



Saint Joseph County Housing Authority

107 W Center St PO Box 425
North Liberty, IN 46554
Phone: 574-656-3545
Fax: 574-804-1005

BRIEFING CERTIFICATION

I, _____, certify that I was given an oral briefing for the Housing Choice Voucher Program. I received the following information as required by 24 CFR 982.301(a) including how the Housing Choice Voucher Program works. I also received an information packet containing the following information:

Head of Household must initial each line to show receipt of information.

BRIEFING MEETING

- | | |
|--|--|
| _____ SJCHA Hours and Contact Information | _____ Request for Tenancy Approval (HUD 52517) |
| _____ Briefing Information Packet | _____ Tenancy Addendum (HUD 52641.A) |
| _____ Family Responsibilities | _____ VAWA Tenancy Addendum (HUD 91067) |
| _____ FRAUD RESIDENT STATEMENT (HUD 1141) | _____ VAWA – HUD 5380, 5381, 5382, 5383 |
| _____ EIV brochure | _____ Portablility brochure |
| _____ HUD Release of Information & Privacy | _____ Neighboring Housing Authorities |
| _____ Release of Information | |
| _____ Criminal Background Check | _____ |
| _____ Drug Policy | _____ |
| _____ Debt Owed to Public Housing | _____ Printed Name of Household |
| _____ Utility Reimbursement | _____ |
| _____ UA/RTA/Lease Agreement | _____ |
| _____ Suppliment to Application | _____ Signature of Head of Household |
| _____ Reasonable Accommodation | _____ |
| _____ Voucher Extenson Form | _____ |
| _____ Housing Search Progress Report | _____ Date |
| _____ Report of Change Form | _____ |
| _____ Copy of Signed Documents | _____ |
| _____ Fraud HUD 1141 | _____ Signature of SJCHA representative |
| _____ Right to Appeal | _____ |
| _____ FMR & Income Limits | _____ |
| _____ HUD How Rent is Determined | _____ Date |
| _____ Utility Schedule | |
| _____ Map of Service Area | |
| _____ List of Rental Properties | |
| _____ Fair Housing Booklet | |
| _____ Housing Complaint Form (HUD 903.1) | |
| _____ A Good Place to Live | |
| _____ HQS Checklist | |
| _____ Protect Your Family from Lead | |
| _____ Lead based disclosure | |
| _____ Program Information for Landlords | |
| _____ Landlord Packet | |

