



# INFORMAL REVIEW/HEARING PROCEDURES

An **applicant** may request an informal review when:

- the Town refuses to select the family from the waiting list;
- the Town denies assistance for the family;
- the Town denies the family's local preference(s).



A **tenant** may request an informal hearing when:

- the tenant does not agree with the Town's computations for the HAP;
- the tenant does not agree with the Town's determination of family size under Town's subsidy standard;
- the tenant does not agree with the Town's determination to terminate assistance because of family's action or failure to act;
- the family has been absent from the unit for longer than HUD's rules or Town's policy allows.

Applicants/Tenants will receive written notice of any action concerning the items above. If the applicant/tenant does not agree with the decision, the applicant/tenant may request an informal review/hearing. This notice will also state the number of days that the applicant/tenant will have to request a review/hearing. If the applicant/tenant requests a review/hearing, the Town will not execute any decision until the results of the review/hearing have been obtained.

The hearing will be held in the Town's office and will be conducted by the Director or his designee.

The applicant/tenant may be represented at the hearing by an attorney or other representative at the applicant's/tenant's expense.

The applicant/tenant shall be given the opportunity to present evidence and may question witnesses.

After the hearing, the Town will notify the applicant/tenant in writing of the final decision. Decisions will be based solely on the evidence presented at the hearing.

The Town is not bound by a hearing decision when the decision does not comply with HUD regulations or Federal, State, or local law.