

Wheeling Housing Authority



Public Housing Policy Acknowledgement Program Orientation Session

Name: _____ Apartment/No.: _____

I acknowledge that on (Date) _____ (Time) _____, I was present at the Wheeling Housing Authority's Public Housing Program Orientation Session. The Wheeling Housing Authority employee that conducted this session was _____. The session was conducted at _____.

Below are the topics that were discussed and explained in detail:

1. Rent Calculation
 - A. Calculation of rent based on 30% of adjusted income including utility surcharges/utility allowances
 - B. Flat Rent/Annual choice of Rent
2. Compliance of Residential Dwelling Lease/Continue Eligibility
3. Extermination Schedule
4. Resident Handbook
 - A. Contact Numbers
 - B. Inspections
 - C. Reasonable Accommodations
 - D. Lead Based Paint
 - E. Community Service Requirements
 - F. Housekeeping Standards
 - G. Lease Terminations
 - H. Grievance Procedures
 - I. Rules and Regulations
 - J. Rent Payment Policy
5. Nondiscrimination Policy

I have been advised to keep all records from this program and to submit all questions, in writing, to the Public Housing Manager at the development where I am moving. I have also been advised to call the Manager's office if I have any questions or concerns. I have received a copy of the "Resident Handbook" and I understand that its contents are an attachment to my dwelling lease.

Signature of Program Participant

Signature of WHA Staff Member