



ATHOL HOUSING AUTHORITY



21 Morton Meadows
978-249-4848

www.atholorangehousing.com
Housing Choice Voucher (HCV) Program (Section 8)
pcaranfa@atholorangehousing.com

Athol, MA 01331-2123
FAX 978-249-9604

RENT INCREASE REQUEST

RE: Rent Increase Request

Dear Owner/Agent,

Thank you for your inquiry to the process of requesting a rent increase. Rent increases are allowed once annually. Preferably, effective on the anniversary of the participant's recertification. Please note that we must receive all required forms 60 days prior to the effective date. You can send your request in advance, to coincide with a new lease.

Return all the following forms either fax, scan and email, USPS first class mail, or drop off (after hours—lobby letter slot in the office door).

1. Landlord Rent Comparability (Landlord Statement of Rent Reasonableness)
2. Go Section 8 Rent Reasonable Request form
3. Copy of rent increase notice sent to the participant/tenant

If approved, this change will be effective on the first of the month after 60 days of receipt of completed documents. Thank you in advance. Feel free to contact the office with any questions.

Sincerely,

Pamela Caranfa

Pamela Caranfa
Program Administrator

*We thank you for providing safe, sanitary and affordable housing to low-income families,
in partnership with the Housing Choice Voucher Program!*

Enclosures GoSection8 Rent Reasonable form
 Owner Rent Comparable form
 Current Payment Standard & Utility Allowance Schedule—if missing please call the office.

File

You can request an increase every year—preferable to coincide with the annual recertification. You must notify both the tenant and make the request of this office 60+ days in advance. (We verify Rent Reasonableness with a third-party contractor and that does take a bit of time.) Example: rent increase for Aug 1st would need to be received by May 31st.

The payment standard for a ONE-BEDROOM is \$876 to include utilities. When utilities are not included, we use the Utility Allowance Schedule to calculate the additional cost for utilities that the tenants are responsible for, by adding them to the contract rent, which gives the “gross rent” amount. The participant/tenant would pay, the difference between the payment standard amount and the gross rent amount, in addition to their 30%.

Example #1 Contract rent \$755 + \$117 Utilities (electric stove, other electric, & a/c) = \$872 gross rent / \$876 payment standard Participant would pay 30% of income

Example #2 Contract rent \$825 + \$117 Utilities = \$942 gross rent / \$876 payment standard Participant would pay 35-40+% of income (30% plus additional cost over payment standard—whatever that would be.) We do not give landlords income information, but rather negotiate with the landlord to keep participants in the range HUD prefers.

Please email completed form to RROD@gosection8.com.

For immediate assistance call (561) 362-1099.

Fields with an * are required. **PLEASE PRINT CLEARLY**

TENANT INFORMATION

* First Name: _____ * Last Name: _____
 Voucher # / Reference #: _____ Housing Authority Name: _____

(STEP 1) PROPERTY LOCATION

* Address: _____ Unit Number: _____
 * City: _____ * State: _____ * Zip: _____ * County: _____

(STEP 2) PROPERTY INFORMATION

* ^{NEW} Rent Amount: \$ _____	* Bed(s): _____ * Bath(s): _____	Square Footage: _____ Year Built: _____	Quality and Condition: <input type="radio"/> Unknown <input type="radio"/> Poor <input type="radio"/> Fair <input type="radio"/> Average <input type="radio"/> Above Average <input type="radio"/> Excellent
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* Property Type:

- House TH/Villa Apt Condo Mobile Home Row House Duplex Triplex 4plex High-Rise Low-Rise
 Condo (APT) Condo (TH/Villa) **Applicable Utility Schedule:** _____

(STEP 3) AMENITIES AND UTILITIES * Must Complete for Adjustment Accuracy

Heating Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Propane	Heating Fuel Paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Cooking fuel Type: <input type="checkbox"/> Propane <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil	Cooking Paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Hot Water fuel Type: <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Oil	Hot Water Paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Utilities: Electric paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Water Type: <input type="checkbox"/> Well Water <input type="checkbox"/> City Water	Water Paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Sewer Type: <input type="checkbox"/> Septic Tank <input type="checkbox"/> Public Sewer	Sewer Paid by: <input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Cooling Type: <input type="checkbox"/> Window/Wall <input type="checkbox"/> Swamp Cooler <input type="checkbox"/> Central <input type="checkbox"/> None		
Heat Type: <input type="checkbox"/> Baseboard <input type="checkbox"/> Space <input type="checkbox"/> Central <input type="checkbox"/> Window/Wall <input type="checkbox"/> Radiator <input type="checkbox"/> None <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler		Indoor: <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Cable Included	Laundry Type: <input type="checkbox"/> W/D Hook-ups <input type="checkbox"/> Washer <input type="checkbox"/> Onsite Laundry <input type="checkbox"/> Dryer <input type="checkbox"/> Washer/Dryer		Kitchen: <input type="checkbox"/> Dishwasher <input type="checkbox"/> Stove <input type="checkbox"/> Refrigerator <input type="checkbox"/> Microwave <input type="checkbox"/> Garbage Disposal	
Outdoor: <input type="checkbox"/> Swimming pool <input type="checkbox"/> Gated Community <input type="checkbox"/> Balcony	Parking: <input type="checkbox"/> 1 Car Garage <input type="checkbox"/> 1 Covered Space <input type="checkbox"/> Street <input type="checkbox"/> Open <input type="checkbox"/> 2 Car Garage <input type="checkbox"/> 2 Covered Spaces <input type="checkbox"/> Assigned <input type="checkbox"/> Unknown <input type="checkbox"/> 3 Car Garage <input type="checkbox"/> Unassigned <input type="checkbox"/> Driveway <input type="checkbox"/> None			Maintenance: <input type="checkbox"/> Pest Control Included <input type="checkbox"/> Lawn Included <input type="checkbox"/> Trash Included		

For immediate assistance call (561) 362-1099. Email completed form to RROD@gosection8.com.

By submitting this form I affirm that I am at least 18 years of age and have read and agree to GoSection8.com terms of use and privacy policy located at: gosection8.com/Main/terms_of_use.aspx



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OWNER RENT COMPARABLE Owner/Agent Request for Rent Increase—Statement of Rent Reasonableness

Tenant Name: _____

Owner/Agent Name: _____

Unit Address: _____

Address: _____

Phone: _____

Phone: _____

CURRENT

Contract Rent: \$ _____

NEW

Rent: \$ _____

Effective

Date: ____ / ____ / ____

If approved, the increase will go into effect the first of the month following 60 days once all forms have been completed and returned to this office.

Owner's Certifications--The program regulation requires that PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. By accepting the PHA payment each month the owner certifies that the rent is not more than the rent charged for comparable unassisted units on the premises.

	Address and Unit #	Date Rented	Rental Amount
1		/ /	\$
2		/ /	\$
3		/ /	\$

If the rent requested for the apartment above is **not comparable**, please explain: _____

- Copy of Tenant's 60-day notice of rent increase**
- GoSection8.com RENT REASONABLE FORM**

I understand that: I cannot increase the rent for a period of one year, and that if I recently purchased this property or changed who owns or pays utilities; I will be required to: 1) submit a lease signed by all parties which must include language to the effect: "*Subject to all provisions of the HUD tenancy addendum; form: HUD 52641 HAP Contract Part C word-for-word.*", 2) attach a copy of Part C of HAP contract: Tenancy Addendum, and 3) sign a HAP contract with Athol Housing Authority. Failure to provide these documents will result in delay of the increase until received and/or subsequent abatement of HAP. (AHA will provide a copy of the HAP Contract to include addenda when needed.)

Signed Under the Pains and Penalties of Perjury.

Owner/Agent Signature

Date

FOR OFFICE USE ONLY:

Date sent

GoSection8: ____ / ____ / ____

Approved / Denied

Date

Effective _____



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Owner's Statement of Good Status

Complete one form for each property occupied by a participant in the housing choice voucher program.

MUST submit copies of BOTH bills: Real Estate Tax and Water/Sewer bills

I hereby state that the **property** located at: _____ is not in foreclosure status and that the real estate taxes, water and sewer bills are paid up to date. Furthermore, I have not received any notices that such actions of foreclosure or tax lien(s) will be forthcoming in the near future. The HAP contract will be terminated if owner fails to maintain "good status". Additionally, I understand that the Athol Housing Authority must be notified prior to the sale, transfer, or foreclosure of the property.

The following are excerpts of the HUD 52641 HAP Contract Parts B & C and is not all inclusive. (Please read HAP Contract in the entirety prior to signing.)

"Unless the owner has complied with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments under the HAP contract." This includes failure to "pay State or local real estate taxes, fines or assessments." ...Part B 14. f. (7)

"The owner must maintain the contract unit and premises in accordance with the housing quality standards (HQS)." "Failure to maintain the contract unit in accordance with the HQS" (including utilities as stated) the PHA may exercise any available remedies." ...Part C 7. b. (1)& (2) (a)

"The owner may not assign the HAP contract to a new owner without the prior written consent of the PHA." "The owner shall supply any information as required by the PHA pertinent to the proposed assignment." "The PHA may deny approval to assign the HAP contract." ...Part B 14. g.

Owner/Agent – Print Name

Phone # Cell or Landline
 Circle one

Owner/Agent – Signature

Date

Owner/Agent Mailing Address (Include city, state & zip)

Owner/Agent Email Address **Print clearly**

Warning: Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.



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Examples of FRAUD

The Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) investigates cases of fraud by Public Housing Agencies (PHA's), their employees, owners/agents and tenants participating in the Housing Choice Voucher Program.

AHA policy: "the term *error* refers to an unintentional error or omission. *Program abuse or fraud* refers to a single act or pattern of actions that constitute a false statement, omission, or concealment of a substantial fact, made with the intent to deceive or mislead."

In order to provide rental assistance to as many needy families as possible, all participants in HUD sponsored programs must help properly utilize Government funds and follow HUD regulations. Incidents of fraud, willful misrepresentation, or intent to deceive, with regard to participation in HUD sponsored programs, are criminal acts. If you are suspected of committing any fraudulent acts, we are required to refer the matter to the proper authority for investigation and appropriate action. This could lead to an investigation of the allegation and could result in prosecution. As a result, you could also be terminated from the program.

Below are some examples (not all inclusive):

1. Owners/agents collecting extra (side) payments more than the family's share of the rent for unauthorized occupants or requiring the family to perform extra ordinary services in lieu of payments.
Any and all additional or side payments must be approved by the PHA;
2. Owners/agents collecting assistance payments for units not occupied by program participants;
3. Bribing PHA employees to certify substandard units as standard and other violations of Housing Quality Standards (HQS) which involve misrepresentation or deceit.
4. Applicants/Participants (Tenants) failing to report all income received by family members or changes to income (within 10 days of the change). Many people forgetting: new job, second job, overtime, part-time work, child support, unemployment, bonuses, minor children working, etc. When in doubt, call this office.
5. Applicants/Participants (Tenants) failing to report changes in family composition: marriage, birth, adoption, other legal action; absent family members due to illness or moving out; and unauthorized occupants (family, friends, children, etc.) living in the unit without prior written approval from both Owners/agents and AHA.

We urge everyone to report any violations of the Housing Choice Voucher program regulations immediately to this office. All reports will be treated as confidential.

I have read and understand the statements above:

Signature Owner / Agent

Date

Signature HEAD OF HOUSEHOLD Date

Signature SPOUSE / CO-HEAD / OTHER ADULT Date

Signature OTHER ADULT Date

Signature OTHER ADULT Date



November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose	This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.
Penalties for Committing Fraud	<p>The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:</p> <ul style="list-style-type: none">▫ Evicted from your apartment or house:▫ Required to repay all overpaid rental assistance you received:▫ Fined up to \$ 10,000:▫ Imprisoned for up to 5 years; and/or▫ Prohibited from receiving future assistance. <p>Your State and local governments may have other laws and penalties as well.</p>
Asking Questions	When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.
Completing The Application	When you answer application questions, you must include the following information:
Income	<ul style="list-style-type: none">▫ All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.):▫ Any money you receive on behalf of your children (child support, social security for children, etc.);▫ Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);▫ Earnings from second job or part time job;▫ Any anticipated income (such as a bonus or pay raise you expect to receive)
Assets	<ul style="list-style-type: none">▫ All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.. that are owned by you and any adult member of your family's household who will be living with you.

- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Recertifications

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.





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FILE COPY

PAYMENT STANDARDS 2022* EFFECTIVE 10/1/2022

(Figures subject to HUD's Rent Reasonableness Requirements)

		FMR---2023 X 115%							SAFMR---2023 X 115 %				
# of Bedrooms		0	1	2	3	4		Metro	0	1	2	3	4
Athol	01331	1082	1096	1442	1964	2115	Worcester	---	1104	1116	1472	2001	2091
Phillipston	01331	1082	1096	1442	1964	2115	Worcester	---	1104	1116	1472	2001	2091
Erving	01344	984	1136	1472	1824	2106	Franklin	---	828	943	1208	1553	1737
Fitchburg	01420	1137	1204	1562	2010	2346	Worcester	---	1127	1185	1541	1990	2312
Florence	01062	941	1135	1406	1722	2069	Hampshire	Hampshire	966	1173	1449	1771	2128
Foxboro	02035	2329	2528	3030	3688	4071	Norfolk	Boston-Cambridge-Quincy	2036	2208	2645	3220	3554
Framingham	01702	2329	2528	3030	3688	4071	Middlesex	Boston-Cambridge-Quincy	2151	2335	2795	3404	3749
Gardner	01440	1137	1204	1562	2010	2346	Worcester	---	1035	1104	1426	1840	2139
Greenfield	01301	984	1136	1472	1824	2106	Franklin	---	943	1093	1415	1748	2024
Littleton	01460	2329	2528	3030	3688	4071	Middlesex	Boston-Cambridge-Quincy	2266	2461	2944	3588	3956
New Salem	01355	984	1136	1472	1824	2106	Franklin	---	989	1139	1472	1829	2105
Orange	01364	984	1136	1472	1824	2106	Franklin	---	897	1035	1334	1656	1909
Petersham	01366	1082	1094	1442	1964	2115	Worcester	---	1265	1288	1691	2300	2484
Royalston	01368	1082	1096	1442	1964	2115	Worcester	---	1001	1012	1334	1817	1955
Salem	01970	2329	2528	3030	3688	4071	Essex	---	1978	2151	2576	3140	3462
Springfield	01118	941	1135	1406	1722	2069	Hampden	Springfield	1093	1323	1633	2001	2404
Stow	01775	2329	2528	3030	3688	4071	Middlesex	Boston-Cambridge-Quincy	1967	2139	2565	3117	3450
Sunderland	01375	984	1136	1472	1824	2106	Franklin	---	1380	1587	2059	2553	2944
Warwick	01378	984	1136	1472	1824	2106	Franklin	---	932	1081	1380	1760	1990
Wareham	02571	2329	2528	3030	3688	4071	Plymouth	Brockton	1875	2059	2484	2496	3370
Webster	01570	1416	1463	1880	2289	2525	Worcester	---	1162	1208	1553	1909	2093
Wendell	01379	984	1136	1472	1824	2106	Franklin	---	897	1035	1334	1656	1909
Westfield	01085	941	1135	1406	1722	2069	Hampden	Springfield	932	1127	1392	1702	2047
Wilbraham	01095	941	1125	1406	1722	2069	Hampden	Springfield	897	1081	1346	1645	1978

(The 5 bedroom calculation = 4 bedroom x 1.15)

* HUD has approved a request for an exception to the payment standards and with guidance from the Athol Housing Authority's board we have set the payment standards above.

The board has also approved a **Gradual Reduction** in subsidy. The AHA will reduce the payment standard amount used to calculate the family's subsidy, phasing in the reduction by **5% annually**. (Given the statement from HUD that the FMR & SAFMR maximum decrease will not exceed 10% annually. ^{Pg 3}) The initial reduction in the payment standard cannot take place before the effective date of the family's second regular reexamination following the effect date of the decrease in payment standard. Phased-in reductions may proceed annually from the second regular reexamination until the payment standard amount for the family meets the normally applicable payment standard amount on the AHA's voucher payment standard schedule. (Per Notice PIH 2018-01. ^{Pg 6})

Fair Market Rents (40th Percentile Rents) are available:

<https://www.huduser.gov/portal/datasets/fmr.html>

Small Area Fair Market Rents are available:

<https://www.huduser.gov/portal/datasets/fmr/smallarea/index.html>

Note the AHA Board approved a change to the effective date for the **Utility Allowance Schedule** to be effective for **January 1, 2023**. The new schedule is not yet available as of this date. Please send us an email as that date gets closer. *Thank you.*

**Summary
Allowance for Tenant-Furnished
Utilities and Other Services**

If you require more details as to calculations by our contractor, please contact the office at 978-249-4848 or generalinfo@atholorangehousing.com.

Locality : Athol Housing Authority - X873999		National Grid							Date : 01/01/2023
6831 AHDD		Monthly Dollar Allowances							
Unit Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	
Mobile Home (Manufactured Home)*									
a. Natural Gas									
b. Electric	110	132	171	219	274				
c. Bottle Gas	118	143	185	237	296				
d. Oil	118	143	185	237	296				
High-Rise with Elevator									
a. Natural Gas									
b. Electric	99	123	149	184	228	266	306	345	
Row House/Garden Apt (Rowhouse/Townhouse)*									
a. Natural Gas									
b. Electric	109	145	197	246	297	346	398	450	
c. Bottle Gas	118	157	213	265	321	373	429	485	
d. Oil	118	157	213	265	321	373	429	485	
Two-Three Family/Duplex (Semi-Detached)*									
a. Natural Gas									
b. Electric	132	170	225	279	328	372	428	484	
c. Bottle Gas	142	184	243	302	354	402	462	523	
d. Oil	142	184	243	302	354	402	462	523	
Older Multi-Family (Low Rise)*									
a. Natural Gas									
b. Electric	118	155	206	255	307	352	405	458	
c. Bottle Gas	127	167	223	275	331	380	437	495	
d. Oil	127	167	223	275	331	380	437	494	
Older Home Converted (Semi Detached)*									
a. Natural Gas									
b. Electric	126	161	216	268	319	358	412	466	
c. Bottle Gas	136	174	233	289	345	387	445	503	
d. Oil	136	174	233	289	345	387	445	503	
Single Family Detached									
a. Natural Gas									
b. Electric	144	195	233	294	333	387	445	503	
c. Bottle Gas	155	210	252	318	359	418	480	543	
d. Oil	155	210	252	318	359	417	480	543	
All Unit Types-Cooking									
a. Natural Gas									
b. Electric	22	29	38	47	59	63	73	82	
c. Bottle Gas	16	21	28	35	43	47	53	60	
All Unit Types-Electricity	77	99	132	164	203	219	252	285	
All Unit Types-Water Heat									
a. Natural Gas									
b. Electric	27	34	46	57	71	76	88	99	
c. Bottle Gas	20	26	35	43	53	58	66	75	
d. Oil	20	26	35	43	54	58	67	76	
Range (Tenant Owned)	5	5	5	5	5	5	5	5	
Refrigerator (Tenant Owned)	4	5	6	6	6	7	7	7	
Water									
Sewer									

**Summary - Air Conditioning
Allowance for Tenant-Furnished
Utilities and Other Services**

Locality : Athol Housing Authority - X873999		National Grid					Effective 01/01/2023 Expires 12/31/2023
6831 AHDD		Monthly Dollar Allowances					
Unit Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Mobile Home (Manufactured Home)*	25	32	43	53	63		
High-Rise with Elevator	16	20	27	33	39	44	
RowHouse Garden Apt. (Rowhouse/Townhouse)*	17	22	29	36	43	48	
Two-Three Family Duplex (Semi-Detached)*	17	22	29	36	43	48	
Older Multi-Family (Low Rise)*	16	20	27	33	39	44	
Older Home Converted (Semi-Detached)*	17	22	29	36	43	48	
Single Family Detached	29	38	50	62	74	83	