

**NOTICE TO**  
**HOUSING CHOICE VOUCHER PARTICIPANTS**  
**&**  
**MODERATE REHABILITATION PARTICIPANTS**  
**REGARDING MINIMUM RENT PAYMENTS**

Program regulations authorize housing authorities to establish minimum rents for all subsidized housing program participants. The Manchester Housing and Redevelopment Authority (MHRA) has established such minimum rents at \$50.00 per month. This is the minimum amount that a program participant must pay for a rent, which includes all utilities.

If a participant is responsible for the provision of any utilities this amount is reduced by deducting the allowance for any tenant-paid utilities. Families subject to minimum rents have the right to request an exception to these rents due to financial hardship. Financial hardship includes such circumstances as:

- The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program; or
- The family would be evicted because it is unable to pay the minimum rent; or
- Family income has decreased because of changed family circumstances, including the loss of employment; or
- A death has occurred in the family; or
- Other authority-approved circumstances.

If the reason for the financial hardship is determined to be temporary the housing authority's minimum rent will be suspended for up to ninety (90) days from the family's written request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.

Housing authorities must notify families that they have the right to request a hardship exception, that they have ninety (90) days from the date they request an exception to provide documentation of the hardship, as well as documentation that the hardship is on a long-term duration. Once a request for an exception has been made, minimum rents are to be suspended until a determination can be made as to whether or not the exception is warranted. If it is determined that no hardship exists or that a hardship exists but is of a temporary nature, minimum rents are to be restored and the family billed for all suspended rent. Families have the right to request an Informal Hearing.

If you wish to request a hardship exception or if you have any questions, please put the request in writing to your Leased Housing Specialist, or discuss it with her at your annual recertification.

Name of family: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date