

HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

SUBJECT: Retroactive Adjustments of Rent Charges

SCOPE: This policy and procedure shall apply to all public housing programs administered by the Seattle Housing Authority.

POLICY:

It is the policy of Seattle Housing Authority (SHA), when SHA determines a Resident's Rent is less than the rental rate for the Resident's income and/or household composition in accordance with SHA's rent policy, an adjustment shall be made to correct the Resident's Rent.

Adjustments to the Resident's Rent as a result of the Resident's failure to report changes and/or to accurately report the household's income and/or composition as set forth in the dwelling lease and SHA policy; shall be effective retroactive to the date the change occurred or date the Resident failed to report accurate information. Resident shall pay SHA the difference between the amount actually paid and the correct amount of Rent.

Where an error has been made in the calculation of Rent and the error has resulted in an overcharge to the Resident, the adjustment to the Resident's Rent shall be effective retroactive to the date the error was made and the Resident's account credited accordingly.