

## MINI-QUIZ ANSWER KEYS

### CHAPTER 1

#### CIVIL RIGHTS AND NONDISCRIMINATION 504 AND FAIR HOUSING NON-DISCRIMINATION AGAINST HANDICAPPED/DISABLED PERSONS MINI-QUIZ

- FALSE** 1. If an owner determines that a Section 504 compliance action under consideration would result in undue financial and administrative burdens, the owner may choose to do nothing at all.

*False. Although an owner does not have to take any action that would result in an undue financial and administrative burden, s/he is required to take any action up to that point.*

- TRUE** 2. If a Section 504 unit modification needed to achieve full accessibility for a ~~disabledhandicapped~~ resident's unit is affordable to the project, the owner may not require the tenant to pay for the modification, even if the tenant could afford to do so.

*True. If a project receives federal money, an owner may not require a tenant to pay for the cost of an accommodation if it will not result in an undue financial and administrative burden. If the project was only covered by the FHAA, the owner would not have an obligation to pay for the accommodation.*

- FALSE** 3. If a tenant requiring accessible unit features refuses to transfer to a vacant unit containing those features, the owner must modify the tenant's current unit to provide those features.

*False. The law does not require an owner to modify an existing unit for a tenant with a disability if transferring the tenant to another unit will enable the tenant to have an equal opportunity to enjoy his/her housing.*

- FALSE** 4. A rule can't be discriminatory if it doesn't overtly discriminate against a protected class.

*False. Remember, a rule can be discriminatory if it is neutral on its face, but has a discriminatory impact on people in a protected class.*

**CHAPTER 2**  
**ELIGIBILITY CRITERIA MINI-QUIZ**

- FALSE** 1. It would satisfy the Social Security number/certification requirement for the head of an applicant household to sign a certification on behalf of a **19-year-old** family member, stating that he/she did not have a Social Security number assigned.

*False. All household members must have a verified Social Security Number unless they were 62 or older on January 31, 2010, and receiving assistance or are not claiming eligible status under the non-citizen rule.*

- ~~TRUE~~FALSE** 2. The requirement for family members ages 18 and older to sign consents for the release of income information is a one-time requirement.

*~~TrueFalse. Once a HOTMA-updated consent form has been signed by all family members who are ages 18 and older, a new consent must be signed only if another family member turns 18, a person aged 18 or older becomes a family member, or if HUD or the PHA/owner requires the form to be signed more frequently. It is necessary to obtain consents for release of income information from all family members, 18 and older, every time a family certified or recertified, in order for the family to continue to qualify for housing assistance.~~*

- TRUE** 3. A mixed applicant family is eligible to receive only prorated assistance.

*True. Mixed applicant families, which include both eligible and ineligible family members, may only receive prorated assistance at the time of admission.*

- FALSE** 4. It is not permitted to limit participation in any HUD housing program on the basis of age.

*False. Some HUD housing programs are limited to families with specific characteristics, such as elderly families.*

- TRUE** 5. An applicant family whose annual income exceeded the income limit in effect for the housing program to which they were applying would be ineligible for housing assistance under that program.

*True. For a family to qualify for housing, its annual income may not exceed the limit prescribed for the housing program.*

**CHAPTER 3**  
**INCOME ELIGIBILITY MINI-QUIZ**

**TRUE**

1. Dan Riordan is a single applicant to the Wilby Apartments, a Section 8 complex with a HAP contract effective date of 3/1/80 (pre-universe) Section 8 low-income. Dan's annual income exceeds the one-person, Section 8, very low-income limit for the area, but is less than the Section 8 low-income limit.

Dan Riordan is income eligible for admission to the Wilby Apartments.

*True. Dan has applied to live in a "pre-universe" unit (HAP Contract effective before 10/1/81). There is no limit on admitting applicants who are not very low-income to pre-universe projects, only to post-universe projects.*

**95% and 50%**

2. An applicant who was income eligible for a BMIR unit but who was not income eligible for a Section 8 post-universe unit would have an annual income that fell between \_\_\_% and \_\_\_% of the median income for the area.

*Section 8 Post-Universe units may only assist applicants who are very low income. For Section 8 Post-Universe units, the very low-income limit is set at 50% of the median income for an area. For BMIR units, the income limit is set at 95% of median income for an area.*

**FALSETRUE**

3. The Giordano family consists of head Vinnie; spouse Lucy; and foster children Randy, Luke, and Barry.

You should use a five-person income limit to determine the Giordano's income eligibility.

*~~True~~False. You should use a 52-person income limit, because foster children are **not** considered members of the assisted family and must not be included income calculations for eligibility and rent determination purposes. ~~included for determining household size based on Change 4 to the Handbook. Foster children/adults are included for household size or subsidy standards.~~*

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**CHAPTER 4**  
**ELIGIBLE FAMILY COMPOSITION MINI-QUIZ**

**FALSE** 1. In order to qualify for the Section 202 PRAC program, an applicant must be developmentally disabled.

*False. To qualify for the Section 202 PRAC program, an applicant must be an elderly person.*

**FALSE** 2. Laura Bevins has applied to Willow Court, a Section 8 complex, with her baby daughter, Ann, age one year.

Because Laura has never married, she qualifies as a single person under HUD's definitions.

*False. The definition of single person makes no reference to whether or not a person is married. It pertains to an applicant's intention to live alone.*

**FALSE** 3. Owners must use the Disability Status in EIV to determine eligibility of applicants as disabled.

*False. The Disability Status in EIV may be inaccurate and cannot be relied on.*

**TRUE** 4. Admission of single persons to the Section 8 program is not prohibited.

*True. HUD doesn't limit the admission of single persons to any of its programs.*

## CHAPTER 5 OCCUPANCY STANDARDS MINI-QUIZ

- FALSE** 1. Marie Gomez, a single applicant who is a wheelchair user, has indicated on her Unit Needs Questionnaire that she needs a 2-bedroom unit to house essential medical equipment, and that a 1-bedroom unit will not be of sufficient size.

Because Ms. Gomez is an applicant with a disability, the owner must accept her request for a 2-bedroom unit at face value, regardless of whether the need for an additional bedroom to house her medical equipment is obvious and assign her the 2-bedroom unit she has requested.

*False. The owners may ask Ms. Gomez to verify that she needs a two-bedroom unit as a result of her disability if the need isn't obvious.*

- TRUE** 2. There is nothing in HUD's programmatic requirements or Handbook language that stipulates that a live-in attendant must be assigned his/her own bedroom.

*True. The handbook provides that owners must count live-in attendants in determining how many bedrooms a family may have. However, the Handbook doesn't specifically state that attendants must have their own bedrooms.*

- TRUE** 3. Dolly Brunson, age 71, has applied for a unit at a Section 202 elderly complex in which she hopes to reside with her granddaughter Lila, age nine. The manager advised Dolly that there were no other children residing in the high rise, nor any play area or playground equipment on the grounds.

The manager's information to Dolly about other children in the complex and the lack of play facilities might, in themselves, be considered discrimination on the basis of familial status.

*True. Owners may not steer applicants away from a particular type of housing. Such "steering" may be considered discriminatory.*

**CHAPTER 6**  
**TENANT SELECTION AND SCREENING MINI-QUIZ**

- TRUE**      1.    An owner must deny admission to an applicant who is subject to a lifetime State sex offender registration requirement.

*True. HUD regulations require that owners prohibit admission of applicants who are subject to a lifetime State sex offender registration requirement.*

2.    The Morissey Arms is located on a steep hill. At the application interview of Betty Bruno, age 58, the manager noted that Mrs. Bruno used a walker to get around. He asked her how long she had used it and whether she would be able to walk without it in the future. Mrs. Bruno informed the manager that she has used the walker ever since an auto accident 17 years ago, and that she assumed she would always need it. The manager rejected Mrs. Bruno's application for fear that she might take a fall on the steep project site and sue the owner.

Assess the manager's performance here. Would you have taken the same actions? If not, why not?

*The manager's actions were inappropriate. He should not have asked her any questions regarding her disability, as they were not necessary to establish eligibility. The manager also had no reason for rejecting the applicant. It is not the manager's decision whether Mrs. Bruno is capable of living in the unit. Moreover, an owner cannot refuse to rent to someone with a disability for fear that s/he will hurt themselves and sue the owner.*

- TRUE**      3.    An applicant to a BMIR property may be required to meet the minimum income requirement established in the selection and screening procedures.

*True. BMIR properties, which have a minimum rent requirement of the BMIR Rent, and a maximum rent requirement of 110% of BMIR Rent, may create a minimum income requirement that applicants must satisfy.*

- FALSE**     4.    An applicant with no rental history must always be rejected.

*False. An owner may not reject an applicant based solely on lack of rental history; rather, the owner must pursue all screening and then reach a determination.*

**CHAPTER 7**  
**APPLICATION AND ADMISSION PREFERENCES MINI-QUIZ**

- FALSE** 1. Only applicants with disabilities need to be informed that the owner does not discriminate on the basis of handicap in the management of the project.

False. *To do so would be a discriminatory practice; all applicants must be informed of the property's policy on nondiscrimination.*

- TRUE** 2. It is not permitted to ask on the application to a Section 8 New Construction family complex, for the purpose of determining program eligibility, if the head or spouse has a disability.

True. *An applicant with a disability has no bearing on a determination of eligibility in the Section 8 New Construction program.*

- FALSE** 3. Applicant Miranda Stone had already spent an hour and a half filling out the application to Kennedy Plaza and it was the close of the workday. The manager told Miranda she would have to submit the application "as is." When Miranda complained she had not been able to complete the application because she didn't understand some parts of it, the manager told her, "Look, you have to be able to complete the application to live here, and I am not permitted to help you."

The manager was correct in her assessment that applicants must be able to complete the application without assistance.

False. *The manager is required to provide a "reasonable accommodation" in assisting applicants in completing paperwork, including application forms.*

- FALSE** 4. The form HUD-92006 should only be made available to applicant households at the time of application.

False. *Residents should be given an opportunity to update this form at reexamination ~~Reexam~~.*



**CHAPTER 8**  
**INCOME TARGETING MINI-QUIZ**

- FALSE**      1.    A Section 811 property must comply with HUD’s income targeting requirements.

*False. Section 811 PRAC properties are exempt from the income targeting requirements.*

- FALSE**      2.    Owners are not permitted to “skip” higher income applicants in order to select an extremely low-income applicant.

*False. Owners may “skip” over higher income applicants to offer a unit to an extremely low-income applicant in order to meet the income targeting goals for the property.*

**CHAPTER 9**  
**REJECTING APPLICANTS MINI-QUIZ**

**TRUE**      1. Management has five business days after an appeal to issue a final written decision to the applicant.

*True. Management has five **business days** after an appeal to issue a final written decision to the applicant.*

**FALSE**      2. It is permissible to perform rejection of applicants over the phone.

*False. An owner must inform an applicant in writing that he/she is being rejected.*

**TRUE**      3. In a Section 236 complex with 75% of the units assisted with Loan Management Section 8 Set-Asides, it is possible that an applicant might be income eligible for one of the unassisted Section 236 units, but ineligible for Section 8 assistance.

*True. A person could be low-income and satisfy the income eligibility for a Section 236 unit, but not be very low-income and satisfy the income eligibility for a post-universe Section 8 unit.*

**CHAPTER 10**  
**WAITING LIST MANAGEMENT MINI-QUIZ**

- TRUE**      1. Owners must provide written public notice of their intention to close a property's waiting list.

True. *Owners are ~~now~~ required to issue public notice of intent to close a wait list.*

- TRUE**      2. Any applicant who was mistakenly removed by management from the waiting list must have the application reinstated regardless of whether the applicant requests such reinstatement.

True. *The applicant will not be penalized for the mistake of the owner in removing the applicant's name off the list.*

**CHAPTER 11  
SELECTING TENANTS FROM THE  
WAITING LIST MINI-QUIZ**

**TRUE**

1. An applicant who fails to submit evidence of citizenship by the date specified by the owner must be denied assistance.

*True. Applicants who have not submitted evidence of citizenship by the deadline date specified by the owner must be denied assistance; if they have submitted evidence and the owner is awaiting verification; the applicant cannot be denied assistance.*

~~TRUE~~**FALSE**

2. Owners may **require** that copies of an income tax return be provided by the applicant at the application interview.

*False. Ex. 4-1 includes Income tax returns may be provided as third-party documentation of income, but they are not required. Other third-party documentation may be used instead, as documents that owners may ask applicants to provide, as applicable.*

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**Appendix 7**

3. The HUD Fact Sheet is found in Appendix \_\_\_\_\_.

*The HUD Fact Sheet can be found in Appendix 7; however, this location is subject to change.*

**FALSE**

4. Owners must use only local Public Housing Authorities to conduct screening for drug-related and other criminal activity.

*False. Using PHAs is only one way in which owners may conduct screening activities; they may also use private credit and criminal reporting companies.*

**CHAPTER 12**  
**CALCULATION OF TOTAL**  
**TENANT PAYMENT AND TENANT RENT**  
**MINI-QUIZ**

- \$326**      1.    The Russo family lives in a Section 8 complex. Their annual income is \$14,500 and their adjusted income is \$13,050. They are not welfare recipients. Compute the Russo's Total Tenant Payment.

*\$326*

- \$203**      2.    Francis Goldman is an elderly Rent Sup tenant. Her adjusted income is \$8,100. The Gross Rent on her unit is \$410. The HCDA percentage being used to calculate her rent is 30%. Compute Ms. Goldman's Total Tenant Payment.

*\$203*

- \$493**      3.    The Wilkersons live in a Section 236 complex, which has project paid utilities. Their adjusted income is \$19,730. The Basic Rent on their unit is \$415 and the Market Rent is \$520. The HCDA percentage being used to calculate their rent is 30%. Compute the Wilkerson's Tenant Rent.

*\$493*

- \$330**      4.    The Allen family lives in a Section 236 complex with tenant paid utilities. Their adjusted income is \$12,100. The Basic Rent on their unit is \$330, the Market Rent is \$415, and the Utility Allowance is \$50. The HCDA percentage being used to compute their rent is 30%. Compute their Tenant Rent.

*\$330*

**CHAPTER 13**  
**ENTERPRISE INCOME VERIFICATION**  
**MINI-QUIZ**

- FALSE** 1. The only place information relating to the Enterprise Income Verification System is located in the [HUD Handbook 4350.3 Rev-1](#), Chapter 9.

*False. Information on EIV is in numerous chapters of the HUD Handbook.*

- TRUE** 2. Owners must use EIV Verification Reports.

*True. Owners are required to use several EIV Verification Reports (Existing Tenant Search, Multiple Subsidy Report, Identity Verification Reports, and Deceased Tenants Report).*

- FALSE** 3. A resident service coordinator may view a resident's EIV information at all times, provided the resident has signed a release form.

*False. Although a resident may sign a release for a resident service coordinator (RSC) to view the EIV data for the purpose of assisting the resident during the reexamination process, the RSC must be present during the interview. An RSC isn't otherwise permitted access to a tenant's EIV data, even if the Tenant has signed a general release authorizing the Service Coordinator to have access to their file.*

**CHAPTER 14**  
**ASSETS AND ASSET INCOME MINI-QUIZ**

- TRUE**      1.    If the total amount of all assets given away by a resident in the last two years is less than \$1,000, the amount would not be included as a divestiture of assets.

*True. The total of all amounts given away by a family in the last two years must be less than \$1,000 in order to be exempt from the divestiture regulation, unless it is a result of foreclosure, bankruptcy, divorce, or separation. However, if any assets are disposed of for less than fair market value during the two years prior to the date of reexamination, the difference in value between the payment received for the asset and the fair market value must be included in net family assets.*

- TRUE**      2.    Marcia Decker recently took her three small children and fled a \$300,000 home, to escape from her abusive husband. She is unemployed and she and the children are currently receiving Welfare. She has no contact with her husband, and he does not know where she is.

Marcia would not be required to include her share of the house among her net family assets if she were to apply for assisted housing.

*True. Under an exception for survivors of domestic violence, dating violence, sexual assault, or stalking (Violence Against Women Act or VAWA-related crimes), Marcia's portion of the house's value is not included in her net family assets.*

3.    You are performing Marie Parkins' 8/1/13-24 annual reexamine certification. She has \$491 in her checking account, and \$4,366 in her savings account, which currently earns 2.5% interest. The HUD Field Office computes income from assets at a rate of ~~.020.004~~ (0.402%). Compute Marie's Net Family Assets and Asset Income on the excerpted portion of the sample 59 Data Requirements form provided.

Asset Type	C/I	Cash Value	Interest Income
checking	C	\$ 491	\$ 0
savings	C	\$ 4366	\$ 109
		\$	\$

<b>Total Cash Value</b>	<b>\$ 4857</b>	<b>\$ 109 Total Interest</b>
<b>If total cash value exceeds \$50,000, multiply the total amount by <u>20.40</u>% to determine imputed income.</b>		
<b>Passbook Rate</b>	<b><u>20.40</u>%</b>	
<b>Imputed Income</b>	<b>\$ 0 (N/A because the cash value doesn't exceed \$50,000)</b>	
<b>TOTAL ASSET INCOME</b>	<b>\$ 109 (<del>Total of Greater of Imputed and</del> Interest Income)</b>	



**CHAPTER 15**  
**ANNUAL INCOME MINI-QUIZ**

- 5-1**      1.    The list of annual income inclusions and exclusions is found in Exhibit \_\_\_\_\_.

*The list is found in HUD Handbook Exhibit 5-1; however, this location is subject to change.*

- TRUE**      2.    Terry and Donna Poquette are a young married couple residing in a Section 8 complex. Terry works at a fast-food restaurant and Donna also works there part-time while attending the local hairdressing academy as a full-time student.

Both Terry and Donna's employment incomes must be included in the family's annual income.

*True. Although Donna is a full-time student, she is the spouse of the household head and, therefore, the full earnings of both head and spouse are to be included.*

- TRUE**      3.    A family whose sole source of income is payments for the care of foster children will show zero annual income.

*True. Foster child payments are excluded from annual income.*

4.    Alonzo Dawkins, age 74, resides in a Section 8 elderly complex. He has \$3,100 in a savings account earning 2.50% interest and \$297 in a checking account, which earns no interest. Mr. Dawkins receives a Social Security benefit check with a net amount of \$498 per month. A deduction of \$104 has been deducted to pay for his Medicare premium. In addition, Mr. Dawkins receives a pension of \$235 per month, from the newspaper he worked at as a custodian for 40 years. Using the following forms, compute Mr. Dawkins' annual income. For the purpose of this and other exercises, round **DOWN** at \$.49 and **UP** at \$.50.

## RENT COMPUTATION WORKSHEET

### ASSETS

Asset Type	C/I	Cash Value	Interest Income
Checking		\$ 297	\$ 0
Savings		\$ 3,100	\$ 78
		\$	\$
<b>Total Cash Value</b>		<b>\$ 3,397</b>	<b>\$ 78 Total Interest</b>
If total cash value exceeds \$50,000, multiply the total amount by <u>0.402%</u> to determine imputed income.			
Passbook Rate		<u>0.402%</u>	
Imputed Income		\$	
<b>TOTAL ASSET INCOME</b>		<b>\$78</b>	<b>(Total of Greater of Imputed <u>and/or</u> Interest Income)</b>

### INCOME

Family Mbr.	Income Source	Income Amount	Care Code (C, H, CH)
01	SS	\$ 7,224	
01	PE	\$ 2,820	
		\$	
		\$	
<b>TOTAL INCOME</b>		<b>\$ 10,044</b>	

<b>ANNUAL INCOME</b>	<b>\$ 10,122</b>
(Asset Income plus Total Income)	

**CHAPTER 16**  
**ALLOWANCES AND ADJUSTED INCOME**  
**MINI-QUIZ**

- FALSE**
1. Section 504 does not permit owners of assisted housing to require families wishing to claim unreimbursed health and medical care and reasonable attendant care and auxiliary expenses ~~handicapped assistance expenses~~ to verify that the family member for whom the expenses are being incurred has a disability or handicap.

False. If a person is claiming a disability assistance expense, an owner has a right to require verification of a disability. The owner cannot inquire about the extent or nature of the disability.

- ONE**
2. Rowena Dawson lives in the Braxton Apartments with her 19-year-old daughter Janice and three foster children, Vanessa (16), Sharonda (13), and Tyree (9). The number of dependents in the Dawson household is \_\_\_\_.

One. Dependents are classified as members of the assisted family. Foster children and foster adults are **not** considered dependents or members of the assisted family for purposes of calculating annual and adjusted income or net family assets, other than head, co-head, spouse, foster children, or live-in-aides who are 18 years or younger; or 18 and older and disabled or a full-time student.

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- TRUE**
3. An elderly household who paid for out-of-pocket expenses for open-heart surgery may choose to wait until their next annual ~~reexamine~~reexamine~~certification~~ to report the expense and have it included as part of their total health and medical ~~care medical~~ expenses.

True. Families ~~now~~ have the option to report one-time, unanticipated medical costs at either an interim ~~reexamine~~reexamine~~certification~~ or at their next annual ~~reexamine~~reexamine~~certification~~.

4. The Watson family is undergoing their annual ~~reexamination~~reexamine~~certification~~. The family consists of head Bonita (age 32) and her four children, Dexter (13), Lewis (11), Terry (9), and Alice (5). Bonita works full-time at the post office for \$9.75/hour. During the school year (37 weeks per year), Bonita pays a neighbor \$4.00/hour to look after her children for two hours/day on school days, in between the time they get home from school and she gets

home from work. In the summer months, Bonita drops off the kids with her parents, who care for them free of charge, and she picks them up after work each day. The Watsons have \$413 in a savings account, earning 2.25% interest, and \$178 in a non-interest-bearing checking account. Compute the Watson's annual income and adjusted income.

### ASSETS

Asset Type	C/I	Cash Value	Interest Income
Checking	C	\$178	\$ 0
Savings	C	\$ 413	\$ 9
		\$	\$
<b>Total Cash Value</b>		<b>\$ 591</b>	<b>\$ Total Interest \$9</b>
If total cash value exceeds \$50,000, multiply the total amount by <u>20.40</u> % to determine imputed income.			
<b>Passbook Rate</b>		<b><u>20.40</u>%</b>	
<b>Imputed Income</b>		<b>\$ 0</b>	
<b>TOTAL ASSET INCOME</b>		<b>\$9</b>	<b>(Total of <del>Greater of</del> Imputed <del>and/or</del> Interest Income)</b>

### INCOME

Family Mbr.	Income Source	Income Amount	Care Code (C, H, CH)
01	Employment	\$20,280	C
		\$	
		\$	
		\$	
<b>TOTAL INCOME</b>		<b>\$20,280</b>	

<b>ANNUAL INCOME</b>	\$20,289
(Asset Income plus Total Income)	

### DEDUCTIONS

<b>Dependent Deduction</b>	<b>\$1,920</b>
<b>Child Care for Work</b>	<b>\$1,110</b>
<b>Other Child Care</b>	<b>\$ 0</b>

Total Handicapped Expenses	\$ 0
<del>310%</del> of Annual Income	<del>—————\$2,029,609</del>
<b>Handicapped Deduction</b>	<b>\$0</b>
Total Medical Expenses	\$0
Remaining <del>310%</del> of Annual Income	\$0
<b>Medical Deduction</b>	<b>\$0</b>
<b>Elderly Family Deduction</b>	<b>\$0</b>
Total Deductions	\$3,030
Adjusted Income	\$17,259

**CHAPTER 17**  
**VERIFICATION REQUIREMENTS**  
**MINI-QUIZ**

- ~~TRUE~~FALSE** 1. Once a family has signed consents for release of income information prior to move-in, the requirement is satisfied for the entire time they will be residing in assisted housing.

~~True~~False. *Unless a qualified change occurs, all applicants ages 18 and older are required to sign a HOTMA-updated consent form only once, not at each interim or annual reexamination. It is required at interims and annual recertifications that consents for release of income information be collected again.*

- FALSE** 2. It is permissible for a housing owner to copy information received from a third party over the phone onto a verification form and sign the third party's name.

False. *It is never permitted for a housing provider to sign a third party's name.*

- FALSE** 3. The clock starts running on the valid time period of verified information subject to change on the date the verifier signs the form.

False. *The clock starts on the date the verification is received by the housing provider.*

## CHAPTER 18 THE LEASE MINI-QUIZ

- FALSE** 1. It is required to **always** provide tenants with 30 days' notice prior to any changes in the tenant's rent.

False. *Owner must give a 30-day advance written notice of the increase unless the tenant fails to ~~comply with the recertification requirements~~ report changes to income or family composition in a timely manner.*

- FALSE** 2. Owners of Section 811 PRAC properties are permitted to modify their Model Lease.

False. *Section 811 PRAC leases may not be modified.*

- FALSE** 3. In a Section 202 complex sponsored by a church group, it would be permissible to make attendance at weekly church services a house rule.

False. *House rules must be related only to the safety, care, and cleanliness of the building or the safety and comfort of the residents.*

- FALSE** 4. The owner of the Aspen Apartments, a Section 8 family complex, has been burned on bad rent checks so many times that he has implemented a policy requiring rent payment by money order for all of his tenants.

The owner's rent payment policy is in accordance with HUD policies.

False. *An owner must accept any tenant's personal check unless the tenant bounces a rent check.*

- TRUE** 5. An owner may refuse to register a pet when the pet owner fails to provide complete registration information.

True. *An owner has the right to refuse to register (accept) a pet when the pet owner does not provide complete registration information as provided for in the owner's policies and procedures.*

**CHAPTER 19**  
**SECURITY DEPOSITS AND OTHER CHARGES**  
**IN ADDITION TO RENT MINI-QUIZ**

- FALSE** 1. Milo Vanetti owns and operates the Biltmore Court, a Section 236 complex. When it came time for the Miltons, the family at the top of the waiting list, to move in, Mrs. Milton approached Mr. Vanetti and informed him that the family could not afford to cover its moving expenses and pay the security deposit. Mrs. Milton then asked Mr. Vanetti if he would be willing to set up a payment plan so that the Miltons could pay off the security deposit over time. Mr. Vanetti declined, saying he had been burned on payment plans in the past, and that if the family could not scrape together enough money to cover the security deposit, he would have to reject their application for housing.

HUD policy does not permit owners to reject applicants because they cannot afford to pay a security deposit.

*False. Owners may reject applicants who cannot afford to pay the deposit at move in.*

- TRUE** 2. Charges for lockout calls are permitted.

*True. HUD regulations permit such charges.*

- FALSE** 3. Owners of HUD-assisted housing must make security deposit refunds within the longer of 30 days or the time period stipulated in state or local law.

*False. The owner must refund any amounts due to the tenant within 30 days or less time required by state or local law.*

- FALSE** 4. One permissible way of dealing with tenants who do not pay charges for late payment of rent is to deduct the unpaid late charges from the tenant's next rent payment, and then pursue eviction for nonpayment of rent, saying that the tenant did not pay the rent in full.



*False. An owner may deduct accrued, unpaid late charges from the tenant's security deposit at the time of move out, if permitted by state law, but not from the next rent. Owners also cannot evict a tenant for failure to pay late charges.*

## CHAPTER 20 LEASING MINI-QUIZ

**TRUE** 1. Owners perform unit inspections on at least an annual basis.

*True. Owners perform unit inspections on at least an annual basis to determine whether the appliances and equipment are functioning properly and to assess whether a component needs to be repaired or replaced.*

**FALSE** 2. The [HUD Handbook 4350.3](#) requires the use of Appendix 5 as the unit inspection form to be employed at your housing complex.

*False. Appendix 5 ([location subject to change](#)) is a sample Inspection Form; it is not a required form that owners must use.*

**FALSE** 3. Briefings are **required** for all new residents.

*False. Briefings are recommended, but not required.*

**CHAPTER 21**  
**ANNUAL REEXAMINE CERTIFICATION MINI-QUIZ**

- TRUE**      1.    The earliest a tenant who did not comply timely with the annual reexamine certification requirements set forth in the lease could be charged Market Rent would be the scheduled effective date of the reexamine certification.

True. *The earliest a resident could be charged Market Rent would be his or her anniversary date.*

- FALSE**      2.    The cutoff date is the 10th day of the **12th** month of the reexamine certification period.

False. *It is the 10th day of the 11th month after the last reexamine certification.*

- FALSE**      3.    The EIVU Income Report always replaces the need for third-party verifications.

False. *The EIU-EIV Income Report ~~must~~ may only be used at annual reexamine certifications, unless using Safe Harbor documentation as third party verification. EIV and family self-certification may replace written third-party documentation if the family self-certification income amount is accurate. Prior to admission, owners must use third-party documentation to verify income eligibility, and only if the resident agrees the information is all accurate.*

- FALSE**      4.    It is not required to supply the notice of denial of extenuating circumstances to ~~handicapped~~ disabled tenants in accessible formats.

False. *Section 504 and Fair Housing require an owner to provide all notices to persons with disabilities in an accessible format.*

**CHAPTER 22**  
**INTERIM ADJUSTMENTS MINI-QUIZ**

**~~FALSE~~TRUE** 1. A resident must notify the owner if the family's cumulative income increases by \$200 or more per month.

~~False~~True. Per *HOTMA the Handbook and Model Lease*, a family is required to notify the owner when their annual income increases by an estimated~~there is an increase of 10%\$200 or more in income per month.~~

**TRUE** 2. The earliest an interim reduction in rent can be effective is the first day of the first rent period following the action that caused the decrease in rent, if the resident reported the change in a timely manner.

True. *An interim reduction in rent becomes effective the first day of the rent period following the action causing the decrease.*

**FALSE** 3. It is required to send tenants three 10-day notices for interim adjustments before raising their rent to the Market Rent.

False. *Only one 10-day notice is required prior to raising the family's rent to market rent the following month.*

**TRUE** 4. It is necessary to obtain consents for release of income information from any household members who have turned 18 since the last time the family was certified or recertified when you are already processing an interim.

True. *Owners must verify if any family member has turned 18 since the last annual, and if so, obtain that person's signature on the consent forms.*

**FALSE** 5. Owners are **required** to force tenant households that are no longer in compliance with a project's occupancy guidelines to transfer to a more appropriate unit.

False. *Owners may allow a tenant to remain in the unit.*

## CHAPTER 23

### TERMINATION OF ASSISTANCE MINI-QUIZ

- FALSE** 1. The ~~4350-3~~HUD Handbook requires owners to terminate the tenancy of tenants who refuse to transfer to a unit of appropriate size within 30 days of being notified to move.

*False. The regulations do not require termination of tenancy; they do, however, require termination of assistance.*

- TRUE** 2. Termination of assistance does not apply to Section 202 PRAC and Section 811 PRAC apartment communities.

*True. The Section 202 and Section 811 PRAC programs do not allow for termination of assistance.*

**CHAPTER 24**  
**TERMINATION OF TENANCY AND FRAUD MINI-QUIZ**

- TRUE**            1. All successfully prosecuted evictions are terminations of tenancy, but not all terminations of tenancy are evictions.

*True. The broad term “termination of tenancy” covers a tenant’s moving out of a project for any reason – moving to another state, dying, sneaking out in the dead of night, and eviction.*

- TRUE**            2. Sam is a four-year-old member of the Hawkins household, living in a Section 8 development. Sam does not have a SSN on file.

The family has 90 days after admission to disclose and provide verification of Sam’s Social Security Number, with an optional 90-day extension.

*True. Owners must terminate tenancy of the tenant and the tenant’s household if disclosure and verification of SSNs has not been satisfied within specified timeframes. Specifically, this requirement extends to those households with a child under age six who does not have a SSN. The household has 90 days after admission to disclose and verify a SSN for that member, with an additional 90-day extension period, if applicable.*

- FALSE**           3. The Deceased Tenant Report must be run at least monthly by the owner.

*False. This report must be run at least quarterly.*

- ~~FALSE~~**TRUE**    4. The ~~HUD Handbook 4350.3 REV-1~~ does not stipulate a notice period for eviction for non-payment of rent.

*False. A notice of eviction must be delivered to the unit at least 30 days prior to the date that the resident will be required to move out of the unit.*

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