



HARRISONBURG
REDEVELOPMENT AND
HOUSING AUTHORITY
 P.O. BOX 1071 + HARRISONBURG, VA 22803
 Phone/VTDD 540-434-7386 + Fax 540-432-1113

ABSENCE NOTIFICATION
HOUSING CHOICE VOUCHER PROGRAM

SUBMIT TO REQUEST APPROVAL OF ABSENCE EXCEEDING 30 DAYS

Head of Household Name _____ Last 4 of SSN _____ Today's Date _____

Home Address _____

Mailing Address (if different) _____

Home Phone _____ Cell/Other Phone _____ Email Address _____

Head of Household Signature _____

Name of Temporarily Absent Household Member(s) _____ Start Date _____ End Date, If Known _____

Reason(s) for absence: Vacation Hospitalization Imprisonment Family Emergency Other (describe)

Details: _____

If this form is being completed by someone other than the Head of Household, on their behalf, please specify: YES N/A (skip this section)

Name of Person Completing This Form _____ Relationship to Head of Household _____

Agency/Organization & Title, If Applicable _____ Phone Number _____

Signature _____ Date _____

ABOUT ABSENCES (Admin Plan Section 6.2.5 and 24 CFR §982.312)

- The family must promptly notify HRHA of any absence (i.e., if no member of the family is residing in the unit)
- The family must request permission from HRHA for absences exceeding 30 days.
- HRHA will make a determination within 5 business days of the request.
- Unauthorized absences that exceed 30 days will result in termination of assistance.
- An authorized absence may not exceed 180 days.
- Under no circumstance may the family be absent from the unit for more than 180 consecutive calendar days.
- The family must cooperate with HRHA and supply any information or certification requested by the HRHA to verify that the family is living in the unit, or relating to family absence from the unit, including any HRHA requested information or certification on the purposes of family absences.

HRHA OFFICE USE ONLY	Initials: _____	APPROVE	DENY	Response Notice Date: _____
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EQUAL HOUSING OPPORTUNITY PROVIDER

HRHA provides reasonable accommodations to persons with disabilities consistent with the Section 504 Final Rule (24 CFR §8) & the Fair Housing Amendments Act