



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

107 Litchfield Street, NW • P.O. BOX 630 • COEBURN, VIRGINIA 24230
Telephone: (276) 395-6104 • Fax: (276) 395-5874 • email: zbowen@wcrha.org

***** ATTENTION APPLICANTS *****

Applications submitted to Wise Co. Redevelopment & Housing Authority must have the following items.

- ❖ Picture ID (18 years or older ONLY)
- ❖ Proof of Birth
- ❖ Social Security Card
- ❖ DD 214 (Veterans Only)
- ❖ Income Verification (if applicable), i.e. pay stubs, social security, child support, etc.

Applicants have 30 days from date of submitted application to provide all the above documentation.

YOU WILL NOT BE HOUSED IF YOU OWE A PAST DUE BALANCE & WILL LOSE YOUR PLACE ON THE WAITING LIST.

- Electric Companies
 - ❖ Old Dominion Power (ODP) - 1-800-981-0600
 - ❖ Appalachian Electric Power (AEP) – 1-800-672-2231 – Pound only.
- Water Companies
 - ❖ Appalachia Water – (276) 565-3900
 - ❖ Big Stone Gap Water – (276) 523-0115
 - ❖ Coeburn Water – (276) 395-3323
 - ❖ Pound Water – (276) 796-5188
 - ❖ St. Paul Water – (276) 762-5297
 - ❖ Wise Water – (276) 328-6013

***If you are in need of financial assistance with past due bills or deposits for utilities only please call the Family Crisis Center for an application. (276) 679-7240**

(6/18)



EQUAL HOUSING OPPORTUNITY



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Housing Applicant Notice

****You must always provide current contact numbers and current mailing address****

You **will NOT QUALIFY** for our programs if you:

- Have a poor record with **WCRHA** or **HUD**
- Owe **WCRHA** any money
- Have a **Drug** related criminal record
- Have a **Violent Criminal** record
- Are a **Registered Sex Offender**

You **will NOT QUALIFY** for Public Housing if you:

- Owe an **Electric Bill**
- Owe a **Water Bill**

***If you are offered an apartment, you must have ALL your 1st month rent, electricity, water and security deposit before you will be leased.**

If you have any questions please feel free to call our Coeburn office at (276)395-6104

Office Hours: Monday thru Friday 8:00 a.m. - 4:30 p.m.



EQUAL HOUSING OPPORTUNITY
EQUAL HOUSING OPPORTUNITY

Section 8 Housing Choice Vouchers Fact Sheet

What are housing choice vouchers?

The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

Housing choice vouchers are administered locally by public housing agencies (PHAs). The PHAs receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program.

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by the PHA.

A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program. Under certain circumstances, if authorized by the PHA, a family may use its voucher to purchase a modest home.

Am I eligible?

Eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. By law, a PHA must provide 75 percent of its voucher to applicants whose incomes do not exceed 30 percent of the area median income. Median income levels are published by HUD and vary by location. The PHA serving your community can provide you with the income limits for your area and family size. During the application process, the PHA will collect information on family income, assets, and family composition. The PHA will verify this information with other local agencies, your employer and bank, and will use the information to determine program eligibility and the amount of the housing assistance payment.

If the PHA determines that your family is eligible, the PHA will put your name on a waiting list, unless it is able to assist you immediately. Once your name is reached on the waiting list, the PHA will contact you and issue to you a housing voucher.

How do I apply?

If you are interested in applying for a voucher, contact the [local PHA](#). For further assistance, please contact the [HUD Office](#) nearest to you.

Local preferences and waiting list - what are they and how do they affect me?

Since the demand for housing assistance often exceeds the limited resources available to HUD and the local housing agencies, long waiting periods are common. In fact, a PHA may close its waiting list when it has more families on the list than can be assisted in the near future.

PHAs may establish local preferences for selecting applicants from its waiting list. For example, PHAs may give a preference to a family who is (1) homeless or living in substandard housing, (2) paying more than 50% of its income for rent, or (3) involuntarily displaced. Families who qualify for any such local preferences move ahead of other families on the list who do not qualify for any preference. Each PHA has the discretion to establish local preferences to reflect the housing needs and priorities of its particular community.

Housing vouchers - how do they function?

The housing choice voucher program places the choice of housing in the hands of the individual family. A very low-income family is selected by the PHA to participate is encouraged to consider several housing choices to secure the best housing for the family needs. A housing voucher holder is advised of the unit size for which it is eligible based on family size and composition.

The housing unit selected by the family must meet an acceptable level of health and safety before the PHA can approve the unit. When the voucher holder finds a unit that it wishes to occupy and reaches an agreement with the landlord over the lease terms, the PHA must inspect the dwelling and determine that the rent requested is reasonable.

The PHA determines a payment standard that is the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive. However the payment standard does not limit and does not affect the amount of rent a landlord may charge or the family may pay. A family which receives a housing voucher can select a unit with a rent that is below or above the payment standard. The housing voucher family must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment

standard the family is required to pay the additional amount. By law, whenever a family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40 percent of its adjusted monthly income for rent.

The rent subsidy

The PHA calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment standard minus 30% of the family's monthly adjusted income or the gross rent for the unit minus 30% of monthly adjusted income

Can I move and continue to receive housing choice voucher assistance?

A family's housing needs change over time with changes in family size, job locations, and for other reasons. The housing choice voucher program is designed to allow families to move without the loss of housing assistance. Moves are permissible as long as the family notifies the PHA ahead of time, terminates its existing lease within the lease provisions, and finds acceptable alternate housing.

Under the voucher program, new voucher-holders may choose a unit anywhere in the United States if the family lived in the jurisdiction of the PHA issuing the voucher when the family applied for assistance. Those new voucher-holders not living in the jurisdiction of the PHA at the time the family applied for housing assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another PHA's jurisdiction must consult with the PHA that currently administers its housing assistance to verify the procedures for moving.

Roles - the tenant, the landlord, the housing agency and HUD

Once a PHA approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the PHA sign a housing assistance payments contract that runs for the same term as the lease. This means that everyone – tenant, landlord and PHA – has obligations and responsibilities under the voucher program.

Tenant's Obligations: When a family selects a housing unit, and the PHA approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition and notify the PHA of any changes in income or family composition.

Landlord's Obligations: The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the PHA.

Housing Authority's Obligations: The PHA administers the voucher program locally. The PHA provides a family with the housing assistance that enables the family to seek out suitable housing and the PHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. If the landlord fails to meet the owner's obligations under the lease, the PHA has the right to terminate assistance payments. The PHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards.

HUD's Role: To cover the cost of the program, HUD provides funds to allow PHAs to make housing assistance payments on behalf of the families. HUD also pays the PHA a fee for the costs of administering the program. When additional funds become available to assist new families, HUD invites PHAs to submit applications for funds for additional housing vouchers. Applications are then reviewed and funds awarded to the selected PHAs on a competitive basis. HUD monitors PHA administration of the program to ensure program rules are properly followed.

Additional Information and other subsidy programs

For additional information about the voucher program, contact either the [local PHA](#) serving your community or the Office of Public Housing within your [local HUD office](#). There may be a long wait for assistance under the housing voucher program. If the PHA also administers the public housing program, applicants for the housing choice voucher program may also ask to be placed on the waiting list for the public housing program. HUD also administers other subsidized programs and you may obtain a list of programs in your area from the Office of Housing at your local HUD office.

What regulations cover this program?

Regulations are found in [24 CFR Part 982](#).



November 2004

Things You Should Know

Don't risk your chances for Federally assisted housing by providing false, incomplete, or inaccurate information on your application forms.

Purpose This is to inform you that there is certain information you must provide when applying for assisted housing. There are penalties that apply if you knowingly omit information or give false information.

Penalties for Committing Fraud The United States Department of Housing and Urban Development (HUD) places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house:
- Required to repay all overpaid rental assistance you received:
- Fined up to \$ 10,000:
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

Your State and local governments may have other laws and penalties as well.

Asking Questions When you meet with the person who is to fill out your application, you should know what is expected of you. If you do not understand something, ask for clarification. That person can answer your question or find out what the answer is.

Completing The Application When you answer application questions, you must include the following information:

- Income**
- All sources of money you or any member of your household receive (wages, welfare payments, alimony, social security, pension, etc.):
 - Any money you receive on behalf of your children (child support, social security for children, etc.);
 - Income from assets (interest from a savings account, credit union, or certificate of deposit; dividends from stock, etc.);
 - Earnings from second job or part time job;
 - Any anticipated income (such as a bonus or pay raise you expect to receive)
- Assets**
- All bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc.. that are owned by you and any adult member of your family's household who will be living with you.

- Any business or asset you sold in the last 2 years for less than its full value, such as your home to your children.
- The names of all of the people (adults and children) who will actually be living with you, whether or not they are related to you.

Signing the Application

- Do not sign any form unless you have read it, understand it, and are sure everything is complete and accurate.
- When you sign the application and certification forms, you are claiming that they are complete to the best of your knowledge and belief. You are committing fraud if you sign a form knowing that it contains false or misleading information.
- Information you give on your application will be verified by your housing agency. In addition, HUD may do computer matches of the income you report with various Federal, State, or private agencies to verify that it is correct.

Recertifications

You must provide updated information at least once a year. Some programs require that you report any changes in income or family/household composition immediately. Be sure to ask when you must recertify. You must report on recertification forms:

- All income changes, such as increases of pay and/or benefits, change or loss of job and/or benefits, etc., for all household members.
- Any move in or out of a household member; and,
- All assets that you or your household members own and any assets that was sold in the last 2 years for less than its full value.

Beware of Fraud

You should be aware of the following fraud schemes:

- Do not pay any money to file an application;
- Do not pay any money to move up on the waiting list;
- Do not pay for anything not covered by your lease;
- Get a receipt for any money you pay; and,
- Get a written explanation if you are required to pay for anything other than rent (such as maintenance charges).

Reporting Abuse

If you are aware of anyone who has falsified an application, or if anyone tries to persuade you to make false statements, report them to the manager of your complex or your PHA. If that is not possible, then call the local HUD office or the HUD Office of Inspector General (OIG) Hotline at (800) 347-3735. You can also write to: HUD-OIG HOTLINE, (GFI) 451 Seventh Street, S.W., Washington, DC. 20410.





APPLYING FOR HUD HOUSING ASSISTANCE?

**THINK ABOUT THIS...
IS FRAUD WORTH IT?**

Do You Realize...

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to \$10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

Do You Know...

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:



HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410



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ELIGIBILITY REQUIREMENTS

Applications for the Section 8 Housing Choice Voucher program must be of the following income limits:

- 1 Family Member = \$23,350
- 2 Family Members = \$26,700
- 3 Family Members = \$30,050
- 4 Family Members = \$33,350
- 5 Family Members = \$36,050
- 6 Family Members = \$38,700
- 7 Family Members = \$41,400
- 8 Family Members = \$44,050

MONEY OWED TO WCRHA, VHDA, OR ANY OTHER PUBLIC HOUSING AUTHORITY

Those individuals who owe money to the WCRHA, VHDA, or any other PHA's **WILL NOT** receive assistance until the balance owed has been **PAID IN FULL**. Examples of such balance would be delinquent rents, bills for damages, vacancy payments, damage payments, etc. Those individuals may apply for assistance by the time their name reaches the top of the waiting list.

PROCEDURES FOR RECEIVING ASSISTANCE

All new applications will be placed on a waiting list where their name will remain until it reaches the top of that list. Names will only be taken from the waiting list and issues vouchers for rental assistance when funds are available to do so. *It will not in any way affect a person's status on the waiting list if they already have located a unit that they wish to rent.* They must wait until their name reaches the top of the waiting list before assistance can begin.

5/2022

DEPOSITS NECESSARY FOR WCRHA PUBLIC HOUSING UNITS

INMAN VILLAGE APTS-(APPALACHIA)

- Security Deposit - At least \$50.00, but no more than monthly rent amount plus Utilities
- Old Dominion Power - \$160.00
- Town Water Deposit - \$100.00
- 1st Month's Rent - 30% of gross income

APPALACHIAN TOWERS - (APPALACHIA)

- Security Deposit - \$100.00
- 1st Month's Rent - 30% of gross income

RIDGEVIEW - (APPALACHIA)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$100.00
- 1st Month's Rent - 30% of gross income

SHEFFIELD ACRES APTS - (COEBURN)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$125.00
- 1st Month's Rent - 30% of gross Income

UTCHAELED MANOR - (COEBURN)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$100.00
- 1st Month's Rent - 30% of gross income

JOHN VANDIVER MANOR - (COEBURN)

- Security Deposit - \$425.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$100.00
- 1st Month's Rent - Prorated

CLINCHVIEW APTS- (ST. PAUL)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$100.00
- 1st Month's Rent - 30% of gross income

STONEBRIAR - (ST. PAUL)

- Security Deposit - \$100.00
- 1st Month's Rent - Prorated

MONTE VISTA- (BIG STONE GAP)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$120.00
- 1st Month's Rent - 30% of gross income

OLD MILL VILLAGE- (POUND)

- Security Deposit - \$100.00
- Appalachian Power - Based on previous tenant usage
- PSA Water Deposit - \$230.00
- 1st Month's Rent - 30% of gross income

COMMONWEALTH APTS- (WISE)

- Security Deposit - \$100.00
- Old Dominion Power - \$160.00
- Town Water Deposit - \$120.00
- 1st Month's Rent - 30% of gross income



Virginia Statement of Tenant Rights and Responsibilities under the Virginia Residential Landlord and Tenant Act as of July 1, 2021

This is a summary of tenants' rights and responsibilities under the Virginia Residential Landlord and Tenant Act. This summary does not modify your lease or Virginia law. A lease cannot give up a tenant's rights under the law. The information below is not intended as legal advice. Tenants with questions are encouraged to contact their local legal aid program at (866) 534-5234 or valegalaid.org/find-legal-help.

Tenant Rights

Applications:

Tenants may be charged a nonrefundable application fee of no more than \$50 (not including third party costs for a background check) and a refundable application deposit. If the tenant does not rent the unit, the application deposit must be returned, minus any actual costs or damages. (§55.1-1203)

Written lease:

Under the VRLTA, a landlord is required to provide a tenant a written lease. If a landlord fails to do so, the VRLTA still protects a tenant by establishing a statutory lease between landlord and tenant for 12 months not subject to automatic renewal. (§55.1-1204)

Disclosure:

A landlord must reveal certain information to the tenant, including any visible evidence of mold (§55.1-1215), the name and address of the owner or property manager (§55.1-1216) and notice of sale or foreclosure of the property. (§§55.1-1216, 1237).

Security Deposit:

A landlord may require a security deposit of up to two month's rent. Within five days of move in the tenant has a right to object to anything in the move-in report. The tenant also has a right to be present at a move-out inspection, which must be made within 72 hours of delivery of possession. (§§55.1-1214, 1226)

Receipts:

Upon request, a tenant is entitled to a written receipt of rent paid by cash or money order. Upon request, a tenant is entitled to a written statement of all charges and payments over the past 12 months. (§55.1-1204(D), (I))

Privacy:

A landlord may not release information about a tenant without consent, except under certain conditions, which are generally when tenant information is already public. (§55.1-1209)

Fit and Habitable Premises:

A tenant has the right to a fit and habitable rental unit in accordance with the Uniform Statewide Building Code. The landlord must make all repairs needed to keep premises fit and habitable. (§55.1-1220) To enforce the right to get repairs, a tenant must be current in rent, give the landlord written notice and wait a reasonable period. If repairs are not made, a tenant can file a Tenant's Assertion in General District Court. This must be filed no later than five days after rent is due. There is no rent withholding in Virginia, except under repair and deduct. (§55.1-1244)

Repair and Deduct:

If an issue on the property affects life, health, safety, or seriously affects habitability, and a landlord has not begun to address it within 14 days after written notice from the tenant, the tenant may contract to have the repair done by a licensed contractor at a cost of not more than \$1,500, or one month's rent, whichever is more. The tenant may deduct the actual cost of the repair from the rent. The tenant must send the landlord an itemized invoice and a receipt for payment to the contractor for the work, along with any payment of remaining rent owed. (§55.1-1244.1)

Eviction:

A landlord may not evict a tenant without following the court eviction process. The landlord first sends a written notice and next the landlord files an unlawful detainer lawsuit. The landlord must get a court order of possession, followed by a Writ of Eviction that is served by the Sheriff. (§§55.1-1245, 1252). A tenant not getting paid due to a federal shutdown of 14 or more days can get an eviction lawsuit for nonpayment of rent postponed for 60 days. (§44-209)

Redemption (Pay & Stay):

After an unlawful detainer lawsuit for nonpayment of rent is filed, a tenant has the right to pay to a zero balance on or before the court date and have the lawsuit dismissed. After a court issues a judgment of possession, a tenant has the right to pay to a zero balance up to two business days before the Sheriff's eviction and have the eviction cancelled. If the landlord has five or more rentals, a tenant may use these rights at any time. If the landlord has four or fewer rentals, a tenant may use one of these rights only once in a 12-month period. (§55.1-1250)

Tenant Responsibilities**Rent:**

Unless the lease says otherwise, rent is due in equal payments each month on or before the first of each month. (§55.1-1204)

Late Fees:

If rent is not paid on time, the tenant must pay a late fee if the lease requires one. A late fee can be no more than 10% of the monthly rent, or 10% of the unpaid balance, whichever is less. (§55.1-1204(E))

Insurance:

A tenant may be required to have and pay for renter's insurance. A tenant also may be required to have and pay for damage insurance and/or a security deposit, but the total of both the damage insurance premiums and the security deposit may not exceed two months' rent. (§§55.1-1206, 1208)

Access:

A tenant must allow a landlord access to the unit at reasonable times and for practical purposes, such as maintenance, inspection, or to provide services. A tenant must allow access unless the landlord's request is unreasonable. Unless impractical due to an emergency, the landlord must give 72-hours' notice of maintenance. If the tenant requests maintenance, notice is not required. (§55.1-1229)

Maintain Fit and Habitable Premises:

The tenant must keep the rental unit as clean and safe as conditions allow and in accordance with the Uniform Statewide Building Code. The tenant must promptly notify the landlord of visible mold and use reasonable efforts to prevent moisture and mold. The tenant must promptly notify the landlord of insects or pests and must not be at fault in failing to prevent insects or pests. (§55.1-1227)

Fair Housing:

The tenant may have a right to file a fair housing complaint if the landlord or property manager violates the Virginia Fair Housing Act. (§36-96.1 et seq)

COVID-19 Relief:

A tenant not getting paid due to the state of emergency declared by the Governor for the COVID-19 virus can get an eviction lawsuit for nonpayment of rent postponed for 60 days by showing up on their court date and providing written proof within 90 days after the Governor ends the declaration of emergency. (§44-209)



Acknowledgement of Receipt of Statement of Tenant Rights and Responsibilities

In accordance with Section §55.1-1204 of the Code of Virginia, the undersigned parties hereby acknowledge that with respect to the dwelling unit known as:

the Landlord has provided to the Tenant and the Tenant has received the Statement of Tenant Rights and Responsibilities developed by the Virginia Department of Housing and Community Development and posted on its website (dhcd.virginia.gov/landlord-tenant-resources) pursuant to Section §36-139 Code of Virginia.

_____ Landlord Signature	_____ Printed Name	_____ Date
_____ Landlord Agent (if applicable)	_____ Printed Name	_____ Date
_____ Tenant Signature	_____ Printed Name	_____ Date
_____ Tenant Signature	_____ Printed Name	_____ Date
_____ Tenant Signature	_____ Printed Name	_____ Date
_____ Tenant Signature	_____ Printed Name	_____ Date



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MEMORANDUM

APPLICATION FOR HOUSING ASSISTANCE

Thank you for your application and supporting documents placed with the Wise County Redevelopment and Housing Authority. We **will** place your name on the Waiting List and will contact you as soon as we can offer assistance. Your application **will** go on the list according to the date and time the application is received in the office

Please be advised all applicants for housing are screened thoroughly.

Be sure to notify the office immediately if you experience **ANY** of the following changes.

1. Your address or telephone number changes.
2. You experience a change in family household members, or a change in income.
3. You decide you no longer need assistance and want your name removed from the waiting list.

If you fail to notify our office of any of the above changes, you risk having your application cancelled and your name removed from the waiting list. In the event that this happens, you will have to re-apply and go through the entire waiting list procedure again. **If you are approved for one of our programs and want to remain on the waiting list for another program, you are responsible for letting the Wise County Central Office know of any change of address.**

Thank you,
Wise County Redevelopment and Housing Authority

My signature below acknowledges that I have read and understand the above information

X _____

Date: _____



WISE COUNTY REDEVELOPMENT AND HOUSING AUTHORITY

PO Box 630 * 107 LITCHFIELD STREET NW
COEBURN, VIRGINIA 24230 * 276-395-6104

Apartment Information

Appalachian Towers

505 West Main St., Appalachia, VA
36 units (1 BR units)
**(Must be Elderly, Handicapped,
or Disabled to Apply)**

Clinchview Apartments

3311 Third Ave., St. Paul, VA
60 units (1, 2, 3, 4 & 5 BR units)

Commonwealth Apartments

603 Commonwealth Ave NE, Wise, VA
26 units (1 & 2 BR units)
***Requires a 1 Year Lease ***
****Waiting List is Currently Closed****

Inman Village Apartments

189 Don Whitehead Dr, Appalachia, VA
88 units (1, 2 & 3 BR units)
*** Requires a 1 Year Lease ***

John Vandiver Manor

117 Vandiver Drive, Coeburn, VA
21 units (1 BR units)
(Must be Age 55 or Older to Apply)
*** Requires a 1 Year Lease ***

Litchfield Manor

107 Litchfield St. NW, Coeburn, VA
57 units (1, 2, 3, 4 & 5 BR units)

Monte Vista Apartments

101 Monte Vista Lane, Big Stone Gap, VA
20 units (1, 2, & 3 BR units)

Old Mill Village Apartments

11430 Old Mill Village Rd, Pound, VA
34 units (1, 2 & 3 BR units)
*** Requires a 1 Year Lease ***

Ridgeview Apartments

301 Walnut St., Appalachia, VA
20 units (1, 2, 3 & 4 BR units)

Sheffield Acres Apartments

12124 Retford Rd, Coeburn, VA
56 units (1, 2 & 3 BR units)
*** Requires a 1 Year Lease ***

Stonebriar Apartments

Fourth & Broad Street, St. Paul, VA
24 units (1 & 2 BR units)
*** Requires a 1 Year Lease ***

02/21

