

Frequently Asked Questions:

Does HADC assist with security deposits?

No.

What happens once my RFTA is received?

The landlord will be contacted within 7 to 10 business days by the inspector to schedule the inspection, except during summer months when the volume is high.

What is the status of the inspection?

You must keep in touch with your prospective landlord. The inspections department will be in touch with the landlord. Do not call the inspections department about the status of your paperwork.

Do I have to go on a waiting list when my paperwork is ported to HADC?

No. You will receive an intake/briefing appointment from HADC when the necessary HUD portable paperwork is received.

Can I move into the unit before the paperwork has been processed?

HADC does not advise nor suggest that you do so. You must be determined eligible for the unit, the unit has to pass a Housing Quality Standards (HQS) inspection, and the rent must be reasonable.

How much will I pay?

You will receive a letter from HADC after the contract has been prepared and the landlord will receive a Notice of Pass Inspection when the unit passes. The family's portion of the rent is listed on the Notice of Passed Inspection, which will be mailed to you.

How much is my voucher worth?

\$0. This is an income-based program and the amount of your housing assistance depends upon your income.

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Frequently Asked Questions

(Continued from overleaf)

Can I get an extension?

Only under extenuating circumstances, approved by the Portability Manager.

How many bedrooms do I qualify for?

HADC occupancy standards specify that head of household and spouse are assigned one bedroom. All other family members are assigned two per bedroom regardless of age or sex.

How long does it take for portability paperwork to be processed?

Per HUD regulations, the time period from when we receive all of your paperwork until you attend a briefing cannot exceed two weeks. This is contingent upon your housing authority forwarding all of the necessary paperwork as required.

Can my paperwork be expedited due to my situation?

No. Paperwork is processed in the order in which it is received.

May I add someone to my voucher or lease?

HADC will not approve the addition of adults to the household unless the adult is an immediate family member who is elderly or a person with a disability.

What are the payment standards?

1 bedroom payment standard is \$770
2 bedrooms payment standard is \$857
3 bedrooms payment standard is \$1043
4 bedrooms payment standard is \$1138
5 bedrooms payment standard is \$1309
6 bedrooms payment standard is \$1479

The above data is subject to change upon review.

The payment standard does not determine the contract rent for which you are eligible.



Housing Choice Voucher

Portability Program

Your Guide to Policies and Procedures



750 Commerce Drive, Suite 201
Decatur, GA 30030
Phone: 404-270-2600
Fax: 404-270-2643



*The Key to
Your Home*

Welcome to the
Housing Authority
of DeKalb County

Housing Choice Voucher Portability Program



The Housing Authority of DeKalb County (HADC) is one of the fastest growing housing authorities in the state of Georgia.

We strive to make your portability transfer as simple as possible. This process can be done with your help and the help of your housing authority. Please review this brochure. It should answer most of your questions.

In order for you to transfer under portability procedures, your initial housing authority must fax, mail, or email your portability paperwork to our agency as listed on the back of this brochure.

Your housing authority must provide HADC with the following:

- The current HUD 50058
- The completed Part I of the HUD 52665
- A current voucher
- Income information that matches the HUD 50058

Upon receipt of your portability paperwork your initial housing authority will receive a letter of acknowledgement. You will then receive a letter to inform you of your intake/ briefing appointment.

NOTE: HADC corresponds by mail. Therefore, if your address changes after HADC receives your paperwork, it is your responsibility to submit a change of address to HADC in writing.

You are required to submit the following information when you attend your intake/ briefing appointment:

- Birth certificates and social security cards for everyone in the household
- Current income verification
- Valid Photo ID for everyone 18 years of age and older
- Proof of assets
- Proof of full-time student status for everyone 17 years of age and older
- INS documents for non-citizens

Photocopies of the first three documents will be acceptable; however, you will be required to submit originals if there are questions about the authenticity of the documents.

Vouchers, Request for Tenancy Approval (RFTA) and the Initial Processing Form are issued during the intake/briefing appointment. This process lasts approximately 2-1/2 hours. You will be required to remain in the briefing for its entirety. All household family members 18 years of age and older will be required to attend the intake/briefing.

Other Helpful Hints

- Before visiting or contacting HADC, please allow the Portability Specialist to contact you via mail.
- Your time on your voucher will be the same time issued by your initial public housing authority.
- No extensions will be granted by HADC. Keep in mind that the time on your voucher is running. Therefore, it is necessary that you continue to look for housing while your paperwork is being processed.
- We do not recommend you move into a unit until all paperwork is approved and the unit has passed the Housing Quality Standards (HQS) inspection.
- Please keep in mind that you will be required to comply with HADC's policies and procedures. Our policies will be reviewed in depth with you during your intake/briefing appointment.

*Be sure to address all
correspondence to:*



750 Commerce Drive, Suite 201
Decatur, GA 30030
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Fax: 404-270-2643