

11.3 Acknowledgment of Choice-Mobility Voucher Request (Letter to be used when tenant is confirmed to be eligible and PHA is unable to issue voucher immediately)

ACKNOWLEDGMENT OF VOUCHER REQUEST

NAME
ADDRESS
CITY, ST, ZIP

DATE
CLIENT NO

Dear [CLIENT NAME]:

This letter is to inform you that we have received your request to receive a Choice-Mobility voucher. Your name has been placed on the Choice-Mobility Priority List.

There are several things to remember about Choice-Mobility vouchers:

- [PHA] will select your name off of the Choice-Mobility Priority List based on the order in which the requests were received. Names are drawn from the Priority List whenever turnover vouchers are available. There are currently [X] families on the Choice-Mobility Priority List, and over the past three months the average wait time has been [Y]. Residents do have automatic priority in the issuance of vouchers that become available to [PHA], which means families on the Choice-Mobility Priority List are always considered first, [up to a cap that PHA has adopted]. RAD residents do not have priority over non-RAD PBV residents moving with continued assistance.
- When your name is drawn from the list, you will be contacted by [PHA] staff and asked if you are ready to accept the voucher at that time.
- [Optional text for PHA implementing turnover voucher inventory cap at RAD properties]: [PHA] has established limits to the number of vouchers it provides annually for Choice-Mobility. 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 for PHA and project owner implementing project turnover cap at RAD properties]: [PHA] and [Project owner] has established limits to the number of vouchers it provides annually for Choice-Mobility in [project]. 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.
- 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.

While you are on the Choice-Mobility Priority List, you can do the following:

- Prepare a plan for how you will pay for the costs of moving (security deposits, pet deposits, application fees, moving expenses, etc.).
- Review your credit history and rental history and if necessary, seek assistance to repair that history. Many landlords review this information before approving rentals. You may also need a plan to pay off any current utility debt.
- Consider what neighborhoods would provide the best opportunities for you and your family.

If you have additional questions, please contact [PHA] at [Phone number].

Sincerely,
[PHA]