

**CLINTON COUNTY HOUSING AUTHORITY  
POLICIES**

**FLAT RENT POLICY**

- I. Rent Options:** Once each year, CCHA will give each Tenant the opportunity to choose between the two methods for determining the amount of rent payable monthly by the Tenant. The Tenant may choose to pay either a Flat Rent as determined in accordance with Section II, or an Income-Based Rent as determined in accordance with Section III.
- II. Flat Rent:**
- (a) Flat Rent is based on the market rent charged for comparable units in the private unassisted rental market. It is equal to the estimated rent CCHA could lease the public housing unit after preparation for occupancy.
  - (b) CCHA must use a reasonable method to determine the Flat Rent for a unit. CCHA Flat Rents will equal the Department of Housing and Urban Development's Fair Market Rents published for the previous calendar year.
  - (c) To calculate a Flat Rent amount for bedroom size(s) larger than those listed on HUD's Fair market Rent, CCHA will add 15.00% to the Flat Rent amount for the next smallest bedroom size.
  - (d) Changes to Flat Rent will become effective January 1<sup>st</sup> every third year (initial year 2008) and will be announced 30-days prior to the effective date each year. Flat Rent amounts will be prominently posted at each CCHA Office location.
  - (e) The Flat Rent Policy is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency.
  - (f) A tenant that chooses to pay Flat Rent is not entitled to receive a Utility Allowance.
  - (g) Flat Rent for tenants residing in CCHA Project PA040-7 (Mills Park) shall equal the current Flat Rent amount minus the current Utility Allowance amount for each bedroom size.
- III. Income-Based Rent:**
- (a) Income-Based Rent is rent based on the Tenant's household income and CCHA's policies for determination of rent.
  - (b) CCHA uses 30% of the Tenant's adjusted income to determine Income-Based Rent.
- IV. Information for Families:** CCHA will provide sufficient information for the Tenant to make a choice about rent options. Such information must include at least the following written information:
- (a) CCHA's policy on switching rent type in circumstances of financial hardship.
  - (b) The dollar amount of rent under each option.
  - (c) If the Tenant chose Flat Rent for the previous year, CCHA is required to provide the amount of Income-Based Rent of the subsequent year only if CCHA conducts an income reexamination or if the Tenant specifically requests it and submits updated income information.
  - (d) CCHA must conduct a reexamination of Tenant income at least once every three years for a Tenant that chooses the Flat Rent.

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- V. Switching from Flat Rent to Income-Based Rent due to Financial Hardship:**
- (a) A Tenant paying Flat Rent may at any time request a switch to payment of Income-Based Rent (before the next annual option to select rent type) if the Tenant is unable to pay Flat Rent because of financial hardship. CCHA's policy for determining when payment of Flat Rent is a financial hardship for the Tenant are as follows:
    - 1. The Tenant has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the Tenant, or reduction in or loss of earnings or other assistance.
    - 2. The Tenant has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items.
    - 3. Such other situations determined by CCHA to be appropriate.
  - (b) If CCHA determines that the Tenant is unable to pay the Flat Rent because of financial hardship, CCHA will immediately allow the requested switch to Income-Base Rent. CCHA shall make the determination within a reasonable time after the Tenant request.
  - (c) If the Tenant claims a financial hardship and CCHA changes the rent to Income-Based Rent, the Tenant must immediately begin reporting any changes in income or circumstances as required for Income-Based Rent.
- VI. Minimum Rent:** Regardless of whether the family chooses to pay a Flat Rent or Income-Based Rent, the Tenant must pay at least the Minimum Rent as set by CCHA.
- VII. Advising Tenant:** CCHA may only provide the Tenant with the information contained in CCHA's Flat Rent Policy. CCHA may not advise the Tenant on whether to make the Income-Based Rent or Flat Rent choice.