



Housing Authority of the City of Reno

FILE REVIEW REQUEST FORM

Section 8 Public Housing

Print Name of Head of Household: _____ Client #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Reason you are requesting a file review: (check all that apply)

- Disagree with rent portion / calculation of income
- Disputing a debt owed to RHA
- Disputing the denial of your request to add _____ to your household
- Other (please specify): _____

Please provide additional details related to the reason you need a file review: _____

Please note that you have 10 days from the date of the letter you received in order to dispute an RHA decision. Additionally, File Reviews are not required for established policies and procedures and RHA determinations such as:

- Discretionary administrative determinations by RHA
- General policy issues or class grievances
- A determination of the household unit size under RHA subsidy/occupancy standards
- Refusal to extend or suspend a voucher (Section 8)
- An RHA determination not to grant approval of the tenancy (Section 8)
- Determination that the unit is not in compliance with HQS (Section 8)

Clients requesting a file review outside of the 10-day period or for a non-qualifying reason will be sent a letter explaining that a file review will not be scheduled. Once a file review has been scheduled, you may request one (1) reschedule prior to the date and time of the file review. If you miss two (2) scheduled file reviews, the RHA may not reschedule a third file review unless good cause is provided.

Signature _____

Date _____

1525 East Ninth Street • Reno NV 89512-3012 • (775) 329-3630 fax (775) 786-1712 TDD (385) 770-7166

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White Copy – RHA

Yellow Copy – Client