

Notification of Housing Choice Voucher Informal Hearing Decision

_____ Housing Authority

Date:	
Name of Housing Choice Voucher participant:	
Address of participant:	
Hearing date and time:	
Hearing location:	
Hearing officer:	
Name of Housing Authority representative:	
Name of family representative (if applicable):	
Others present at hearing (list all):	
Intended Action:	The Housing Authority intends to:
Decision:	Intended action is <input type="checkbox"/> Upheld <input type="checkbox"/> Overturned

The decision will provide the following:

- I. Procedural History
- II. Issues
- III. Summary of the Evidence
- IV. Findings of Fact
- V. Conclusions
- VI. Decision

I. Procedural History

On _____, the Housing Authority notified the participant of its intended action to _____. The participant filed a request for an informal hearing in a timely manner. Following this request, the Housing Authority appointed the Hearing Officer and scheduled this hearing. The Hearing Officer did not make or approve the decision under review and is not a subordinate of such person. Prior to or during the hearing, no party sought to disqualify the Hearing Officer for bias, prejudice, or conflict of interest, or because of an ex parte contact with one of the parties. On _____ the Housing Authority gave the participant reasonable written notice of the informal hearing.

_____, the Hearing Officer, conducted an informal hearing on the date indicated above, in compliance with the Housing Authority's Section 8 Housing Choice Voucher Administrative Plan and 24 CFR §982.555. This informal hearing was tape recorded by the Housing Authority. Although the Housing Authority is not required to transcribe the hearing record, it will provide the participant a copy of the tape recording, if requested, provided the participant pays for the reasonable cost of reproducing the tape.

II. Issues

[Brief, impartial statement of the issues to be decided at the hearing. Include all regulations and policies alleged to be in violation.]

III. Summary of the Evidence

[Insert names of all witnesses who testified at the hearing, whether in person or by telephone, and summarize the testimony of each witness. Insert a list of the exhibits, if any, that were admitted into evidence and made part of the hearing record.]

IV. Findings of Fact

[Insert the relevant findings of fact, based on a preponderance of the evidence presented in the hearing and on matters officially noticed in the hearing.]

V. Conclusions:

[Briefly state the facts that were found to be true by a preponderance of the evidence. Cite the HUD regulations and PHA policy that apply.]

VI. Decision

[Restate decision.]

Family's Right to Judicial Review:

This decision shall not constitute a waiver of, nor affect in any manner whatever, any rights you may have to judicial review through the court system in this matter.

Signed,

(Name), Hearing Officer

On _____, a copy of this hearing decision was sent by first class mail, postage prepaid, to the following: