

# Chapter 5

## Pre-Occupancy Briefing

Once an applicant has been determined eligible for the Public Housing program, the family must attend a pre-occupancy briefing. The purpose of the pre-occupancy briefing is to:

- Confirm assignment or assign a public housing unit;
- Review responsibilities under the *Residential Lease Agreement*;
- Review public housing program responsibilities;
- Inform potential residents of AHFC's housekeeping standards and care of the unit; and
- Review family income for compliance with income limits.

All adult household members are required to attend the pre-occupancy briefing.

### 5.1 REASONABLE ACCOMMODATION

A Reasonable Accommodation process is available to those applicants requiring additional assistance due to a disability. Assistance is also available for limited English proficiency applicants. An applicant can inquire at the local AHFC office for assistance with these processes.

### 5.2 CHANGES AFTER EXAMINATION

Families may have changes to income or family composition either before or during the shopping process. See Exhibit 3-1 for the policy on processing a family's reported imminent change.

#### 5.2.A Applicant Family

If a family reports changes that will affect their gross annual income, those changes must be processed before the family may attend a pre-occupancy briefing or sign a Lease. If the change will cause the family to exceed the income limit for the family's size, the family is no longer eligible for the Public Housing program.

#### 5.2.B Participant Family

If the change will cause the family's portion to exceed the unit's contract rent, the family will pay the contract rent. See Exhibit 4-2 for processing a family's reported change after the examination process.

### 5.3 UNIT ASSIGNMENT

Units will be assigned in accordance with the policy in Exhibit 5-1 and Occupancy Standards in Exhibit 5-2. The actual unit offer may occur before or after the pre-occupancy briefing.

### 5.4 BEHAVIOR AT THE BRIEFING

In the event that an applicant displays behavior that reflects on his/her ability to meet applicant screening criteria, his/her eligibility for housing will be reassessed. For instance, if an applicant is disruptive, destructive, intoxicated, or verbally abusive of staff or other applicants, he/she will be asked to leave and he/she may be found ineligible for the program.

### 5.5 PRE-OCCUPANCY BRIEFING SCHEDULING

In order to minimize lost occupancy time, AHFC strives to move apartments from vacant to leased status in a short period of time. The scheduling of the pre-occupancy briefing may be done telephonically or by letter. Staff may choose to combine one or more components of the eligibility examination (Chapter 4 and Exhibit 4-1) pre-occupancy briefing, move-in inspection (Chapter 7), and appointment to execute the lease (Chapter 6) in one meeting. The division of the process into distinct segments in the ACOP is to provide guidance as to the fundamental purpose and elements of each process.

### 5.6 CONDUCTING A BRIEFING

AHFC will orally brief families prior to signing the lease for a public housing unit. AHFC may choose to brief families individually or in group sessions. Guidelines for preparing required briefing packets are in the Administrative Desk Manual. All adults that will sign the lease must attend the briefing.

AHFC will brief the family on the following topics:

- The contents of the family briefing packet.
- The family's right to request Reasonable Accommodation for a family member with a disability.
- Tenant's and AHFC's rights and responsibilities under the *Residential Lease Agreement*, including attachments and addendums documented on the *Residential Lease Agreement Part 2*, and AHFC's grievance and hardship procedures.
- Explanation of how Tenant Rent is determined including tenant income and family composition reporting and verification requirements including possible subsidy time limits under AHFC's Moving to Work Activity 2014-1 Reasonable Rent and Family Self-Sufficiency Initiative.

- Family financial responsibilities including security deposit, rent payment due dates, late fees, tenant-paid utilities, and payment of other charges that may be applicable during tenancy.
- Explanation of how and where payments must be tendered (no cash policy).
- Documentation requirements and responsibilities under Community Service.
- Basic housekeeping expectations and the proper use and maintenance of safety equipment; AHFC-supplied appliances, heating and ventilation systems, and fixtures.
- Explanation of the types of inspections including frequency.
- Criteria for which AHFC would terminate the lease agreement.
- How to turn in a work order request when a repair is necessary and how contact AHFC in response to an after-hours emergency.
- Information about AHFC's facilities, services, and the general neighborhood.
- General description of the Family Self Sufficiency program and local community resources upon request.

Families will be provided an opportunity to ask questions about any aspect of the program.

### **Forms**

Residential Lease Agreement (LR402) and Addenda

Instructional Forms (smoke detector, carbon monoxide detector, fire extinguisher, oven operation/cleaning, etc.)

Work Order telephone information

### **Administrative Desk Manual**

Public Housing Briefing Packet