

The Road to Housing Assistance

Carroll County Bureau of Housing's Housing Choice Voucher Program



STEP 1: Preliminary Eligibility

An initial application is submitted with preliminary information. No verification is conducted at this time. The household is placed on the waiting list.

What factors affect the wait time?

There are a number of variables that can affect the amount of time an applicant may remain on the waiting list, such as: HUD funding, preferences, and income. An exact wait time cannot be established due to these factors.

STEP 2: Final Eligibility

When funding becomes available an eligibility packet will be mailed to the household. Once the Affidavit is received an intake appointment is scheduled.

How do I ensure a successful eligibility meeting?

Bringing all required documents to the meeting will help the process to go more smoothly.

What if I can't make the appointment?

If you don't show for the initial appointment, another time will be offered. A second No Show will result in removal from the waiting list.

STEP 3: Voucher Delivery

When the Affidavit/documents have been verified and a household's eligibility according to HUD guidelines has been determined, the household will be invited to a Voucher Briefing by the Intake Specialist.

What does the Voucher Briefing include?

The Intake Specialist explains the leasing process and how housing assistance is calculated.

What do I do next?

You will have 60 days to find a rental unit in a neighborhood of your choice.



STEP 4: Approval Request and Lease Submission

After a rental unit has been chosen, the landlord submits a Request for Tenancy Approval and a copy of the lease. The Bureau of Housing determines if the rent and security deposit are reasonable.

What if the Bureau of Housing determines the rent is not reasonable?

The owner/landlord is given an opportunity to lower the rent to meet the Fair Market Rent as established by Congress.

STEP 5: Housing Inspection and Approval

The Carroll County Housing Inspector conducts an inspection based on Housing Quality Standards. If the unit passes inspection, a lease is signed by the owner and tenant, and an agreement is signed by the owner and the Bureau of Housing.

What if the unit does not pass inspection?

The landlord is given 30 days to make required repairs.



Move-in Day!

After the 1st Year: Recertification

120 days prior to the yearly anniversary date, a recertification notice will be sent to tenants requesting updated information and a meeting. Income, assets, and deductions will be verified. The Housing Inspector will conduct an annual inspection.

What if I want to move after one year?

If a household's recertification is within 60 days, a voucher will be issued at the time of the recertification. A household must have a new voucher before searching for another unit.

What if I want to move outside of the county?

Moving outside the jurisdiction or porting may be permitted. Please contact your Housing Specialist to determine eligibility.

Don't forget that at any point in this process, all changes in income, assets, or household composition need to be reported, in writing, within 10 business days.