

Head of household name	Social Security Number	Date modified (mm/dd/yyyy)
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**12. Section 8: Vouchers**

12a. Number of bedrooms on Voucher		12a.
12b. Is family now moving to this unit? (Y or N)		12b.
12c. Does the family qualify as a Hard to House family? (Y or N)		12c.
12d. Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 12g)		12d.
12e. Cost billed per month (put 0 if absorbed)	\$	12e.
12f. PHA code billed		12f.
12g. Housing type: <input type="checkbox"/> Group Home (prorate gross rent) <input type="checkbox"/> Own manufactured home, lease space <input type="checkbox"/> SRO: 1 room occupied by 1 person		
12h. Owner name		12h.
12i. Owner TIN/SSN		12i.
12j. Payment standard for the family	\$	12j.
12k. Rent to owner	\$	12k.
12m. Utility allowance, if any	\$	12m.
12p. Gross rent of unit: 12k + 12m (or Space Rent)	\$	12p.
12q. Lower of 12j or 12p	\$	12q.
12r. TTP: copy from 9j	\$	12r.
12s. Total HAP: 12q minus 12r	\$	12s.

**Rent Calculation (if prorated rent, skip to 12ab)**

12t. Total family share: 12p minus 12s	\$	12t.
12u. HAP to owner: lower of 12k or 12s	\$	12u.
12v. Tenant rent to owner: 12k minus 12u	\$	12v.
12w. Utility reimbursement to family: 12s minus 12u, but do not exceed 12m	\$	12w.

**Prorated Rent Calculation**

12ab. Normal total HAP: copy from 12s, but do not exceed 12p	\$	12ab.
12ac. Total number eligible		12ac.
12ad. Total number in family		12ad.
12ae. Proration percentage: 12ac ÷ 12ad		12ae.
12af. Prorated total HAP: 12ab X 12ae	\$	12af.
12ag. Mixed family total family contribution: 12p minus 12af	\$	12ag.
12ah. Utility allowance: copy from 12m	\$	12ah.
12ai. Mixed family tenant rent to owner:		
12ag minus 12ah	If positive or 0, put tenant rent	\$ 12ai.
	If negative, credit tenant	\$ 12ai.
12aj. Prorated HAP to owner: 12k minus 12ai. If 12ai is negative, put 12k	\$	12aj.