

## ***Manhattan Housing Authority: Who We Are***

The Manhattan Housing Authority (MHA) is a not-for-profit organization committed to providing decent, safe and affordable housing to eligible applicants. MHA is governed by a Board of Commissioners, and receives the majority of its funding from the U.S. Department of Housing & Urban Development (HUD).

## ***What is the Tenant Based Rental Assistance (TBRA) Program?***

The TBRA program is funded through the Kansas Housing Resources Corporation. TBRA recipients find their own rental home through a private landlord. The TBRA program will assist with paying the security deposit and can also assist with Kansas Gas Service and Westar Energy utility deposits.

## **Landlords and the TBRA Program**

TBRA helps good prospective tenants who struggle with paying moving costs, security deposit and first month's rent at the same time, giving landlords more tenant choice. TBRA assisted units only require a one-time initial inspection by the Housing Authority; they are not inspected annually (TBRA assisted units are not exempt from the City of Manhattan Rental Inspection program). Landlords retain all of their rights under the Kansas Tenant Landlord Act, and use the TBRA security deposit like any other security deposit. If you are a landlord with questions about the TBRA program, please feel free to contact us. We are happy to answer any questions that you may have about the program.



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## **Manhattan Housing Authority Tenant Based Rental Assistance Program**



## **Security & Utility Deposit Assistance**

### ***Who Receives TBRA?***

People who receive TBRA are anyone who needs assistance with moving into a new rental home. They can be elderly or disabled, single and two-parent families, non-elderly or non-disabled. If the family or individual meets income and other eligibility requirements, they can receive TBRA security deposit and utility deposit assistance.

### ***Where Are TBRA Properties?***

TBRA assisted units can be located anywhere within the Housing Authority's service area, which includes Riley County and 15 miles outside of City limits. TBRA eligible applicants search for the home that is best for them. If the landlord agrees to take part in the program, the Housing Authority will contact the landlord to schedule an inspection of the unit. The Housing Authority will pay the security deposit directly to the landlord on the participant's behalf.

### ***How Do I Apply for TBRA?***

Application forms for the TBRA program are available at the MHA Administrative Office and on-line at [www.mhaks.com](http://www.mhaks.com). The instruction forms on the application will provide more information about applying, or you can call our office if you have any questions. After you have turned in your application and all required documentation (Social Security cards and income verification), you will meet with the TBRA Coordinator. This appointment will be scheduled by the Housing Authority when your application is complete.

### ***How Do I Know If I Am Eligible?***

Your eligibility for TBRA will be determined after you have provided all required documentation. You must meet an income guideline based on the number of people in your family. You will also be required to provide Social Security cards for all household members, income verification and other documentation. The TBRA Coordinator will let you know if you are eligible for assistance during your office appointment and will provide more information about your next step in your housing search.

### ***What are the TBRA Income Limits?***

Income Limits are revised each year. The 2011 TBRA Income Limits are listed below.

<u>Number in Household</u>	<u>Income Limit</u>
1	\$20,650
2	\$23,600
3	\$26,550
4	\$29,500
5	\$31,900
6	\$34,250

### ***Anything Else I Should Know?***

The TBRA Coordinator will provide information to you during your office appointment, but here are a few things to remember:

1. DO NOT sign a lease or move in before you have completed your application and been determined eligible for assistance.
2. The unit you rent must pass an HQS inspection in order to receive assistance.
3. After the inspection has been completed, you must provide a copy of a signed lease to the Housing Authority before the deposit will be paid.