

THE HCV PROGRAM IS DESIGNED TO ASSIST FAMILIES WITH HOUSING ASSISTANCE PAYMENTS, WHILE ASSURING THAT THE FAMILY IS LIVING IN A DECENT, SAFE AND SANITARY UNIT. THE FOLLOWING WILL EXPLAIN IMPORTANT INFORMATION ABOUT THE HCV PROGRAM, AND THE RESPONSIBILITIES OF THE TENANT, LANDLORD, AND HOUSING AGENCY.

# Welcome To The Town of Phillipsburg Section 8 Housing Choice Voucher Program

120 Filmore Street  
Phillipsburg, NJ 08865  
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Email: [section8@phillipsburgnj.org](mailto:section8@phillipsburgnj.org)

# Housing Choice Voucher

This document tells you:

- ▶ The number of bedrooms you are assigned.
- ▶ The dates you can search for housing; 60 days from the issuance date. Extensions may apply, if applicable.
- ▶ The rules you must follow to continue participation in the Section 8 Program (additional rules from federal regulations may apply)
- ▶ A family must submit a completed request for tenancy approval (RFTA) prior to the expiration of the voucher.
- ▶ Once the RFTA has been submitted, the time on the voucher stops or is suspended. If the unit is not approved, the family will be given the remaining time on the voucher from when it was suspended.



# Tenant Information: *Searching for a Unit*



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Search for a unit within Phillipsburg's municipality.

Ask the following questions during your search:

- 1) What is the rent and what utilities will I need to pay?
- 2) Who will be providing the stove and refrigerator?
- 3) What is the source of the heat and hot water, if I am responsible to pay?

When you have found a unit, meet with the landlord and supply the answers to the questions above to our office.

Upon approval, a Request for Tenancy Approval (RFTA) must be completed and submitted to our office prior to the expiration of the Voucher.

The RFTA forms indicates:

- 1) the proposed rent
  - 2) security deposit
  - 3) date the unit is available for inspection
  - 4) utility source and owner/tenant responsibility.
- 4) The RFTA must be signed by both the you and the owner.

Pay security deposit – the Housing Agency does not assist with security deposit payments.

Tenant may not move into the unit after the unit passes inspection.

A Good Place to Live Booklet: visit website:  
<https://www.hud.gov/sites/documents/593PIH.PDF>

# Landlord Responsibilities

- ▶ Comply with HUD/PHA requirements
- ▶ Screens and selects tenants (Phillipsburg Section 8 HCV only determines program eligibility)
- ▶ Maintains property in compliance with Housing Quality Standards (HQS)
- ▶ Comply with completing annual inspection repairs within required time specified by the Phillipsburg Section 8 HCV Program.
- ▶ Obtains annual Certificate of Habitability in compliance with Town of Phillipsburg's Ordinance.
- ▶ Annually registers rental property with the Town of Phillipsburg's Inspections Dept and pays registration fee of \$100 per unit.
- ▶ Enforces the Lease
- ▶ Provides proof of ownership to the Housing Agency and completes W-9 form
- ▶ The Housing Agency (HA) cannot approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother or any member of the family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with a disability.



# Housing Agency Responsibilities:

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Provide the family with housing assistance that enables the family to seek out suitable housing.

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Ensure the unit is inspected by the PHA and meets Housing Quality Standards (HQS). Inspections are performed annually.

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Determine the rent charged by the owner is reasonable.

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Establish the family's portion of the rent, which is based on 30% of household adjusted gross income.

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Approves the unit and lease

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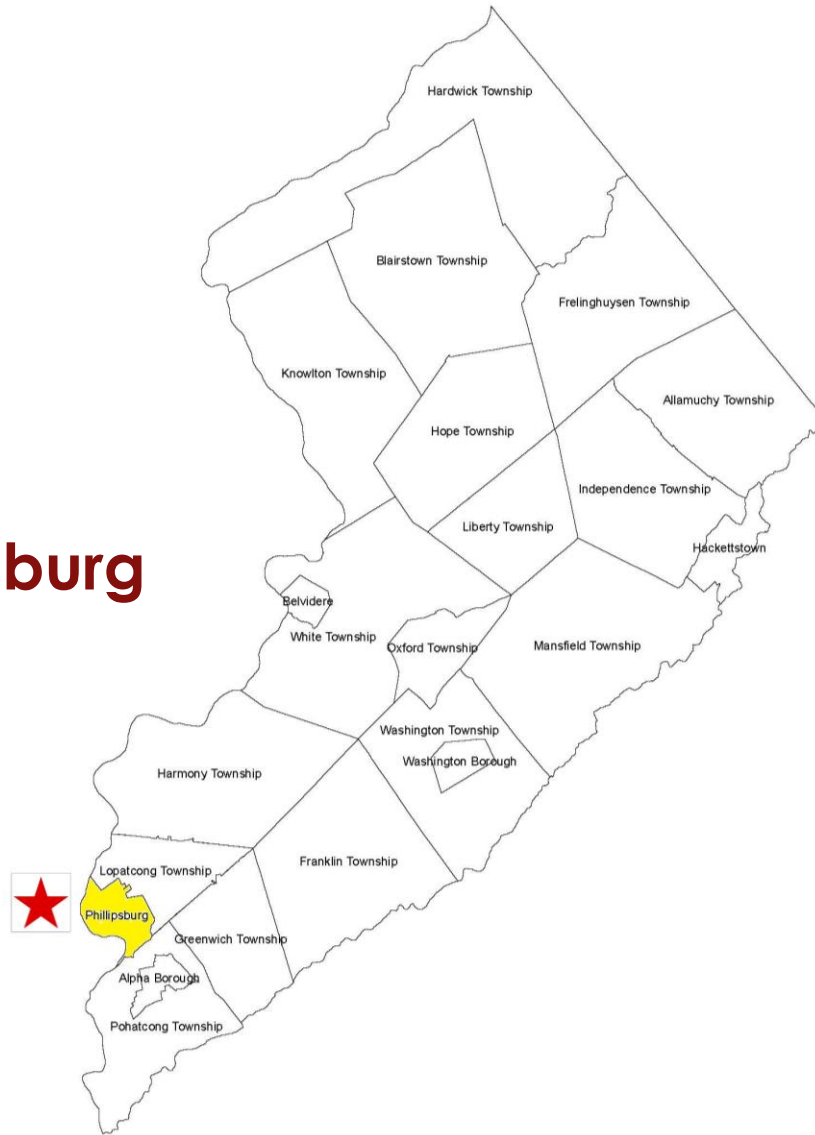
Conducts annual re-examinations of family income and family composition.

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Issues payment to the landlord.



## ► Town of Phillipsburg



## Town of Phillipsburg's Municipality

\*Note: We **do not** service the outlying districts with an area code of 08865 such as Pohatcong Township, Lopatcong Township and the Borough of Alpha.

## 2023 Income Limits

- ▶ Effective 07/01/2023:
- ▶ # of Household Members:      Very Low:                      Extremely Low:
- ▶ One Person:                              \$40,700                              \$24,400
- ▶ Two People:                              \$46,500                              \$27,900
- ▶ Three People:                              \$52,300                              \$31,400
- ▶ Four People:                              \$58,100                              \$34,850
- ▶ Five People:                              \$62,750                              \$37,650
- ▶ Six People:                              \$67,400                              \$40,450
- ▶ Seven People:                              \$72,050                              \$45,420
- ▶ Eight People:                              \$76,700                              \$50,560
- ▶ \*Income limits are established by The Department of Housing and Urban Development (HUD)



### Income Limits

# Voucher Payment Standards:

▶ Effective 11/1/2022:

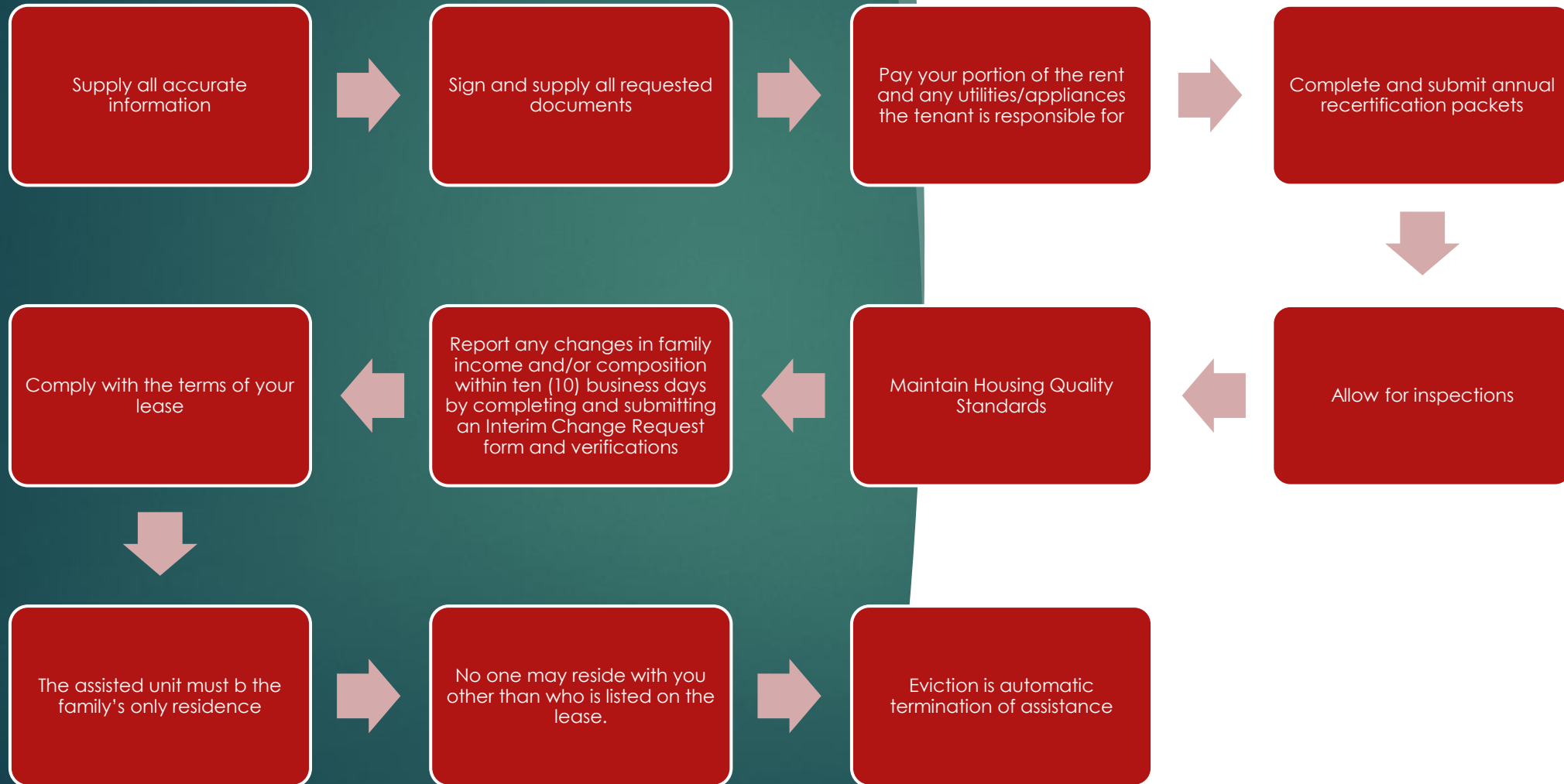
<u>Voucher Bedroom Size:</u>	<u>Voucher Payment Standard (VPS):</u>	<u>Fair Market Rent (FMR):</u>
▶ Efficiency:	\$1,032	\$1,147
▶ One Bedroom:	\$1,394	\$1,268
▶ Two Bedroom:	\$1,683	\$1,530
▶ Three Bedroom:	\$1,900	\$1,897
▶ Four Bedroom:	\$1,970	\$2,189
▶ Five Bedroom:	\$2,265	\$2,517



▶ \*Please Note: The payment standards include ALL utilities paid by the Owner. The payment standards are used in the calculation of the housing assistance payment (HAP) that the Public Housing Agency (PHA) pays to the Owner on behalf of the family leasing the unit. If the gross rent is higher than the payment standard, the family is responsible for the difference, if their income allows it. If the tenant is responsible to pay utilities, a utility allowance is deducted from the voucher payment standard to determine the contract rent.\*



# Family Obligations:



# Portability

**Interested in Portability?** Portability is transferring your voucher to another jurisdiction.

To qualify, you must be an eligible program participant in good standing.

You may “port out” of the Phillipsburg Section 8 HCV’s jurisdiction:

- 1) After the initial term of your lease
- 2) If you have not ported within the past 12 months

If you are interested in porting out of PS8HCV jurisdiction, please contact our office to request a Portability Request form.

# Thank You!

▶ For further information about the Housing Choice Voucher Program for tenants and/or becoming a landlord, please visit HUD's website, [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv)