



Haltom City Housing Authority  
2800 Moneda Street  
Haltom City TX 76117-4220  
Phone: 817.834.0691 Fax: 817.838.2187  
Email: [director@haltomcityhousing.com](mailto:director@haltomcityhousing.com)

May 22, 2025

**ATTENTION  
VERY IMPORTANT NOTICE**

Dear Tenant,

Effective July 1, 2025, there has been a change to our lease to abide by New HOTMA procedures. Included is a copy of the general lease agreement of the changes that are being made. The changes were made to the changes in income verification and over-income families. The changes are located on page 15 and page 16 of your lease. If you have any questions, please contact us at the office. When families come into the office for their Annual Review beginning with effective dates of July 1, 2025, we will have everyone sign a new lease. Thank you.

Sincerely,

**Melisa McDaniel**  
**Executive Director**  
[director@haltomcityhousing.com](mailto:director@haltomcityhousing.com)

## **XXVII. MODIFICATION OF THIS LEASE**

- A. This Lease and all policies, rules and charges which are a part of this Lease by attachment or by reference may be modified from time to time by Management provided Management gives at least a thirty (30) day written notice to each resident setting forth the opportunity to present written comment which shall be taken into consideration by Management prior to the proposed modification becoming effective. A copy of such notice shall be either delivered or mailed to each resident or posted in at least three (3) conspicuous places in the Management Office.
- B. **THIS LEASE, TOGETHER WITH ANY FUTURE ADJUSTMENTS OF RENT EVIDENCES THE ENTIRE AGREEMENT BETWEEN MANAGEMENT AND RESIDENT. NO CHANGES HEREIN SHALL BE MADE EXCEPT IN WRITING, SIGNED AND DATED BY ALL PARTIES TO THIS LEASE, EXCEPT FOR SECTION I. HOWEVER, NOTHING SHALL PRECLUDE MANAGEMENT FROM MODIFYING THIS LEASE TO TAKE INTO ACCOUNT REVISED PROVISION OF LAW OR GOVERNMENT ACTION.**

## **XXIII. VERIFICATIONS**

- A. Verification is required for all information related to admission, annual re-examination, interim re-examination, transfer and any other changes in occupancy.
- B. The Authority's first choice is a written third-party verification to substantiate applicant or resident claims. All family members for whom deductions or other claims are being made by the family must sign verification forms to be sent to the appropriate source. The authority may also use:
1. phone verification with the results recorded in the file, dated, and signed by Authority staff
  2. review of documents, and
  3. if other form of verification is available, applicant certification. Each file will be documented to show that the Authority staff attempted to obtain third party written documentation before relying on a less acceptable form of information.
- C. Forms of Verification may include:
1. Checklists completed as part of the interview process and signed by applicant
  2. Verification forms completed and signed by third parties
  3. Reports of interviews
  4. Letters
  5. Notes of telephone conversations with reliable sources, dated and signed
  6. Employment – if unable to obtain 3<sup>rd</sup> party verification- 3-month paycheck stubs are required
  7. Checking/Savings Accounts required 6-month bank statements
  8. UIV – Up Front Income Verification System entitled Enterprise Income Verification (EIV). The PHA will perform the computer matching before, during and/or after re-examination of the household income.
  9. Any "Safe Harbor" means such as TANF, Medicaid, SNAP, WIC, SSI, and any other Federally public assistance program. The documents must fall into the 12-month period of the re-examination.
- D. When discrepancies occur
1. In cases where there is a difference between EIV income data and family reported income of less than \$360.00 per month, staff will follow the following guidelines:
    - a. If EIV reported income is less than current resident provided documentation, the staff person will use resident provided documentation to calculate anticipated annual income.
    - b. If EIV reported income is greater than current resident provided documentation, the staff person will use EIV income data to calculate anticipated income unless the resident provides the PHA with documentation of a change in circumstances (i.e., change in employment, reduction in hours, etc.) Upon receipt of acceptable documentation of a change in circumstances, the PHA will use this

documentation to calculate anticipated annual income.

2. In cases where there is a difference between EIV reported income and family reported income of \$360.00 or more per month, PHA will follow the following guidelines:
  - a. The PHA shall request written third-party verification from the discrepant income source.
  - b. The PHA will analyze all data (EIV data, third party verification and other documentation/information provided by the family) and attempt to resolve the income discrepancy.
3. If income discrepancies are found, no adverse action will be taken against a tenant until the PHA has independently verified the EIV information and the tenant has been granted an opportunity to contest any adverse findings through the PHA established grievance or hearing procedure or other legal procedures.
- E. If family reports receiving income from employment and nothing comes back on EIV System, PHA staff person will proceed to third party written verification.
- F. EIV records will be handled according to the Records Management Policy.
4. Over-income tenants.
  - A. Any Tenants determined to have over-income limits at the time of annual re-examination will be given a 30-day notice of exceeding the allowed income limits.
  - B. Any Tenants determined to be over income limits will be placed on Non-Public Housing Rent amount determined by bedroom size and will no longer receive Utility Allowances per HOTMA Rules.
  - C. Any Tenant determined to be over-income limits for a consecutive 24 month period will be issued a 30 day termination notice.

## **XXIX. SEVERABILITY**

If any provision of this Lease is declared illegal or void in judicial proceedings, the remaining provisions herein shall remain in full force and effect.