY 1, 2022**

Why did I not receive a re-exam appointment this year?

The RHA will stagger our re-exam schedule. Therefore, all re-exam dates will be scheduled alphabetically based on your last name:

For those who fall into the **3 Year Schedule**

Last names starting in:

A - G: Re-exam in **2022**

H - Q: Re-exam in **2023**

R - Z: Re-exam in **2024**

For those who fall into the **2 Year Schedule**

Last names starting in:

A - M: Re-exam in **2022**

N - Z: Re-exam in **2023**

If you fall into the **1 Year Schedule**, we will see you every year, starting in **2022**.

The Re-Exam Schedule Will Change as Follows:

1 Year Re-Exams

A work-able family with:
- less than or equal minimum rent
- zero income
- full time students

2 Year Re-Exams

A work-able or non-workable family with all work-able family members earning a wage.

3 Year Re-Exams

A non work-able family with 90% fixed income.

HELPFUL DEFINITIONS

Work-Able

A family where all adults over the age of 18 not elderly or disabled are working. This also applies to full-time students.

Non Work-Able

A family where the head of household or co-head of household, are over the age of 18, and you are elderly or disabled.

IMPORTANT CHANGES STARTING JAN 1, 2023

MINIMUM RENT

The minimum rent will increase from \$50 - \$75.

UTILITY REIMBURSEMENT CHECKS

Utility Reimbursement Checks will end.

INTERIM CHANGES **STARTING NOV. 1, 2022**

Definition: Changes to your family composition or income that occur between re-exams.

INTERIM DECREASES

- 1 decrease per year if it results in more than a \$10,000 drop in total income.
- No decrease will be processed within the first 6 months of being on the program.

INTERIM INCREASES

- Only report income increases under the following conditions.
- If on minimum rent or zero income

FAMILY CHANGES

Always report if there has been a change in the number of people residing in your home.

HARDSHIP POLICY

- A 2nd Interim may be processed if:
- A change in the Family Composition leads to lost income.
 - If income is lost that's irreplaceable (child support, social security)
 - If disability has led to lost income
 - If the loss is because of no fault of your own

NOTE: INTERIM CHANGES COULD RESULT IN CHANGES TO YOUR RE-EXAM SCHEDULE.

MOVING *How can I move without my re-exam?*

STARTING
JAN 1, 2022

The RHA will no longer initiate a move. This will be your responsibility as the tenant.

If your family wants to move, you must request it within 90 days of your lease expiration. It is your responsibility to tell the housing authority you want to move.

- 1 Visit the link below (or scan this QR code) > and fill out the Mutual Rescission form:
www.rosenbergha.org/resident-forms-documents
- 2 Print and submit the 1st page to your landlord if you are moving at the end of your lease.
- 3 Agree upon a move-out date with your landlord.
- 4 Landlord & Tenant sign the form and return it to the RHA.
- 5 The 2nd page of the Mutual Rescission form is only needed if you must leave before the lease expires. The landlord may require a re-letting fee.



Once you have reported that you want to move you will receive a voucher at the next scheduled moving day, which is always the last Tuesday of the month. You will be given a 60 day voucher, but the RHA will stop payment at the time agreed upon with your current landlord.

NOTE: IF YOUR FAMILY FAILS TO PROVIDE A MUTUAL RESCISSION, NO VOUCHER WILL BE ISSUED.

CHANGES TO RENT CALCULATIONS STARTING TBD

The RHA will simplify the way your rent is calculated. This change to the calculation will benefit most tenants, but in cases where it causes a rent increase, a hardship policy is available.

Let's compare the old calculation process to the new one using this example family.

EXAMPLE FAMILY: MOTHER AND 2 CHILDREN

CHILD SUPPORT	\$500/MO = \$6,000/YR
SSI	\$200/MO = \$2,400/YR
WAGES	\$200/WEEK = \$10,400/YR
TOTAL INCOME	\$18,800/YR

HARDSHIP POLICY

Rent will be calculated based on the new process. If the old way results in rent lower than the new process (where there is more than a \$50 difference) the RHA will phase in the new rent portion portion at a rate of a \$50 increase per year.

This phase-in is automatic and does not need to be requested.

For example, if your rent had been \$250 and the new way brings it up to \$500, the first year you will pay \$250 + \$50 = \$300. The 2nd year will be \$350, and so on until we reach \$500.

OLD PROCESS

ANNUAL INCOME:	\$18,800
<i>(minus Allowances, which could include childcare, medical bills, disability, etc)</i>	
CHILD #1	- \$480
CHILD #2	- \$480
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ADJUSTED INCOME	\$17840
DIVIDED BY 12 MOS =	\$1487/mo
	X 30%
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TENANT PORTION	\$446

NEW PROCESS

ANNUAL INCOME:	\$18,800
DIVIDED BY 12 MOS =	\$1567/mo
	X 27.5%
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TENANT PORTION	\$431

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STARTING JANUARY 1, 2022

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MOVING

BEGINNING WITH LEASES EXPIRING 12/31/2021

The RHA will no longer initiate a move. This will be the tenant's responsibility.

If the family wants to move, a Mutual Rescission request must be submitted within 90 days of the lease expiration. It is the tenant's responsibility to tell the housing authority they want to move.

NOTE: THE FOLLOWING ACTIONS MUST BE COMPLETED WITHIN **90 DAYS** OF THE LEASE EXPIRATION.

RENTER INITIATED

- 1 Visit the link below (or scan this QR code) > and fill out the Mutual Rescission form: www.rosenbergha.org/resident-forms-documents
- 2 Print and **submit the 1st page to your landlord** if you are moving at the end of your lease.
- 3 Agree upon a move-out date **with the landlord**.
- 4 **Landlord & Tenant sign** the form and return it to the RHA.
- 5 The 2nd page of the Mutual Rescission form is only needed if you must leave before the lease expires. The landlord may require a re-letting fee.



LANDLORD INITIATED

If a Landlord wishes to not renew a lease, a non-lease renewal must be submitted to the Rosenberg Housing Authority.

INSPECTIONS

Before an inspection will occur, an email with the following checklist will be sent to you for your validation.

- Tenant has passed eligibility.
- Tenant can move in at "Lease Up Date" if unit passes (1st or 15th immediately following the inspection)
- Tenant has paid all requested security deposits and fees
- If you are waiting to accept security deposits, an inspection will not be conducted until the security deposit is paid.
- Are there any other factors that would prevent the family from moving in? If yes, please explain to the RHA.
- Once the inspection packet is submitted, an approval letter will be sent showing the exact amount the tenant will be required to pay if moving in at the first of the month.
- Once inspection passes, the Landlord (you) must first provide the RHA the executed lease before we create the contract.

HOW TO REQUEST A RENT INCREASE

The Landlord is entitled to a rent increase once per year.

- 1 The Landlord must submit a written request for rent increase.
- 2 The request must be submitted at least 60 days before effective date of increase.
- 3 For Apartment Complexes with more than 4 units - 3 comparables from your complex must be provided of unassisted units with:
 - Lease Start Date
 - Unit Number
 - Rent Changes
- 4 For All Other Types
3 Comparables must be provided of unassisted tenant rents with the following similarities:
 - Location & Tenant Age
 - Unit Size - including number of rooms and square footage
 - Quality of original construction, maintenance and improvements.
 - Amenities, services, and utilities included in rent.

NOTE: Apartment complexes no longer need to request a rent increase for the entire complex for the year. **A rent increase may be requested at each tenant's renewal** as long as it's been a year since the increase and Step 3 is followed.

RE-EXAM

The re-exam schedule will change. Tenant's income will be evaluated and re-exams will be scheduled according to the criteria below.

1 Year Re-Exams

- A work-able family with:
- zero earned income
 - minimum hardship
 - zero income

2 Year Re-Exams

- A work-able or non-workable family earning a wage.

3 Year Re-Exams

- A non work-able family with 90% fixed income.

HELPFUL DEFINITIONS

Work-Able

A family where the head of household or co-head of household, are over the age of 18, not elderly or disabled. This also applies to full-time students.

Non Work-Able

A family where the head of household or co-head of household, are over the age of 18, and you are elderly or disabled.

INTERIM CHANGES

Definition: Changes that effect the tenant portion of rent.

- The tenant will be allowed 1 decrease (in tenant rent) per year if the decrease results in a more than 10% drop in total income.
- No decrease in the tenant's portion will be processed within the first 6 months of being on the program.

NOTE:

1) Hardship Policy

An exception to the interim policy may be granted depending upon the tenant's circumstances.

2) 60-Day Delay

There will be a 60-day delay in any approved decreases. However, the Housing Assistance Payments received will be retroactive to the effective date provided on the notification letter sent to you.