



Please...



Keep this sheet someplace where you will see it all the time as a reminder

## HELPFUL INFORMATION FOR VOUCHER HOLDERS

Below are things to keep in mind as a voucher holder with Licking Metropolitan Housing Authority (LMHA)

- One year after receiving a voucher and finding a place to live, your ANNUAL recertification will be due. You will receive paperwork that you will be asked to complete and return to LMHA.
- Any time there is a change to your income, a new job, job loss, change in number of hours worked, or change in rate of pay, you need to notify LMHA within 10 days of the change. This will require a Change of Information form. Please call or stop by and pick up the form and return to LMHA.
- Any time you want to add a person to your household before LMHA approves them, or remove someone from your household, you must notify LMHA. This will require a Change of Information form. Please call or stop by and pick up the form and return to LMHA. NOTE: if you move in a person, or remove a person without notifying LMHA, you could lose your voucher.
- Once a year, the inspector will schedule the annual inspection. A letter will be sent to you with the date and time of the inspection. Anyone over 18 must be present to admit the inspector to your residence. Missing more than one inspection may terminate your voucher status with LMHA. A request to reschedule an inspection must be in writing and forwarded to LMHA.
- If during the year you experience a problem with your residence, you may request a special inspection, BUT only after notifying your landlord of the problem and giving them an appropriate amount of time to correct the issue. If the landlord does not resolve the issue, then give LMHA a request in writing.
- You cannot request to move during the first 12 months after you receive a voucher. Once the 12 months have passed, you must give LMHA a 30-day notice in writing that you want to move and give your landlord notice per your lease.
- Any paperwork that LMHA asks you to complete must be done and turned in by the due date. Failure to do this may jeopardize your housing assistance/voucher.
- Any time you have questions, be sure to call LMHA to get proper advice.
- Any legal questions should be directed to any legal firm including but not limited to Fair Housing or Southeast Ohio Legal Services (614-827-0505). LMHA cannot give legal advice.
- Any tenant/landlord questions should be directed to Licking County Fair Housing. The phone number is: 740-670-7532.