

Home Is The Foundation

Client Rights and Responsibilities

Read all of this information. If you do not understand any part of this document, ask for help before signing. A copy of this information will be given to you for your records. Throughout this document, the use of the words “you” or “your” means every member of the household for whom you are asking for tenancy.

You Have the Right to a Hearing

You have the right to request a hearing (orally or in writing) if:

- Your application is denied, but you believe you are eligible;
- You do not agree with the amount of your offered subsidy;
- You do not agree that your subsidy should be reduced or stopped;
- You are not told in writing the reason your assistance changed and that you have the right to a hearing before the change is made.

You Cannot be Discriminated Against on the Basis of a Disability

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug and alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do. Here are some of the ways we can help;

- We can call or visit if you are not able to come to our office;
- We can tell you what things mean;
- We can help you appeal.

We Will Help You if English is NOT Your Primary Language

Persons who cannot or have difficulty speaking or understanding the English Language are protected against discrimination based on national origin. We may also be able to provide you oral or written translation of documents.

Reporting Responsibilities

You must report to the H.I.T. Foundation within ten (10) calendar days of the date you became aware of the changes in your circumstances, such as:

- Some one moves in with you or moves out;
- Any household member’s source of income (earned or unearned) changes;

Note: Failure to report changes may result in termination of your rental subsidy.

Your Civil Rights

In accordance with Federal law, the H.I.T. Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, familial status or disability. If you believe you have been delayed or denied services for which you were eligible because of your race, color, national origin, sex, age, disability, religion or political beliefs, you can contact the following agency with your questions or file a complaint.

USDA

Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410
Telephone: 202-720-5964