



WALWORTH COUNTY HOUSING AUTHORITY

affordable housing is the foundation to build a strong community

20 N Church Street, Suite 1 · Elkhorn, Wisconsin 53121
Phone: 262-723-6123 · Fax: 262-723-2079

DEADLINES FOR PROCESSING CHANGES IN INCOME, MOVES, AND REQUESTS FOR INCREASES IN UNIT RENT BY LANDLORDS

REPORTING CHANGES IN INCOME

All changes in income must be reported in writing within 14 days of the change. Reporting via email is encouraged. **NO changes will be accepted by phone.**

All verifications to validate the change in income, must be submitted within 14 days of the reported change. Any requests for reductions in rent received after the 20th will be processed the following month.

MOVING

If you are interested in moving to a new unit after the first year of your lease or thereafter, you must make an appointment with your housing specialist at least 45 days in advance of the move. This will allow sufficient time for staff to explain the process to you in detail and provide the necessary documents to complete this transition.

PROCESSING DEADLINE FOR MOVING AND NEW PARTICIPANTS

All Requests for Tenancy submitted for a new unit must be received by the 15th of the month. Any requests received after the 15th may be processed the following month. This allows the Housing Authority staff to determine eligibility, schedule inspections and/or re-inspections and Housing Assistance Payments Contracts.

LANDLORD RENT INCREASES

The Section 8 Program regulations require that all landlords provide the Housing Authority and the tenant with a 60 days' notice of a rent increase. Once the Housing authority receives the request and ensures that the requested increase is Rent Reasonable, both the tenant and the landlord will be given a 30 days' notice of the change.

Housing staff e-mail address

Nancy Zikuda nzikuda@wchawi.com

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact our Housing Specialist: Nancy Zikuda at 262-723-6194. Advance notice of 14 days is required in order to arrange for interpreter services. 6/21