

Auburn Housing Authority
HCV Program

Please note AHA manages LHA Project Based Voucher Program
Phone Call/Need Action Request Form

All requests are handled within 10 business days from the date submitted

Today's Date:	
First & Last Name:	
Telephone No:	

Please circle your current status:

Applicant or Voucher Holder

Please note calls will not be returned to applicants on Auburn Housing Authority's waitlist. All correspondence is handled by mail. If your address changes please update your address with this office in writing.

**** If you are porting from another Housing Authority, we must have your portability paperwork before we can schedule an appointment. If you have been advised your port papers has been sent, please allow up to 10 business days from the date it was sent to receive a phone call from us. If we have not received your portability paperwork we will call you to advise you of so. Please be advised this is not a quick process, please anticipate and plan for this process to be at least 4 to 5 weeks. ****

Please circle below the reason you would like a phone call:	Please circle below the action you need taken:
<ul style="list-style-type: none">• Rent Change• Portability• Move to another Unit Process• Landlord Issues• Inspection for New Unit (you will receive a phone call when the RFTA has been processed and the inspection scheduled. RFTAs are processed from 5 to 7 business days from the date the completed RFTA is turned in. Incomplete RFTAs will delay the process.)	<ul style="list-style-type: none">• Rent Calculation Form• Help with Recertification Packet• Household Verification form (verifies the names of the people in your household and the unit address you are receiving assistance)• Request a Special Inspection• Voucher Extension (please fill out reason below)

Additional Comments Regarding your Request

