



## Housing Choice Voucher Program

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### Very Important Notice

November 1, 2016

Dear Participating Landlords:

We regret to inform you that the Chester Housing Authority will experience a significant funding shortfall for 2017 for the Housing Choice Voucher Program. As of today, no contracts have been terminated, however, several actions will be taken to mitigate the impact of the shortfall.

At the direction of the local HUD Philadelphia Field Office and HUD headquarters, the CHA must:

1. Cease issuing new vouchers
2. Deny convenience or voluntary moves  
(Moves due to exigent health and safety issues in the unit, sale or foreclosure will be approved for units that are at the same rent or lower)
3. Deny annual rent increases

In addition, the CHA will

1. Approve first of the month lease-ups, only. No prorated lease-ups.
2. Strictly enforce the Family Obligations under Housing Choice Voucher Program. For continued assistance, participants must:
  - a. Keep scheduled appointments and recertify on time
  - b. Timely and accurately report household income and composition
  - c. Have an adult present for all scheduled unit inspections
    1. First no show/no call- \$75 fee
    2. Second no show/no call- program termination
  - d. Timely complete all tenant caused unit deficiencies
  - e. Legally obtain and maintain tenant-paid utilities under the terms of the lease
  - f. Comply with lease and program obligations

Owners are encouraged to share this letter with their tenants to promote compliance and ensure continuation of rental assistance.

As a reminder, HUD regulations require the CHA to terminate the HAP Contract if an owner does not correct HQS violations within sixty (60) days or the housing authority's approved extension period.

To obtain an extension to correct unit deficiencies, please send the request via fax or email to Sheena Renwick, [srenwick@chesterha.org](mailto:srenwick@chesterha.org) with copy to [mmilitello@chesterha.org](mailto:mmilitello@chesterha.org). Do not use the general information mail box on the Chester Housing Authority website for extension requests. All other issues related to the tenancies should be directed to the assigned Occupancy Specialist.

Thank you for your support as we strive to meet the affordable housing needs of the families in our community.

Sincerely,

Mary M. Militello, Director  
Housing Choice Voucher Program

cc: Steven A. Fischer, Executive Director  
Maria Zissimos, General Counsel