

THE TERM OF THE HOUSING CHOICE VOUCHER AND HOUSING AUTHORITY POLICY ON ANY EXTENSIONS OR SUSPENSIONS OF THE TERM

Housing Choice Vouchers are issued for an initial term of 60 days. If the Voucher expires or is about to expire and the Voucher holder has been unable to locate a suitable housing unit, a written request for an extension with proof of good faith must be submitted. Proof must be submitted in the form of a completed Family Contact List which identifies units applied for.

The Housing Authority will review the circumstances surrounding efforts made to locate a suitable unit. If the Housing Authority determines that reasonable effort was exercised and that additional time would enable the Voucher holder to locate a suitable unit, an extension may be given. The Housing Authority may grant one or more extensions, not to exceed a maximum of 60 additional days. Extensions are generally granted in 30 day increments but are not automatic. Extensions beyond a 120 day period are prohibited.

SUSPENSION OF TIME WHEN ‘REQUEST FOR TENANCY APPROVAL’ HAS BEEN SUBMITTED

The Pittsburgh Housing Authority will grant a suspension to the expiration date of Housing Choice Voucher, (stopping the clock) after the family submits a ‘Request For Tenancy Approval’ packet. The suspension remains in force up to the time the Housing Authority approves or denies the request.

HOW TO REQUEST HOUSING AUTHORITY APPROVAL TO LEASE A UNIT

The Housing Choice Voucher Holder must submit the following to the Housing Authority to lease a unit:

- ✍ A completed ‘Request For Tenancy Approval’ packet
- ✍ A completed ‘Unit Information/Amenity Checklist’ form
- ✍ A ‘Walk Through Inspection’ form completed by the tenant
- ✍ A completed ‘Landlord & Tenant Certification and Release’ form
- ✍ Landlord must submit copies of the following:
 - ✍ Proof of ownership or copy of current property tax record
 - ✍ Picture identification
 - ✍ Social Security card
 - ✍ Copy of application or lease
 - ✍ Agent/Owner agreement if applicable

An incomplete ‘Request For Tenancy Approval’ packet will not be accepted. In addition, only one packet per tenant will be accepted and processed at a time.

WHERE THE FAMILY MAY LEASE A UNIT

When the applicant receives a Housing Choice Voucher and lives outside the city of Pittsburgh, the family is required to lease a unit within the jurisdiction of the City of Pittsburgh for the first year. Portability outside of Pittsburgh is available after the first year. For further information, contact a representative from the City of Pittsburgh Housing Authority.