



Community Development Commission
of Mendocino County

HOUSING HIGHLIGHTS

D I D Y O U K N O W :

All Housing Choice Voucher and VASH participants are responsible for abiding by CDC's Family Obligations and the information documented in the Tenancy Addendum. Participants received a copy of the Tenancy Addendum when you initially came onto the program or periodically throughout your participation.

This list addresses some of the pertinent information listed in the Tenancy Addendum. Please keep this information in mind during your tenancy and participation in CDC's Housing Programs.

- ◆ The composition of the household must be approved by CDC. The family must promptly inform CDC of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and CDC.
- ◆ The family is responsible for paying the owner their portion of the rent to owner as determined by CDC.
- ◆ The owner may not charge or accept from the family any payment for rent of the unit in addition to the regular monthly rent to owner.
- ◆ The owner is not responsible for damages beyond normal wear and tear caused by any member of the household or by a guest. These repairs are the tenant's responsibility—which may include financial responsibility.
- ◆ The tenant must notify CDC and the owner before the family moves out of the unit. CDC requires a 30 day notice. If you have any questions or concerns or, would like a copy of the Tenancy Addendum please contact CDC.

P L A N N I N G T O M O V E ? P L E A S E S E E B E L O W !

CDC would like to take a moment and explain the procedures which need to take place in order for an assisted family to be eligible to move. If your family is thinking of relocating please notify the CDC of your intentions in writing. CDC will approve a move with assistance if: a.) the lease for the unit has expired or if the lease has terminated by mutual agreement between the owner/landlord and the resident, AND b.) The participant family has resided in their current unit for at least one year.

The CDC may deny a request to move for the following reasons;

- ◆ If the participant intentionally causes the unit to fail Housing Quality Standards, or;
- ◆ The participant owes the CDC a balance due, or;
- ◆ The participant has violated a family obligation, or;
- ◆ The participant failed to provide at least thirty (30) days notice to the landlord and CDC

If the participant's family is determined eligible to relocate the CDC will contact the family by mail. The participant will need to complete a relocation application and provide the completed application to CDC along with updated income information. The CDC will review the relocation application and determine if all necessary documentation has been obtained in order to proceed. If so, the CDC will issue the family a voucher to relocate and supply them with the necessary documents including a Request for Tenancy Approval.

Important Facts:

- ◆ The participant family is required to give the landlord/owner a 30 day notice to vacate, and the family must supply CDC with a copy of that notice at the same time
- ◆ CDC will only pay double assistance for a maximum of seven (7) calendar days. This means, a participant family has seven days to occupy both assisted units. If the participant is still in possession of the unit they are moving from after the seven (7) day period they will be responsible for the pro-rata portion of the entire contract rent.

VISIT US ON THE WEB AT:
[HTTP://CDHOUSING.ORG](http://cdhousing.org)

**COMMUNITY
DEVELOPMENT
COMMISSION
OF MENDOCINO
COUNTY**

Phone: (707) 463-5462

FAX: (707) 463-4188

Website: <http://cdhousing.org>

Business Hours:

8:00 a.m. to 5:00 p.m.

Monday – Thursday

**Committed to providing safe,
sustainable, affordable housing
within our community.**

The Community Development Commission of Mendocino County operates many housing programs for Mendocino County including Housing Choice Voucher Program (formerly Section 8) Permanent Supportive Housing (formerly Shelter Plus Care), and Veterans Affairs Supportive Housing Program.

We also own and operate many homes and projects throughout Mendocino County.

In addition to this, we administer programs that provide funding for home purchases and housing rehabilitation. Our agency also offers energy efficiency programs for homeowners, businesses and local governments with the assistance of Pacific Gas & Electric Company. And we assist the City of Ukiah with their economic development programs.

Community Development Commission of
Mendocino County

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Ukiah, CA 95482

TO: