

**Voucher  
Rural Development Voucher Program**

**U.S. Department of Agriculture  
Rural Development  
Rural Housing Service**

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-####. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

**Please read entire document before completing form. Fill in all blanks below. Type or print clearly.**

Voucher Number	1. Value of Voucher (Insert Total 12-month Value of Voucher) \$:
2. Date Voucher Issued (Insert actual date the Voucher is issued to the Family):	
3. Date Voucher Expires (Insert date sixty days after date Voucher is issued.) (See Section 6 of this form.):	
4. Date Extension Expires (if applicable) (See Section 6. of this form):	
5. Name of Family Representative	
6. Signature of Family Representative Signed	Date
7. Name and Title Rural Development Official	
8. Signature of Rural Development Official Signed	Date

**1. Rural Development Voucher Program**

A. RD has determined that the above named family (item 5) is eligible to participate in the Rural Development (RD) voucher program (RDVP). Under this program, the family chooses a decent, safe, and sanitary unit to live in. If the owner agrees to lease the unit to the family under the RD voucher program and if Rural Development approves the unit; RD will enter into a housing assistance payment (RDAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.

**2. Voucher**

- A. When issuing this voucher, RD expects that if the family finds an approvable unit, RD will have the money available to enter into a RDAP contract with the owner. However, RD is under no obligation to the family, to any owner, or to any other person to approve a tenancy. RD does not have any liability to any party by the issuance of this voucher.
- B. The voucher does not give the family any right to participate in the RD voucher program. The family becomes a participant in RD voucher program when the RDAP contract between RD and the owner takes effect.
- C. During the initial or any extended term of this voucher, RD may require the family to report progress in leasing a unit at such intervals and times as determined by RD.

**3. RD Approval or Disapproval of Unit or Lease**

A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give RD the request for tenancy approval (on the form supplied by RD), signed by the owner and the family, and a copy of the lease, including the RD-prescribed tenancy addendum. Note: both documents must be given to RD no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.

- B. The family must submit these documents in the manner that is required by RD. RD policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum required by RD and supplied by RD. This is done by adding the RD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the owner's lease, the provisions of the RD tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, RD will inspect the unit. RD may not give approval for the family to lease the unit or execute the RDAP contract until RD has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by RD and passes the RD inspection; and the landlord and tenant have executed the lease including the RD-prescribed tenancy addendum.
- E. If RD approves the unit, RD will notify the family and the owner, and will furnish two copies of the RDAP contract to the owner.
  - i. The owner and the family must execute the lease.
  - ii. The owner must sign both copies of the RDAP contract and must furnish to RD a copy of the executed lease and both copies of the executed RDAP contract.
  - iii. RD will execute the RDAP contract and return an executed copy to the owner.
- F. If RD determines that the unit or lease cannot be approved for any reason, RD will notify the owner and the family that:
  - i. The proposed unit or lease is disapproved for specified reasons, and
  - ii. If the conditions requiring disapproval are remedied to the satisfaction of RD on or before the date specified by RD, the unit or lease will be approved.

#### 4. **Obligations of the Family**

- A. When the family's unit is approved and the RDAP contract is executed, the family must follow the rules listed below in order to continue participating in the RD voucher program.
- B. The family must:
  - i. Supply any information that, USDA determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
  - ii. Supply any information requested by RD to verify that the family is living in the unit or information related to family absence from the unit.
  - iii. Promptly notify RD in writing when the family is away from the unit for an extended period of time in accordance with RD policies.
  - iv. Allow RD to inspect the unit at reasonable times and after reasonable notice.
  - v. Notify RD and the owner in writing before moving out of the unit or terminating the lease.
  - vi. Use the assisted unit for residence by the family. The unit must be the family's only residence.
  - vii. Promptly notify in writing of any change in family composition.
  - viii. Give RD a copy of any owner eviction notice.
  - ix. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The family (including each family member) must not:
  - i. Own or have any interest in the unit (other than in a cooperative, or be the owner of a manufactured home leasing a manufactured home space).
  - ii. Commit any serious or repeated violation of the lease.
  - iii. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
  - iv. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
  - v. Sublease or let the unit or assign the lease or transfer the unit.
  - vi. Receive RD voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
  - vii. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
  - viii. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.
- E. These requirements survive the term of the voucher and if the family continues to participate in, and receive the benefits of, the RD voucher program, they must follow the rules as outlined above. Failure to comply with these requirements may lead to termination from the RD Voucher Program.

#### 5. **Illegal Discrimination**

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex, disability, national origin, or familial status; the family may file a housing discrimination complaint with any HUD Field Office in

person, by mail, or by telephone. RD will give the family information on how to fill out and file a complaint.

#### 6. **Expiration and Extension of Voucher**

The voucher will expire on the date stated in item 3 on the top of page one of this voucher unless the family requests an extension in writing and RD grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, RD may grant a family's request for one or more extensions of the initial term.

**USDA is an equal opportunity provider, employer and lender.**