

Notice

City of Garland Housing Choice Voucher Program

ATTENTION: Landlords participating in the Garland Housing Agency Housing Choice Voucher Program:

Garland Housing Agency is making these changes due to Budget Restraints.

- 1. Effective immediately we will no longer approve Rent Increases until further notice.**
- 2. Landlords will no longer receive the full month rent for families that move out after the first (1ST) of the month. The rent will be prorated from the date of Move out. EXAMPLE: Family gives notice to move out May 31 but moves out on May 15, the rent will not be paid from May 16 through May 31, 2010.**

Garland Housing will recoup the monies for the days the family is not in Occupancy and will no longer extend payments to the Landlord, if the family does not move out until next following month.

- 3. All Landlords payments will be made by Direct Deposit. Landlords must send in the Direct Deposit Form along with an attached voided check to our:**

**Finance Department
ATTN: Steve Fitch
210 Carver Street
Suite 201B
Garland, TX 75040**

If you are unable to provide the necessary paperwork for Direct Deposit your families will be required to move at the end of their lease. If you decide to provide Garland Housing Agency with any confidential information your information will be handled in the most confidential matter and will only be released to the Main City Finance Dept for processing.

If you have questions, please contact our office at 972-205-3347.

Thank you for your cooperation with these changes and we hope that we can continue our partnership in providing housing to our families.