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PROJECT BASED VOUCHER TO HOUSING CHOICE VOUCHER NOTIFICATION

Dear Project Based Voucher Participant:

In accordance with Title 24 § 983.260, a family leasing a unit under the Project Based Voucher Program (PBV) has a right to request continued tenant based rental assistance (commonly referred to as Housing Choice Voucher or HCV) **after the first year of occupancy at an assisted unit**. To exercise this right, you must:

1. Contact CMHA to request comparable tenant based rental assistance by completing this form,
2. Qualify for the HCV program under CMHA's Eligibility for Admissions Policy,
3. After receipt of the tenant based voucher, provide written notice of the family's intent to vacate the PBV unit to your landlord in accordance with your lease agreement.
 - If the family terminates the assisted lease before the end of one year, the family relinquishes the opportunity for continued tenant-based assistance.
 - A family cannot utilize tenant based assistance in their current project based assisted unit.
 - A family cannot move from their project based voucher prior to voucher issuance.

Please return this form to: CMHA *
Attn: Admissions Department
1635 Western Avenue
Cincinnati, Ohio 45214.

**If you submit this form in person at our lobby, you will be provided a receipt of submission to keep for your records.*

Your name will be placed on a Waiting List **until adequate funding becomes available** for CMHA to offer you a voucher. If you have any questions, please contact CMHA by phone at 513-977-5800.

Sincerely,
CMHA – Wait List Department

(Please Print)Name of Head of Household

Social Security Number

Current Street Address Apt. # (ZIP Code)

Date of Request

Telephone No.

Alternate Phone No.

HOUSING CHOICE VOUCHER PROGRAM, 1635 WESTERN AVENUE, CINCINNATI, OHIO 45214

Phone: (513) 977-5800 **TDD:** (513) 977-5807 **Website:** www.cintimha.com

Equal Opportunity Employer, Equal Housing Opportunities

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