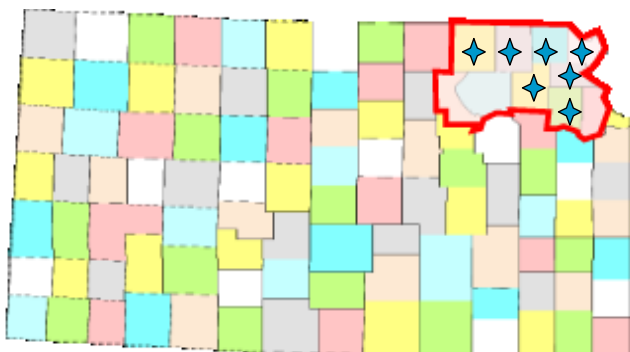


## NEK-CAP, Inc. PHA Service Area



★ Rural areas and towns in the following counties are included in the Housing Choice Voucher Program: Atchison (except the City of Atchison), Brown, Doniphan, Jackson, Jefferson, Marshall and Nemaha.



### Equal Housing Opportunity

NEK-CAP, Inc. Public Housing Authority does not discriminate against race, color, national origin, sex, religion, age or handicapped states in employment or provisions of programs or services.

## NEK-CAP, Inc. Outreach Offices:

For more information,  
contact your local outreach office:

**Atchison County Outreach Office**  
509 Commercial St. ~ Atchison, KS 66002  
913-367-7114 or 888-292-7480

**Brown County Outreach Office**  
1260 220th Street ~ Hiawatha, KS 66434  
785-742-2222 or 888-904-8159

**Doniphan County Outreach Office**  
120 E. Walnut St ~ Troy, KS 66087  
785-985-3722 or 888-383-6115

**Jackson County Outreach Office**  
130 South Iowa ~ Holton, KS 66436  
785-364-4055 or 888-221-9279

**Jefferson County Outreach Office**  
7272 K-4 Hwy, Suite HH ~ Meriden, KS 66512  
785-484-9700 or 888-840-4403

**Marshall County Outreach Office**  
405 North 4th ~ Marysville, KS 66508  
785-562-1014 or 888-480-9373

**Nemaha County Outreach Office**  
209 North 8th ~ Seneca, KS 66538  
785-336-2927 or 888-383-6112

**NEK-CAP, Inc.'s VISON**  
*One by one all individuals, families and  
communities become self-reliant.*

*NEK-CAP Inc. receives government funds including a grant from the Community Service Block Grant funds from Kansas Housing Resources Corporation (KHRC).*

*Updated 3/23/2021*

## NEK-CAP, Inc.

*We provide comprehensive education and social services to low-income community members through collaborative partnerships focused on promoting the development of individuals and families, empowerment, and economic security.*



## TENANT'S GUIDE

## HOUSING CHOICE VOUCHER



*Helping People. Changing Lives.*

NEK-CAP, Inc.

**Northeast Kansas Community Action Program**

Brown County Housing Authority  
1260 220th Street ~ PO Box 380  
Hiawatha, KS 66434

Phone: 785-742-2222 or 888-904-8159

TTD/TTY: 785-742-3087

Fax: 785-742-2381

nekcaph@nekcaph.org ~ www.nekcaph.org

## What is Section 8 Housing?

“Section 8” is the name of a National Housing Program funded by the U.S. Department of Housing and Urban Development (HUD). “Housing Choice” means tenants choose to rent an existing house, duplex, apartment or mobile home from a private owner. The dwelling was not built specifically for housing assistance, but it is an existing structure, previously rented to tenants paying full rent. The selected rental must meet program requirements.

### Who is Eligible?

Elderly, disabled/handicapped individuals and low-income families. Family income primarily determines eligibility.

### To Find Out More...

Contact your local NEK-CAP, Inc. Outreach Office to complete an application. When eligibility has been established and rental assistance is available, you will be given a rental voucher. Times for submitting applications may also be advertised in the newspaper and local radio.

## What Then?

You find suitable, affordable housing and ask for the landlord to contact the PHA for an explanation of the program and an inspection of the property. After the unit passes the HQS inspection, you complete a lease agreement with the landlord. You are responsible for the full amount of the security deposit.

## What is Suitable Housing?

Family size determines the size of dwelling (number of bedrooms) for which you are eligible. You choose the type of home you want (single family, duplex, apartment or mobile home) as long as it meets the standards of the Housing Authority.

You may be able to stay in the dwelling you now occupy if it meets Public Housing Authority Guidelines and your landlord agrees to participate in the Section 8 Voucher Program. There are restrictions on tenants renting from relatives.

## How Much Rent Do You Pay?

Everyone is expected to pay some of their own housing expense. Your share of the rent is determined by your income and family composition. The Housing Authority is not a landlord. You pay rent that the HA determines to be your responsibility directly to the property owner. The HA pays the remainder of rent directly to the landlord.

## As a Tenant You Must -

- ♦ Abide by the HUD Section 8 Regulations
- ♦ Comply with the terms of the lease
- ♦ Maintain the property in a safe, sanitary condition
- ♦ Permit periodic inspections
- ♦ Give proper notice when moving
- ♦ Pay rent and utility bills on time

## NEK-CAP, Inc. PHA...

Administers the Section 8 Program in Northeast Kansas and makes certain...

- \*All dwellings are decent, safe and sanitary
- \*All tenants meet low-income eligibility requirements
- \*All tenants and owners obey Federal Regulations

If a problem arises that tenant and owner cannot resolve after earnest effort, the Housing Authority will attempt to mediate a satisfactory solution.