

# Bossier Parish Section 8 Housing Authority

## Applicant Briefing Information

### **Voucher [HUD Form-52646](#)**

#### **Term of Voucher and Policy on extensions**

The Voucher expires 60 days after issuance (see item #3 on Voucher) if you have not found and leased an approvable unit. Extensions will not be granted, no exceptions.

#### **Family Obligations**

Are listed beginning on page two of the voucher, make sure to familiarize your family (and guests) with their responsibilities.

#### **Grounds on which PHA may Terminate Assistance**

You may lose your housing assistance if you, or any family member or guest, violate any Family Obligation

#### **Informal Hearing Procedures**

The Public Housing Agency (PHA) will provide participants with the opportunity for an informal hearing upon receipt of written request for decisions related to any of the following:

- A. Determination of the family's annual or adjusted income;
- B. Computation of the housing assistance payment;
- C. Appropriate utility allowance used from schedule; or
- D. A determination of family unit size under PHA subsidy standards.

If the PHA finds cause to terminate assistance the family is notified in writing. The family has (10) ten days to make a written request for an informal hearing, as outlined in the letter to the family.

#### **Where the Family may Lease a Unit**

- A. The family may lease a unit anywhere in Bossier Parish (unless they are eligible for portability)
- B. The [Apartment List](#) contains the name and location of apartment complexes in Bossier Parish that accept Housing Choice Voucher families.
- C. For other individual properties, the family should access [www.lahousingsearch.org](http://www.lahousingsearch.org) or call them toll free at 1-877-428-8844. The HA encourages property owners to use this site
- D. The family may wish to contact local real estate firms to ask about rental property

The Apartment list denotes handicap accessible units when the information is provided to the PHA.

The Apartment List is available during regular business hours or on our website at [LA190.org](http://LA190.org). *The family is not required to select from any list provided by the PHA.*

#### **Portability**

A family that has not yet leased a unit under the housing choice voucher program is eligible for portability if the head of household or spouse was a resident of the PHA's jurisdiction at the time the application for assistance was submitted. A "resident," for the purpose of determining eligibility for portability, is a person who has a legal domicile in the jurisdiction. Documentation proving legal domicile will be required.

If ineligible for portability under the Federal Guidelines noted above, you must use your voucher in Bossier Parish for the first year. After that time, you may request portability to any area of the United States.

- A. The family wishing to exercise portability should contact their caseworker for assistance in locating a PHA in the area where they wish to move.
- B. A family moving in violation of their lease or program rules may not exercise portability.

## **Request for Tenancy Approval HUD Form-52517**

- A.** This form is used to tell the PHA where you want to live. You should meet with the property owner/manager to complete the Request for Tenancy Approval (RFTA) after determining that the property is affordable for your family.
- B.** Items 2 thru 12 (c), the owner information, and tenant signature must be completed prior to turning the form in to the PHA.
1. If you need assistance completing the RFTA, contact the office. A caseworker can help you.
- C.** Inspection of the property will be within 15 days of the “Date unit is available for Inspection” (box #8 on page one of the RFTA form).
1. An inspection will not be scheduled until all required documents from the family and the owner have been provided to the PHA.
- D.** The unit must meet Housing Quality Standards (HQS) within 30 calendar days of submission of the RFTA.
- E.** If the unit fails Initial inspection the Owner will receive a list of deficient items
- a. The family may wait on that unit, or if the **VOUCHER** has not expired, search for a different unit
- F.** *If you contact a property owner that has not previously conducted business with Bossier Parish Housing Authority please have him/her contact our office, or visit our website, for information on what he/she will be required to provide to the housing office.*
- G.** You may mail, fax or hand deliver the RFTA (including proposed Lease) to the Housing office. If the RFTA is received by mail or fax and is incomplete, it may be denied. If denied, it will be returned to the family at the family’s present Address as listed on page 2 of the RFTA.
- Some Reasons your RFTA may be denied:
1. Tenant does not sign form or Owner/Manager does not sign form
2. Item #3, Requested Beginning Date of Lease, more than 30 days past voucher expiration date
3. Item #8, Date unit available for inspection, more than 30 days past voucher expiration dates
4. Items 2, 4, 6, 9, or 11 are blank
5. Proposed Lease is not provided (See K below), or does not contain HUD requirements
- H.** If the issues surrounding a denied RFTA cannot be resolved within ten (10) days, and your voucher has expired, your name will be removed from the waiting list.
- I.** From the date that your RFTA is accepted and processed, you have ten (10) calendar days for everything to be completed.
- J. Rent assistance does not begin until all paperwork is complete and processed.** If you take possession of the property prior to the date that your assistance starts, you are responsible for all rental payments to the owner.

### **Lease Requirements (CFR 982.308)**

1. The Lease must specify all of the following:
- a. The names of the owner and the tenant, including the names of PHA approved family members or live-in-aide
- b. The complete address of the unit
- c. The term of the lease (initial term) and any provisions for renewal
- d. The amount of the monthly rent to owner
- e. Specification of what utilities and appliances are to be supplied by the owner and what utilities and appliances are to be provided by the family
- f. HUD Tenancy Addendum
- g. Lead Paint Disclosure for property built prior to 1978
1. Provide a copy of any lease you sign to the housing office
- K. Failure to take possession after unit passes inspection** will result in removal from waiting list and/or HCV program

### **Tenancy Addendum HUD Form-52641-A**

- A. The "Tenancy Addendum" will be attached to, and made a part of, your lease (as indicated on the RFTA and Voucher)
- B. Please review this document carefully and make it available to the prospective landlord/owner
- C. If there is a conflict between the terms of the Tenancy Addendum and the terms of the lease, the terms of the Tenancy Addendum prevail.

**Subsidy Standards**

- One bedroom will be assigned for Head of Household and spouse or partner, and one bedroom will be assigned for each addition two family members.

**Payment Standards**

Payment Standards are assigned based on the bedroom size listed on the voucher (Box 1).

Effective 10/1/2023	(0)	(1)	(2)	(3)	(4)
110% P/S	\$856	\$1,019	\$1,180	\$1,493	\$1,634

**The Payment Standard is the gross rent, contract rent plus utility allowance, that housing would pay for you if you had NO income.**

1. If the family rents a unit where the Gross Rent is less than the Payment Standard the Gross Rent becomes the Payment Standard.
2. If the family selects a unit with less bedrooms than are listed on the voucher, and the unit is not overcrowded, the voucher size is reduced to match the unit size selected by the family.
  - a. The Payment Standard is reduced accordingly
3. You may rent a larger size unit than that listed on your voucher
  - a. It must be affordable per the 40% federal law.
    1. Use the utility allowance for the lower of the voucher size you were issued or bedrooms in the unit
  - b. The voucher size is not increased

**Maximum Rent & Affordability**

To understand maximum rent and affordability, you need to know the following:

- A. Your affordable amount has to cover the GROSS RENT of the unit. The gross rent is the rent the owner charges added to the utility allowance for the unit. When we issue your paperwork, we do not know what the Gross Rent will be.
- B. The "Payment Standard" (Line 1 of worksheet) will be reduced by your Total Tenant Payment (**TTP**). The TTP is the amount that HUD expects you to pay toward the GROSS RENT. The TTP is the **Greater of** 30% Monthly Adjusted Income; 10% Monthly Unadjusted Income; or \$50.00).
  1. To determine the Maximum Subsidy subtract your TTP from the Payment Standard or Gross Rent (whichever is smaller). Whatever is left is the amount that Housing will pay for you.
  2. The TTP is the minimum amount that a family can expect to pay toward the GROSS RENT (Rent to owner and estimated cost of utilities based on the Utility Allowance)
  3. A Sample calculation is included in the briefing packet
- B. Forty percent (40%) of the family's monthly-adjusted income is added to the maximum subsidy to determine the amount available to the family for their housing costs
- C. Affordability applies at the time a family is admitted to the program (initial lease-up) or if the family moves.
- D. A Caseworker will review your income and expenses with you and show you your affordable amount on the Rent Burden Worksheet, similar to the *Worksheet for Housing Choice Voucher Program Computations*.

**E.** The "GROSS RENT" of the unit you select, regardless of bedroom size, must not exceed your affordable amount. **F.** Side payments to a landlord/owner are illegal. It is a federal offense for a family to pay or for a landlord/owner to accept side payments.

**G.** See the Utility Allowance for additional information on determining the Gross Rent.

**H.** During the term of the voucher (while you are looking for housing to rent), any and all income changes must be reported and will be used to calculate gross income.

**I.** A reduction in income will increase the amount of the maximum subsidy but will result in an overall reduction in your affordable amount. An increase in income will result in a decrease in the maximum subsidy but will result in an overall increase in your affordable amount.

**J.** Income limits apply. If your income increases, you may not be eligible to retain the voucher.

### **Rent Reasonableness**

**A.** In addition to being affordable for the family, the rent for the unit must be reasonable.

**B.** Item "12. a" on the RFTA gives a property owner an opportunity to list comparable rents for other units he/she owns. This will aid the PHA in determining Rent Reasonableness.

**C.** If the unit is not Rent Reasonable the family and/or the PHA may negotiate the rent with the landlord/owner. The landlord/owner is under no obligation to reduce the rent.

**D.** The family will be issued a new RFTA and advised to locate other, suitable housing if negotiations fail

### **Utility Allowance**

**A.** The anticipated cost for utility service/appliances that the family will provide, or pay for, while living in the unit based on the Utility Allowance for Bossier Parish. The Utility Allowance is included as a part of this briefing packet. The Utility allowance is based on your voucher size, not the unit size, unless you choose a smaller unit than the voucher size.

**B.** To determine the Utility Allowance (UA) for the unit you have selected:

1. Choose the column that matches the number of bedrooms for your voucher size.

2. Determine Heating Fuel type (Gas/Electric) and mark appropriate item if you will be paying that bill. Do not mark if the landlord/owner pays that bill.

3. Determine Cooking Fuel type (Gas/Electric) and mark appropriate item if you will be paying that bill. Do not mark if the landlord/owner pays that bill.

4. Determine Water Heating type (Gas/Electric) and mark appropriate item if you will be paying that bill. Do not mark if the landlord/owner pays that bill.

5. If you will be paying the electric bill, mark Other Electric.

6. Mark Water, Sewer, and Trash if you will be paying these bills. Do not mark if the landlord/owner pays these bills.

7. If the unit comes with Air Conditioning or if you will be providing an air conditioner, mark the air conditioning allowance. Do not mark if the landlord/owner pays the bill or if there will be no air conditioner for the unit.

8. Mark the amount for the appliance (stove, refrigerator or both) that you have to provide. Do not mark if the landlord/owner provides the appliances.

**C.** Add the marked figures together. This is the utility allowance for the unit you have selected. Write this number on LINE 5 on your worksheet. Write the rent amount charged for the unit on LINE 4 on your worksheet. Add LINE 4 to LINE 5. This is the GROSS RENT for the unit you have selected. If this amount exceeds your affordable amount, you may not rent the unit.

1. You may negotiate the rent with the landlord/owner. The landlord/owner is under no obligation to reduce the rent. Side payments are not allowed. Your income will not be adjusted except for those items listed at item H under Maximum rent and affordability.

### **HUD Brochure: A Good Place to Live**

**A.** Describes what the Housing Inspector will be checking for when the unit is inspected.

Read this booklet before you begin your housing search. It will improve your chances of locating housing that can be approved by the PHA.

**HUD Brochure: Protect your Family from Lead in your Home.**

- A. Explains how to protect your family, especially children under the age of 6, from the dangers of Lead Based Paint in housing built prior to 1978.
- B. If you have a child in your home under the age of six (6), are pregnant or anticipate becoming pregnant it is in your best interest to locate housing built after 1978 to reduce the risk of lead paint poisoning. The Apartment List shows the year built. *The family is not required to select from any list provided by the PHA.*

**HUD Brochure: Fair Housing, Equal Opportunity for All**

- A. Describes types of discrimination and procedures for filing a discrimination complaint.
- B. Housing Discrimination Complaint form (HUD -903-1) is available during regular business hours. A Staff member will assist you in completing the form, if needed.
- C. If you feel that a landlord/owner, who does business with our office, has discriminated against you please advise our office promptly.

**Additional Housing Sources**

**On the web:** Zillow.com; trulia.com; & homes.com to name a few

**Local Publications**

Bossier Press-Tribune - free online at [www.bossierpress.com](http://www.bossierpress.com)

**Reporting changes in your household**

- A. Changes must be reported within **TEN (10) days** of the change
  - 1. Applies to income changes
  - 2. Applies to changes in household composition
  - 3. Applies to changes in deductions (childcare, medical expenses, etc.)
  - 4. Proof of citizenship and verification of Social Security number are required to add any person to the household. You must promptly notify the PHA of a birth, adoption, or court-awarded custody
  - 5. Written approval must be obtained prior to adding any other family member
- B. PLEASE make sure the housing office has an emergency contact number for you

**Reporting on Previous Assistance, Electronic Income Tracking, Fraud**

**A.** PHA's are required to submit, electronically via the internet, information on every assisted family. If you have received assistance at any other PHA, you, and your family members will show up in this database. Reporting through this system gives us access to locate information on your family such as:

- 1. Whether you have been on housing before, if so, when and where
- 2. Social Security/SSI income information
- 3. State wage information
- 4. New Hire database

**B.** HUD compares the information that we send them to Social Security Administration (SSA) records and Internal Revenue Service (IRS) records. When discrepancies are found, you and/or the PHA (depending on the type of discrepancy) are notified so that the matter can be resolved. Some types of discrepancies that have been found include:

- 1. Children claimed to be in assisted household reported on an unassisted taxpayer 1040
- 2. Child care claimed for deduction at housing office not claimed on 1040
- 3. SS/SSI for dependent child not reported to housing
- 4. Persons in household that were not reported to the PHA

It is imperative that you accurately and promptly report changes in your household composition or income.

**C.** The Office of Inspector General (OIG) investigates and prosecutes, under federal law, all cases of fraud where the amount owed to the PHA is \$2,000.00 or greater. Penalties include:

1. Fines up to \$10,000.00
2. Imprisonment
3. Prohibited from receiving future assistance

**D.** This office actively pursues **all** fraud cases.

1. Repayment of debt owed is required or housing assistance terminates
2. Criminal Prosecution: If the PHA has established criminal intent, and the case meets the criteria for prosecution, the PHA will refer the case to the local State or District Attorney, notify HUD's RIGI, and terminate rental assistance.

***To Contact our office***

The website for Bossier Parish Housing Authority is [www.la190.org](http://www.la190.org)

Office Hours are 8:00 A.M. until Noon and 1:00 P.M. until 4:00 P.M. Monday–Friday excluding holidays listed on the Bossier Parish Section 8 Housing Authority website at [www.la190.org](http://www.la190.org)

Clients are seen by appointment.

Telephone Number: 318-747-7823

Fax Number: 318-747-3370

Mailing Address: 3022 Old Minden Rd, Ste. 206, Bossier City, LA 71112-2454



# APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...  
IS FRAUD WORTH IT?**

## Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to \$10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

## Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

## So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

**(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

## Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

## Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

## Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to [Hotline@hudoig.gov](mailto:Hotline@hudoig.gov). You can write the Hotline at:



HUD OIG Hotline, GFI  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410





## **Bossier Parish Section 8 Housing**

### **Notice of Occupancy Rights under the Violence Against Women Act**

#### **To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **Bossier Parish Section 8 Housing Authority** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

#### **Protections for Applicants**

If you otherwise qualify for assistance under **Bossier Parish Section 8 Housing Authority**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

#### **Protections for Tenants**

If you are receiving assistance under **Bossier Parish Section 8 Housing Authority**, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **Bossier Parish Section 8 Housing Authority** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

#### **Removing the Abuser or Perpetrator from the Household**

**HP** may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

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[1] The notice uses HP for housing provider but the housing provider should insert its name where HP is used. HUD's program-specific regulations identify the individual or entity responsible for providing the notice of occupancy rights.

[2] Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

[3] Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

### **Moving to Another Unit**

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

**(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

**(2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

**(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- \* A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- \* A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- \* A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- \* Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

## **Confidentiality**

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP’s duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

## **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

### **Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with the **HUD New Orleans field office.**

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact the **Bossier Parish Section 8 Housing Authority.**

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact the **Family Justice Center, 1513 Doctor's Dr, Bldg 1, Bossier City, LA 71111, Phone (318) 584-7171.**

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **Bossier City Police Department at (318) 741-8611 or the Bossier Parish Sheriff's Office at (318) 965-2203.**

Victims of stalking seeking help may contact **Bossier City Police Department at (318) 741-8611 or the Bossier Parish Sheriff's Office at (318) 965-2203.**

**Attachment:** Certification form HUD-5382

**CERTIFICATION OF  
DOMESTIC VIOLENCE,  
DATING VIOLENCE,  
SEXUAL ASSAULT, OR STALKING,  
AND ALTERNATE DOCUMENTATION**

**U.S. Department of Housing  
and Urban Development**

OMB Approval No. 2577-0286  
Exp. 06/30/2017

**Purpose of Form:** The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

**Use of This Optional Form:** If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking. In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

**Submission of Documentation:** The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

**Confidentiality:** All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

**TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE,  
DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING**

- 1. Date the written request is received by victim: \_\_\_\_\_
- 2. Name of victim: \_\_\_\_\_
- 3. Your name (if different from victim's): \_\_\_\_\_
- 4. Name(s) of other family member(s) listed on the lease: \_\_\_\_\_  
\_\_\_\_\_
- 5. Residence of victim: \_\_\_\_\_
- 6. Name of the accused perpetrator (if known and can be safely disclosed):  
\_\_\_\_\_
- 7. Relationship of the accused perpetrator to the victim: \_\_\_\_\_
- 8. Date(s) and times(s) of incident(s) (if known): \_\_\_\_\_  
\_\_\_\_\_
- 10. Location of incident(s): \_\_\_\_\_

In your own words, briefly describe the incident(s)

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature \_\_\_\_\_ Signed on (Date) \_\_\_\_\_

**Public Reporting Burden:** The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

**TENANCY ADDENDUM**  
**Section 8 Tenant-Based Assistance**  
**Housing Choice Voucher Program**  
(To be attached to Tenant Lease)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
exp. 04/30/2026

**OMB Burden Statement.** The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reading the contract. No information is collected on this form. The form is required to establish contract terms between the participant family and owner and is required to be an addendum to the lease (24 CFR § 982.308(f)). Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

**1. Section 8 Voucher Program**

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

**2. Lease**

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

**3. Use of Contract Unit**

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

**4. Rent to Owner**

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:
  - (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or

- (2) Rent charged by the owner for comparable unassisted units in the premises.

**5. Family Payment to Owner**

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

**6. Other Fees and Charges**

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

**7. Maintenance, Utilities, and Other Services**

- a. **Maintenance**
  - (1) The owner must maintain the unit and premises in accordance with the HQS.
  - (2) Maintenance and replacement (including redecoration) must be in accordance with the

standard practice for the building concerned as established by the owner.

**b. Utilities and appliances**

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
  - (a) Pay for any utilities that are to be paid by the tenant.
  - (b) Provide and maintain any appliances that are to be provided by the tenant.

**c. Family damage.** The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

**d. Housing services.** The owner must provide all housing services as agreed to in the lease.

**8. Termination of Tenancy by Owner**

**a. Requirements.** The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

**b. Grounds.** During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

- (1) Serious or repeated violation of the lease;
- (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
- (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
- (4) Other good cause (as provided in paragraph d).

**c. Criminal activity or alcohol abuse**

(1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:

- (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
- (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
- (c) Any violent criminal activity on or near the premises; or
- (d) Any drug-related criminal activity on or near the premises.

(2) The owner may terminate the tenancy during the term of the lease if any member of the household is:

- (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place

from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

**d. Other good cause for termination of tenancy**

(1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.

(2) During the initial lease term or during any extension term, other good cause may include:

- (a) Disturbance of neighbors,
- (b) Destruction of property, or
- (c) Living or housekeeping habits that cause damage to the unit or premises.

(3) After the initial lease term, such good cause may include:

- (a) The tenant's failure to accept the owner's offer of a new lease or revision;
- (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
- (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).

(4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.

(5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:

- (a) Will occupy the unit as a primary residence; and
- (b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or addition protections for tenants.



**9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

- a. **Purpose:** This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.
- b. **Conflict with other Provisions:** In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.
- c. **Effect on Other Protections:** Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.
- d. **Definition:** As used in this Section, the terms “actual and imminent threat,” “affiliated individual”, “bifurcate”, “dating violence,” “domestic violence,” “sexual assault,” and “stalking” are defined in HUD’s regulations at 24 CFR part 5, subpart L. The terms “Household” and “Other Person Under the Tenant’s Control” are defined at 24 CFR part 5, subpart A.
- e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the “Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).
- f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**
  - (1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).
  - (2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant’s Household or any guest or Other Person Under the Tenant’s Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).
  - (3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other “good cause” for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).
- g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property

(including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant’s Household. 24 CFR 5.2005(d)(1).

- h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).
- i. **Actual and Imminent Threats:**
  - (1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an “actual and imminent threat” to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: “Actual and imminent threat” refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).
  - (2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).
- j. **Emergency Transfer:** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA’s emergency transfer plan. 24 CFR 5.2005(e). The PHA’s emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant’s dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;  
For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an

emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.

- k. **Bifurcation:** Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant's Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may "bifurcate" the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program. 24 CFR 5.2009(a).

If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

- (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;
- (2) Establish eligibility under another covered housing program; or
- (3) Find alternative housing.

- l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.

- m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.

- (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and
- (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from

further violence if he or she remained in the dwelling unit. 24 CFR 982.354.

n. **Confidentiality.**

- (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.
- (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.
- (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

**10. Eviction by court action**

The owner may only evict the tenant by a court action.

**11. Owner notice of grounds**

- a. At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- b. The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- c. Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

**12. Lease: Relation to HAP Contract**

If the HAP contract terminates for any reason, the lease terminates automatically.

**13. PHA Termination of Assistance**

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

**14. Family Move Out**

The tenant must notify the PHA and the owner before the family moves out of the unit.

**15. Security Deposit**

- a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the

security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.

- c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.
- d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

## 16. Prohibition of Discrimination

In accordance with applicable nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, familial status or disability in connection with the lease. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

## 17. Conflict with Other Provisions of Lease

- a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

## 18. Changes in Lease or Rent

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
  - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
  - (2) If there are any changes in lease provisions governing the term of the lease;
  - (3) If the family moves to a new unit, even if the unit is in the same building or complex.
- c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days

before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

## 19. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

## 20. Definitions

**Contract unit.** The housing unit rented by the tenant with assistance under the program.

**Family.** The persons who may reside in the unit with assistance under the program.

**HAP contract.** The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

**Household.** The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

**Housing quality standards (HQS).** The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

**HUD.** The U.S. Department of Housing and Urban Development.

**HUD requirements.** HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

**Lease.** The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

**PHA.** Public Housing Agency.

**Premises.** The building or complex in which the contract unit is located, including common areas and grounds.

**Program.** The Section 8 housing choice voucher program.

**Rent to owner.** The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

**Section 8.** Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

**Tenant.** The family member (or members) who leases the unit from the owner.

**Voucher program.** The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.



## 1. Housing Choice Voucher Program

- A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determine the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

## 2. Voucher

- A. When issuing this voucher the PHA expects that if the family finds an approval unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.
- B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

## 3. PHA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (of the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. **Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**
- B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provision of the HUD tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HAP contract until the PHA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the PHA and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the HUD-prescribed tenancy addendum.
- E. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish two copies of the HAP contract to the owner.
  1. The owner and the family must execute the lease.
  2. The owner must sign both copies of the HAP contract and must furnish to the PHA a copy of the executed lease and both copies of the executed HAP contract.
  3. The PHA will execute the HAP contract and return an executed copy to the owner.
- F. If the PHA determined that the unit or lease cannot be approved for any reason, the PHA will notify the owner and the family that:
  1. The proposed unit or lease is disapproved for specified reasons, and
  2. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit or lease will be approved.

## 4. Obligations of the Family

- A. When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.
- B. The family must:
  1. Supply any information that the PHA or HUD determined to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly schedule reexamination or interim reexamination of family income and composition.

2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
  3. Supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
  4. Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.
  5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.
  6. Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
  7. Use the assisted unit for residence by the family. The unit must be the family's only residence.
  8. Promptly notify the PHA in writing of the birth, adopting, or court-awarded custody of a child.
  9. Request PHA written approval to add any other family member as an occupant of the unit.
  10. Promptly notify the PHA in writing if any family member no longer lives in the unit. Give the PHA a copy of any owner eviction notice.
  11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The family (including each family member) must not:
1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
  2. Commit any serious or repeated violation of the lease.
  3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
  4. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
  5. Sublease or let the unit or assign the lease or transfer the unit.
  6. Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
  7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
  8. Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
  9. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.

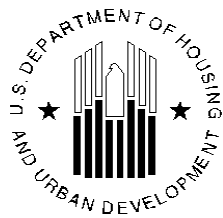
### **5. Illegal Discrimination**

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex (including sexual orientation and gender identity), disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone. The PHA will give the family information on how to fill out and file a complaint.

### **6. Expiration and Extension of Voucher**

The voucher will expire on the date stated in item 3 on the top of page one of the voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

If the family needs and requests an extension of the initial voucher term as a reasonable accommodation, in accordance with part 8 of this title, to make the program accessible to a family member who is a person with disabilities, the PHA must extend the voucher term up to the term reasonably required for that purpose.



## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any record keeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 06/30/2026.

#### **NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:**

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### **What information about you and your tenancy does HUD collect from the PHA?**

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record. Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

**I hereby acknowledge that the PHA provided me with the  
*Debts Owed to PHAs & Termination Notice:***

**Signature**

**Date**

**Printed Name**



Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

**SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING**

This form is to be provided to each applicant for federally assisted housing

**Instructions: Optional Contact Person or Organization:** You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose not to provide the contact information.

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**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

**Privacy Statement:** Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



## **Bossier Parish Section 8 Housing**

3022 Old Minden Rd, Ste 206

Bossier City, LA 71112-2454

Phone: (318) 747-7823

Fax: (318) 747-3370

[www.la190.org](http://www.la190.org)

I understand that I must report any, and all, income for all family members. Failure to report income within ten (10) business days will result in termination of housing assistance payments and denial of assistance.

Types of income include, but are not limited to, the following:

- Wages & Tips from any job – fulltime, part time, seasonal, one-time
- Social Security Administration payments for any person in the household (regardless of to whom or where the payments are sent) SS, SSDI, SSI
- Gifts – including food, clothing, personal care items
- Bills paid on your behalf by any person or agency
- Gambling Winnings
- Pensions or Annuities
- Back Pay from any source
- Military pay from any source
- Public Assistance Income – Welfare, Food Stamps, childcare assistance
- Self-employment
- Unemployment
- Working in exchange for a benefit (any kind)

It is the *family's responsibility* to report all income from all sources within ten (10) business days. It is the *housing authority's* job to apply HUD regulations regarding income in determining rent.

**You must report all income. It's the law.**

**BOSSIER PARISH SECTION 8 HOUSING APARTMENT LISTINGS**

<b>Apartments</b>	<b>Contact</b>	<b>Bedrooms</b>	<b>Rent</b>		
			<b>Utility</b>	<b>Allowance</b>	
<b>Benton Place Apartments</b> 114 N. Sibley, Benton, LA 71006 <b>Amenities:</b> stove, refrigerator, microwave, central air/heat, washer/dryer hook-up, carpet, mini blinds <b>(318) 965-0227</b>	Ariel	2	<b>\$525</b> \$226		
	<b>(1 Bedroom UA \$181)</b>				Year Built 1982 – <b>RD</b>
<b>Chateau Apartments</b> 4806 Shed Road, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, trash paid, washer/dryer hook-up, pool, dishwasher, cable, club room, mini blinds, carpet, handicapped units available <b>(318) 752-3903</b>	Mary	2, 3, 4	<b>\$744</b> \$206	<b>\$838</b> \$251	<b>\$878</b> \$321
	<b>(1 Bedroom UA \$161)</b>				Year Built 2000 - <b>TCU</b>
<b>Flamingo Apartments</b> 1511 Old Benton Road, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, all utilities paid. \$200 Security Deposit, No Application fee, Will accept 18 years old or older <b>(318) 746-0060</b>	Jenea	1, 2	<b>\$825</b> \$0	<b>\$995</b> \$0	
					Year Built 2019
<b>Heritage Village</b> 5005 E. Texas, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, mini blinds, emergency call, carpet, club room, water/sewer/trash paid <b>(318) 747-0470 (Elderly Only)</b>	Beverly	1, 2	<b>\$655</b> \$105	<b>\$720</b> \$135	
					Year Built 1995 - <b>TCU</b>
<b>Lone Oak Extended Stay Apartments</b> 1630 E Texas St, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, all utilities paid. \$200 Security Deposit, No Application fee, Will accept 18 years old or older <b>(318) 286-1709</b>	Sachse	1,2	<b>\$825</b> \$0	<b>\$995</b> \$0	
					Year Built 2014
<b>Lone Oak Oasis Apartments</b> 1735 Old Benton Rd, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, all utilities paid. \$200 Security Deposit, No Application fee, Will accept 18 years old or older <b>(318) 286-1709</b>	Sachse	1, 2	<b>\$825</b> \$0	<b>\$995</b> \$0	
					Year Built 2014
<b>Mirage Apartments</b> 1702 E. Texas St, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, all utilities paid. \$200 Security Deposit, No Application fee, Will accept 18 years old or older <b>(318) 584-7211</b>	Crystal	1, 2	<b>\$825</b> \$0	<b>\$995</b> \$0	
					Year Built 2016
<b>Misty Hollow Apartments</b> 2826 Misty Lane, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, carpet, mini-blinds, water/sewer/trash paid, washer & dryer, walk in closets <b>(318) 742-2665</b>	McKenize	1, 2	<b>\$730-\$750</b> \$96	<b>\$930</b> \$123	
					Year Built 1982
<b>Oak Ridge Apartments</b> 201 Industrial, Plain Dealing, LA 71064 <b>Amenities:</b> stove, refrigerator, central air/heat, carpet, mini-blinds, trash paid. Will accept 18 years or older. <b>(318) 326-7158</b>	Vickie	1, 2, 3	<b>\$510</b> \$161	<b>\$625</b> \$206	<b>\$655</b> \$251
					Year Built 1982 – <b>RD</b>
<b>Orchard Apartments</b> 4850 & 4860 Shed Road, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, carpet, water/sewer/trash paid, mini blinds, some units have washer/dryer hook-ups. <b>(318) 746-8800</b>	Tieon	1, 2, 3	<b>\$693</b> \$96	<b>\$827</b> \$123	<b>\$940</b> \$149
					Year Built 1995 - <b>TCU</b>
<b>Palmetto Place Apartments</b> 425 N. Sibley, Benton, LA 71006 <b>Amenities:</b> stove, refrigerator, central air/heat, washer/dryer hook-ups, carpet, outside storage <b>(318) 965-3660</b>	Kawanna	2, 3, 4	<b>\$515-610</b> \$226	<b>\$667</b> \$271	<b>\$617-700</b> \$341
	<b>(1 Bedroom UA \$181)</b>				Year Built 1999 – <b>TCU</b>
<b>Parkland Villa Apartments</b> 3160 Shed Road, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, dishwasher, mini-blinds, water, sewer, trash, and gas water heating paid. Laundromat & bus stop on site. Must be 21 or older. <b>(318) 742-9557</b>	Regina	1, 2, 3	<b>\$650</b> \$67	<b>\$750</b> \$85	<b>\$850</b> \$103
					Year Built 1975-1979

**BOSSIER PARISH SECTION 8 HOUSING APARTMENT LISTINGS**

<b>Apartments</b>	<b>Contact</b>	<b>Bedrooms</b>	<b>Rent</b>			
			<b>Utility</b>	<b>Allowance</b>		
<b>Pelican Gardens</b> 1820 E Texas St, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, mini blinds, tile floors, all utilities paid, laundromat \$250 Security Deposit, \$35 Application Fee <b>(318) 593-2100</b>	Cam	1, 2	<b>\$730</b> \$0	<b>\$900</b> \$0	Year Built 1983	
<b>Rue Royal Townhouses</b> 5225 Rue Royale, Haughton LA 71037 <b>Amenities:</b> stove, refrigerator, central air/heat, water/sewer/trash paid, washer/dryer connections, 2 bedrooms have 2 baths, covered parking <b>(318) 208-0455</b>	Rick Ganey	1, 2, 3	<b>\$550</b> \$96	<b>\$700-\$850</b> \$123	<b>\$950</b> \$149 Year Built 1985 – <b>Remodeled in 2017</b>	
<b>Sherwood Forest Apartments</b> 2307 Foster, Bossier City, LA 71112 <b>Amenities:</b> stove, refrigerator, central air/heat, dishwasher, mini-blinds, water, sewer, trash, and gas water heating paid. Laundromat & bus stop on site. <b>(318) 742-5781</b>	Jennifer	1, 2,	<b>\$650</b> \$67	<b>\$750</b> \$85	Year Built 1986	
<b>South Bossier Mobile Home Park</b> 1920 Alfred Lane, Bossier City, LA 71112 <b>Amenities:</b> Stove/Oven, Refrigerator, Microwave, mini-blinds, ceiling fans, fenced yard, washer, dryer, walk-in closets <b>(318) 747-0414</b>		1, 2, 3	<b>\$750-\$825</b> \$181	<b>\$845-\$925</b> \$226	<b>\$975-\$1045</b> \$271 2 Bdr 1 Bath \$845-\$865- 2 Bdr 2 Bath \$925	
<b>Swan Lake Apartments</b> 4632 Ruffin, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, water/sewer/trash/gas paid, mini blinds. Security Deposit equals rent <b>(318) 742-4701</b>	Stacey	1, 2, 3	<b>\$600</b> \$42	<b>\$640</b> \$54	<b>\$710</b> \$65 Year Built 1970	
<b>Villa Chateau Apartments</b> 2205 Beckett, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, dishwasher, mini-blinds, water, sewer, trash, and gas water heating paid. Laundromat & bus stop on site. <b>(318) 742-4902</b>	Makenzie	1, 2	<b>\$730-750</b> \$67(1), 96(2)	<b>\$930</b> \$85(1), 123(2)	Year Built 1975-1986	
<b>Village Apartments</b> 420 N. Sibley Street, Benton, LA 71006 <b>Amenities:</b> stove, refrigerator, central air/heat, carpet, washer/dryer hook-up, mini blinds, emergency call button <b>(318) 965-9258 (Elderly, Disabled or handicapped only)</b>	Jeanette	1	<b>\$525</b> \$184		Year Built 1987 – <b>RD</b>	
<b>Villages at Eagle Pointe I, II, III, IV</b> 2334 Riverwood Dr, Bossier City, LA 71111 <b>Amenities:</b> stove, microwave, garbage disposal, dishwasher, refrigerator, washer and dryer, central air/heat, carpet Mini-blinds, water/sewer/trash paid-VEP IV is an elderly only complex for 62 and older. <b>(318) 746-0284</b>	Latasha, Monica	1, 2, 3, 4	<b>\$801</b> \$96	<b>\$925</b> \$123	<b>\$1,038</b> \$149	<b>\$1,119</b> \$191 Year Built 2004/2005/2007/2011 – <b>TCU</b>
<b>Walnut Ridge Apartments</b> 100 Walnut Ridge Lane, Princeton, LA 71067 <b>Amenities:</b> stove, refrigerator, sewer/trash paid, mini blinds, carpet, laundry on premises <b>(318) 949-9336</b>		1, 2	<b>\$540</b> \$126	<b>\$600</b> \$161	Year Built 1989 – <b>RD</b>	
<b>White Oak Apartments</b> 4860 Shed Road, Bossier City, LA 71111 <b>Amenities:</b> stove, refrigerator, central air/heat, carpet, water/sewer/trash paid, mini blinds, some units have washer/dryer hook-ups. <b>(318) 746-1640</b>	Mary	1, 2, 3	<b>\$693</b> \$96	<b>\$827</b> \$123	<b>\$940</b> \$149 Year Built 1997 - <b>TCU</b>	

# Bossier Parish Section 8 Housing Authority

## Utility Allowance Schedule Report

### Section 8 Voucher

Description: Bossier Parish

Effective Date: 10/1/2023

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6+ Br
<b>Heating</b>							
Natural Gas	\$11.00	\$15.00	\$20.00	\$24.00	\$30.00	\$35.00	
Bottle Gas							
Oil							
Electric	\$10.00	\$14.00	\$17.00	\$21.00	\$27.00	\$31.00	
Electric - Heat Pump							
Other							
<b>Cooking</b>							
Natural Gas	\$9.00	\$13.00	\$16.00	\$20.00	\$25.00	\$29.00	
Bottle Gas							
Oil							
Electric	\$8.00	\$11.00	\$14.00	\$17.00	\$22.00	\$25.00	
Other							
<b>Water Heating</b>							
Natural Gas	\$20.00	\$28.00	\$36.00	\$45.00	\$57.00	\$65.00	
Bottle Gas							
Oil							
Electric	\$21.00	\$29.00	\$38.00	\$46.00	\$58.00	\$67.00	
Other							
Other Electric	\$23.00	\$32.00	\$41.00	\$50.00	\$64.00	\$73.00	
Water	\$24.00	\$34.00	\$43.00	\$53.00	\$67.00	\$77.00	
Sewer	\$23.00	\$32.00	\$41.00	\$50.00	\$63.00	\$73.00	
Trash Collection	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Air Conditioning	\$7.00	\$10.00	\$13.00	\$15.00	\$20.00	\$22.00	
Refrigerator	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	
Range Microwave	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
Other							

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) \_\_\_\_\_ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) \_\_\_\_\_ Lessee has received copies of all information listed above.

(d) \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) \_\_\_\_\_ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date