**CONTENTS OF FAMILY BRIEFING PACKET**

REQUIRED

* The Voucher
* Term of the Voucher
* Policy on any extensions or suspensions of the term
* If extensions are allowed, an explanation of how the family can request an extension
* How HAP is determined, including payment standard and total tenant payment
* How PHA determines maximum rent for an assisted unit
* Where a family may lease a unit, including info on portability
* HUD-required tenancy addendum which must be included with lease
* Request for Tenancy Approval
* Information on prospective landlords and organizations that might help families find units
* Information on accessible units, if available
* Statement of PHA policy on providing family information to prospective landlords
* Family obligations under the program
* Grounds on which PHA may terminate assistance
* Informal Hearing process
* Subsidy standards, including what the PHA will consider exceptions
* A Good Place to Live - HUD brochure
* Lead-Based Paint Brochure, "Protect Your Family from Lead in Your Home."
* Are You A Victim of Housing Discrimination? (HUD 903.1)
* Housing Discrimination Complaint (HUD 903)
* SEMAP regulations require PHAs with jurisdiction in metro FMR areas to:

- Have and use maps showing various areas with housing opportunities outside areas of poverty concentration

- Use information about services in these areas in its briefings

- Provide lists of landlords willing to lease under the program, or organizations that operate outside clearly defined areas of poverty or minority concentration.

OPTIONAL

* Summary of items in packet
* Brochures explaining the program to landlords
* Copy of the HAP contract
* Description of PHA's security deposit policy, if PHA has one
* Information on service organizations and utility companies
* Requirements for notifying the PHA of any income or family composition changes during the search period
* Utility Allowance schedule
* Explanation of Rent Reasonableness
* Explanation of any special services or programs offered by the PHA
* Checklist of items to consider before signing a lease
* List of items that commonly fail HQS