

Overview of the Occupancy Process



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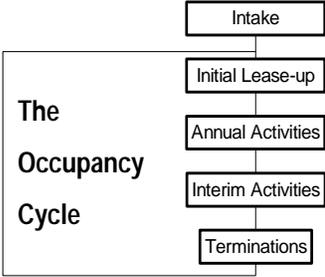
Public Housing



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Overview of the Process

The Occupancy Cycle



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The Intake Process



1 Preapplication	2 Waiting List	3 Needs Estimation	4 Final Eligibility	6 Unit Offer
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Lease-up Process



6 Unit Inspection	7 Orientation	8 Approval & Execution
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Annual Activities



9 Recertification	10 UPCS Inspection
Notice to Family	Notice to Family
Interview	Inspection
Verification	Repairs Made
Calculation	Reinspection if necessary
Notification	

- Annual Recertification if family pays income-based rent.
- At least every 3 years if family chooses to pay flat rent (annual recertification of family composition)

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Interim Activities



Interim Recertification

Same steps as annual recertification except only verify changes

UPCS Compliance

Same steps as annual inspection except only inspect complaint items.
Include observed fail items.

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Termination of Tenancy



Family

Terminates by giving proper written notice or moving.

Housing Authority

PHA terminates for violation of lease.

Written notice according to lease & grievance procedures.

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Housing Choice Voucher

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