

HOUSING AUTHORITY OF THE TOWN OF HAMDEN

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SECTION 8 PROGRAM TENANT MOVE-IN INSTRUCTIONS

The following is general information for individuals who wish to move and be subsidized through the Hamden and/or Wallingford Section 8 Housing Choice Voucher Program.

1. **The Housing Authority deadline for all paperwork for a unit is to be received in the office by the fifteenth (15th) day of the month** for move-ins effective the first (1st) day of the following month. A "Request for Tenancy Approval" form, filled out completely and signed and dated by the landlord and tenant, ***must be received by no later than the 15th day of the month***. Participants will be requested to sign a new voucher before moving.
2. A transferring Housing Authority must fax or mail all Section 8 portability paperwork to the Hamden Housing Authority office by the 15th day of the month. The Housing Authority fax number is (203) 248-5505 and is always on, even if the office is closed.
3. The Housing Authority requires written verification of a family's total household income information for each family member no older than 30-days. (Wages, AFDC, Social Security, Unemployment or Workman Compensation benefits, Child Support, etc.)
4. Verification of family size and composition is required. (Birth Certificates and Social Security cards for each person are required)
5. Current savings account bank statements are required, if applicable. Written verification of out-of-pocket medical expenses or child care costs are required to receive these deductions. *Please call ahead to discuss these matters*, if applicable.
6. Security Deposits are strictly between tenant and landlord. **The Housing Authority assumes no liability for any damages or vacancy loss whatsoever.**
7. A Section 8 Housing Quality Standard move-in inspection is conducted before a tenant moves in accordance with H.U.D. regulations, and each year the tenant is in place. Please call the office at 248-9036 to schedule an inspection **once the unit is ready**.

The Housing Authority office hours are 8:30 a.m. to 4:00 p.m. Monday through Thursday, 8:30 a.m. to 3:00 p.m. on Friday. EMAIL: Section8Hamden@aol.com