



BALLINGER HOUSING AUTHORITY

1401 N 13TH ST.
BALLINGER , TEXAS 76821
325-365-2629
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ADMISSION AND OCCUPANCY POLICY

XVII. ADDITIONS TO HOUSEHOLD AND VISITORS

- A. Only those persons listed on the Lease will be permitted to occupy the unit
- B. Except for natural births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit
- C. Following receipt of a family's request for approval to add a new person to the Lease, the Authority will conduct a pre-admission screening of the proposed new member. Subject to the screening process and occupancy standards, the Authority will approve or disapprove the request.
- D. Children born to or adopted by a family member, under the age below which Juvenile Justice records are made available, or children added through a kinship care arrangement are exempt from the pre admission screening process.
- E. Examples of situations where the addition of a family or household member is subject to screening are:
 1. Resident plans to be married and files a request to add new spouse to Lease
 2. Resident is awarded custody of a child or desires to take in a foster child over the age for which Juvenile Justice records are available
 3. Resident desires to add a live-in aide
 4. A unit is occupied by a remaining family member(s) under age (who is not an emancipated minor) and an adult, not a part of the original household, requests permission to take over as the head of household.
 5. The spouse of an existing resident has been released from prison and wishes to move into the apartment

F. Resident families who fail to notify the Authority of additions to the household or permit persons to join the household without undergoing screening are in violation of the Lease. Such persons are considered unauthorized occupants by the Authority and the entire household will be subject to eviction.

G. Visitors

1. may be permitted in a dwelling unit so long as the visitors have no previous history of behavior on Authority premises that would be a Lease violation.
2. Visits of less than three (3) days need not be reported or approved by the Director. Visits of more than three and less than thirty (30) days are permitted provided they are reported to the Director within 72 hours and authorized only by the Executive Director with advance documentation of extenuating circumstances. Visitors remaining beyond this period shall be considered trespassers and the head of household shall be guilty of breach of the lease.

H. Roomers or lodgers will not be permitted to occupy a unit, nor will they be permitted to move in with any family occupying a unit.

I. Family members 18 or older or emancipated minors who move from the unit to establish new households will be removed from the Lease. The resident has the responsibility to report the move-out within thirty (30) calendar days of its occurrence. These individuals may not be readmitted to the unit and must apply as a new applicant household for placement on the waiting list (subject to applicable income limits, preferences, resident selection and screening requirements). Medical hardship or other extenuating circumstances shall be considered by the PHA in making determinations under this paragraph.

J. Residents will not be given permission to allow ex-residents of the Authority who have been evicted to occupy the unit for any period of time.

K. Applicable income (see Section IV, Annual Income) of individuals added to the Lease will be included in Annual Income and subsequently in determining new rent.