

Interim Reporting Requirements Notice

Virginia Housing | Housing Choice Voucher Program

Virginia Housing has established the following reporting requirements for your household. You **must** report these changes **in writing** to your local housing agent within the time frame specified below. Failure to report as required will result in one or more of the following sanctions: (1) a retroactive rent increase in the amount you pay to your landlord; (2) repayment of any housing funds for which you are not eligible; or (3) termination of your housing assistance.

If you are unsure about whether or not to report a change, please contact your local housing agent to ask. Stating that you did not understand your requirement to report a change is not an acceptable excuse to avoid one of the above sanctions if it is determined that your household is not in compliance with the program guidelines. **Changes that are not reported in writing will not be processed.**

All household members age 18 and older must sign this document upon admission to the HCV Program, each time the household moves to a new unit and at each annual certification to acknowledge all household members have read and understand the reporting requirements outlined in this notice.

Household Composition Change

You must report any change in household composition that results in someone moving into or out of your unit. Household composition changes can include but are not limited to: the birth, legal adoption, or custody and visitation arrangements of a child; marriage, separation or divorce of a household member; incarceration of a household member; or death of a household member.

Allowing a friend, boyfriend/girlfriend, family member, or other acquaintance to live in your unit or use your address as a legal residence can be considered a household composition change and must be reported.

If you fail to report a household composition change in writing within 30 calendar days your housing assistance will be terminated and other sanctions may apply.

Increase in Household Income

You are required to report an increase in household income between annual certifications within 10 business days of the income change.

Decrease in Household Income

You may request a recalculation of your housing assistance if there has been a change in your circumstances that reduces your total household income. A verified change will be effective no sooner than the first of the month following the local housing agent's receipt of your written request.

Zero Income Household

If, as a zero income household, you obtain any form of income, you must report the change in writing within 10 business days of receiving the income. If you fail to report the change in income as required, your housing assistance will be terminated and other sanctions may apply.

Your household will be asked to certify your continued zero income status every 60 calendar days.

By signing this notice, you attest that you understand the reporting requirements outlined above. The requirements outlined in this notice do not include all requirements for which you are responsible as a participant in the HCV Program.

Head of Household's Signature

Date

Adult Household Member's Signature

Date

Adult Household Member's Signature

Date