This Information Sheet provides general information regarding the roles and responsibilities of tenants in the RHIIP initiative. See Multifamily Housing Programs' RHIIP website at: www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm for additional information.

1. What is RHIIP?

Initiated in 2001, the Rental Housing Integrity Improvement Project (RHIIP) is a department-wide secretarial initiative designed to reduce errors in the administration of the U.S. Department of Housing and Urban Development's (HUD's) rental programs. Its overall goal is to ensure that the "*right benefits go to the right persons"* and to improve the quality and accessibility of subsidized housing for families that need it the most.

2. What has the Office of Multifamily Housing Programs done?

HUD's Office of Multifamily Housing Programs has:

- Updated Handbook 4350.3 Rev-1, *Occupancy Requirements of Subsidized Multifamily Housing Programs* so those who use and administer rental assistance have access to current information.

- Issued the "Rent and Income Determination Quality Control Monitoring Guide" to provide technical guidance and tools that will help contract administrators (CAs) improve their monitoring activities and bring about the correction of errors in rent.

- Trained, and continues to train, HUD staff and contract administrators to help them understand how income and rent are determined and how to perform quality control monitoring reviews.

- Developed a RHIIP Brochure and information sheets for owners/agents, tenants, contract administrators, and HUD staff. See the RHIIP Brochure on Multifamily Housing Programs' website at: www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm.

- Implemented systems and compliance policies to better assure that corrections are made when errors and oversights are discovered.

- Distributed information sheets to property owners and rental assistance contract administrators about the *Automation Rule* to help them understand the requirements for providing current and correct tenant information to the Tenant Rental Assistance Certification System (TRACS).

3. To what types of multifamily properties does RHIIP apply?

RHIIP applies to the following properties:

- Project-based Section 8
- Section 202/8
- Section 202/811 – Project Rental Assistance Contract (PRAC)
- Section 202/162 – Project Assistance Contract (PAC)
- Section 221 (d)(3) Below Market Interest Rate (BMIR)
- Section 236
- Rental Assistance Payments (RAP)
- Rent Supplement

4. What is my role in the RHIIP initiative?

- Pay rent on time and in full.

- Provide current and accurate income and expense information at certification/ recertification.

- Consent to the release of information, so tenant-provided information can be verified.

- Report changes in income, benefits, and family composition.

- Know and follow the rules at your assisted property.

- Be aware of allowable exclusions and deductions that will benefit you and your family. See "How Your Rent is Determined" fact sheets at: www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm.

- Contact your property owner/agent regarding questions on how your rent is calculated and documented.

5. Why do I have to provide information about my income and family composition annually?

HUD requires you to report this information at least annually in order to determine the amount that you are eligible to receive in rental assistance. The amount you pay in rent is based on your family's income and composition. So, if your family's income or composition changes, your rent may also change. This is why it is so important for you to report these changes when they occur. By keeping us informed of changes in income and family composition, we can better assure that you are paying the correct amount in rent. Correct rent calculation will allow us to serve as many people as possible.

6. Do owners keep a record of changes in my income, family composition, and rent?

Yes. Property owners/agents are required to certify that they are in compliance with HUD's tenant eligibility and rent procedures by sending tenant data (i.e. 50059 data) to a HUD computer system (TRACS). The data includes tenant characteristics information (e.g., family income, composition, and rent), which must remain current and accurate. In the event you leave the property, your tenant data will be kept on file for at least three years thereafter.

7. Is my property owner required to provide me with a copy of this documentation?

Yes. You have a right to review and receive a copy of your tenant characteristics data (50059 data requirements). You should receive a copy of your 50059 data requirements when you move in, when

you re-certify, and upon your request. See your property owner/agent for a printout of your 50059 data.

8. Where can I find information on how my rent is determined and the rules governing my owner's property?

- Fact sheets for each subsidized housing program that answer the question of "How your Rent Is Determined" are found on Multifamily Housing Programs' RHIIP website at: http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm.

- The Handbook 4350.3 – Rev. 1, which governs HUD-subsidized multifamily housing projects, can be found by visiting www.hudclips.org. See the "Handbook Summary for Tenants," located on the Multifamily Housing Programs RHIIP website at: www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm, which highlights key program requirements that directly affect tenants.

9. What can I do, or whom can I contact, if I believe my income or rent is not being determined correctly?

To discuss or resolve concerns about how your rent is determined, you should contact your property owner/agent. If you need further assistance, you may contact the contract administrator of the property; and if a resolution is not reached, HUD. For help locating the nearest HUD field office, please call the Multifamily Housing Clearinghouse at: 1-800-685-8470.

10. How can I use the various information sheets and the brochure to help meet the RHIIP goal?

The information sheets and the brochure can be:

- Given to other tenants to make them aware of their role in HUD's initiative to ensure that the right benefits go to the right person.

- Used as a handout at tenant meetings and conferences regarding HUD program requirements.

- Used as a reference for resource materials, and understanding the initiative, HUD program requirements, and your role in improving income integrity.