

11.1 Sample Notice / Informational Document to RAD Residents of Choice-Mobility Right

Choice-Mobility Information Sheet

A. Choice-Mobility Right

As a resident in a Rental Assistance Demonstration (RAD) property, one of the rights you have under the program is called “Choice-Mobility”. Choice-Mobility gives families living at a [PHA] RAD property the special opportunity to request a Housing Choice Voucher that you can use to move into the private rental market.

B. Eligibility for Choice-Mobility

Under the [*PHA specify either PBV or PBRA*] program, all residents may request a Housing Choice Voucher after living in a RAD property for [*PHA specify: 1 year if PBV, 24 months if PBRA*].

C. How do Housing Choice Vouchers Work?

With Housing Choice Vouchers, you can choose to rent a unit in the private market with HUD assistance. Generally, if the rent for the unit is reasonable and an inspection of the unit shows that the unit meets HUD’s housing quality standards, [PHA] will approve the unit and you can sign the lease and move into the unit. You will pay about 30% of your income for rent, minus a “utility allowance” used by [PHA], and [PHA] will pay the rest of the rent for the unit. You will also be responsible for any utilities not included in your monthly rent. These utilities may include water, trash, and heat.

D. Requesting Choice-Mobility

If you have lived in your unit for [*1 year if PBV, 24 months if PBRA*] and would like to request a Housing Choice Voucher, please obtain a Choice-Mobility request form from [*PHA supply this information*] and submit it to [*PHA supply this information*]. The request must be submitted by the Head or Co-Head of Household.

Once your request is received, [*PHA or property manager/owner*] will confirm whether you have lived in the property for the length of time required to be eligible. If you are eligible, you will either be issued a voucher if [PHA] has one available or you will be notified that you have been placed on a Choice Mobility Priority List. The acknowledgement letter will provide you any available information about the wait time to expect.

E. [PHA] Choice-Mobility Priority List

Housing Choice Vouchers are subject to availability. If a voucher is unavailable, you will be placed on the Choice-Mobility Priority List. Residents exercising their Choice-Mobility rights will receive highest priority when [PHA] is able to issue additional vouchers.

[*Optional text about turnover voucher cap for RAD PBV and RAD PBRA, if pertinent*]: [PHA] may establish certain limits to the number of vouchers it provides annually for Choice-Mobility that could cause you to have to wait longer for a voucher. Under RAD program guidelines, the number of Choice-Mobility vouchers issued cannot exceed [X]% of the available vouchers. For

example, if there were 100 vouchers available, only X vouchers would be available to RAD residents who requested them.

[Optional text about project turnover cap for RAD PBRA, if pertinent]: [PHA] and [Project owner] may establish certain limits to the number of vouchers it provides annually for Choice-Mobility in [project] that could cause you to have to wait longer for a voucher. Under RAD program guidelines, the number of Choice-Mobility vouchers issued cannot exceed [X]% of the assisted units in [project]. For example, if there were 100 assisted units in [project], only X vouchers would be available to RAD residents who requested them.

F. Your right to remain in your RAD unit

If you receive a Choice-Mobility voucher but do not succeed in leasing a rental unit on the open market, you retain the right to stay in your current unit so long as you have not yet provided notice to vacate to the owner. You should not file a notice to vacate until you have confirmed a voucher unit. This ability to stay in your RAD unit eases the pressure to take any available unit you can find instead of a unit of your choice that meets your needs. You can request another Choice-Mobility voucher later.

A best practice is for [PHA] to clearly inform you throughout the Choice-Mobility process that you may stay in your current RAD unit while you search for housing and may stay even if your housing search fails. [PHA] is prohibited from requiring you to provide notice to vacate any earlier than the time required by the lease. It is a best practice for owners' leases to require only a short period of notice to vacate and to allow you to rescind your notice to vacate or to find an alternative housing option if you have been unable to lease another unit using Choice Mobility.

G. Where you can live with a Housing Choice Voucher

With a Housing Choice Voucher, you may rent a unit within [PHA]'s jurisdiction, or you may choose to rent a unit in a jurisdiction that is covered by a different public housing authority that operates a Housing Choice Voucher program. The ability to rent outside of [PHA]'s jurisdiction is called portability. This means that you request a Housing Choice Voucher from [PHA] and request that your Housing Choice Voucher be transferred, and then you work with the PHA of your choice to get approval of the unit. When choosing a new place to live with a Housing Choice Voucher, you can think about things like the quality of schools for your children, access to public transportation, and ability to get to and from places of work.

H. Steps to transition from RAD to a Housing Choice Voucher

Once you have found a unit using a voucher, there are several final steps you will need to complete to finalize the transition to the Housing Choice Voucher program. Before leaving your current RAD unit, you will need to:

1. continue to pay your rent on time;
2. send a notice of intent to vacate the unit to a property manager, after [PHA] approves the new unit;
3. attend a move-out inspection;
4. pay all outstanding debts to the property owner;
5. turn in keys to your current property manager.

In addition, keep in mind that you must move out from your unit before the Housing Choice Voucher can be used to pay your new landlord, but you should not move until the PHA has approved the new unit.