

# 811 Property Steps



Eligible Tenant  
Criteria

- Eligible tenant is age 18—61 at the time of move in
- Sent 811 referrals have verified disabilities
- The Household Gross Income must be at or below the County's 30% Extremely Low Income AMI
- Legal issues cannot include methamphetamines and sex offender registration
- Other households background check challenges must be considered in light of disability status according to the HUD Manual 4350.3
- Does the unit fit the household according to the 811 Occupancy Standards?



Property Visit  
to an 811 Unit

- Each referral to a property is instructed to contact the property and set an appointment
- All 811 Households are eligible for all 811 units—no matter what type of property it is (Family or 55+)
- Case managers do not need to be present for a household to visit the property
- If a Referred Household contacts the property within the designated time, they are compliant and no updated referral is needed
- 811 Referrals may or may not be citizens

Current or Future  
Vacant Unit?



- Is the unit in the HUD 811 contract?
- Email a notice to DCA right away – even if it is still occupied  
<https://www.jotform.com/DCA/HUD811-VacantUnitNotice>
- DCA has up to 60 days to fill the unit
- Property is eligible for a vacant payment loss (80% contract rent) for up to 60 days



Property  
Move In

- It is the responsibility of the property to determine the rent amounts using HUD Form 50059 and the Tenant Income Certification (TIC)
- Send both documents to HUD811@dca.ga.gov for final approval prior to move-in
- HUD 811 Model Lease is signed with accompanying 811 documents
- Security Deposit is \$50 or the Total Tenant Payment (NOT Tenant Rent), whichever is greater
- Send DCA the completed Lease Confirmation Form



Property  
Application

- No application fee for 811 Referrals
- Multiple 811 Referrals may apply - Place the approved household that has the lowest referral number into the unit
- Use the onsite property application
- Compliance and background check amounts cannot be charged to the 811 Household
- Additional Accommodations may be necessary due to disability and/or income challenges



Referral Form  
to an 811 Unit

- DCA reviews the vacant unit's county, bedroom size & accessibility
- DCA sends a unit referral form to the case managers and unit's property manager of appropriate waitlist participants.
- Referrals are numbered to indicate housing priority when applying for the vacant unit.
- No appropriate households on the waitlist? The unit is posted on 811's weekly vacant unit email to receive additional referrals for the vacant unit.