

# Housing Authority of the City of Orange

516 Burton Avenue P.O. Box 3107 Orange, TX 77631-3107 | Phone: 409.883.5882 | Fax: 409.883.8014 | [www.orangeha.com](http://www.orangeha.com)  
mtoler@hacotx.com

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## Hearing Request (Please Print Information Clearly)

To request a hearing, please complete the following form and send to the Housing Authority of the City of Orange by email, fax, or mail at the above listed email, fax, or mailing address.

Please include a copy of any paperwork or notices you have in connection to this matter. If you have any questions or you wish to check the status of your hearing request, you may contact Mickia Toler at 409-883-5882 Ext. 307 or [mtoler@hacotx.com](mailto:mtoler@hacotx.com). Thank You

Name(first,middle,last)		SSN:	
Mailing Address	City	State	Zip
Email Address	Phone Number		

Reason For Request
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Signature	Date
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## Your Hearing Rights

It is the policy of the Housing Authority of the City of Orange to allow an informal hearing to all participants who claim that the Housing Authority of the City of Orange has incorrectly applied State and/or Federal Law, HUD Regulation, and Housing Authority of the City of Orange rules.

The Housing Authority of the City of Orange will notify the participant in writing of the reasons for the ineligibility/termination and the right of the participant to request an informal hearing.

### PROCEDURE:

1. The participant should submit a written request to the Section 8 Coordinator for an informal hearing. The request must be made within ten (10) days after notification of ineligibility or termination.
2. An appointment will be scheduled with the Hearing Officers, who is not a member of the Housing Authority of the City of Orange or related to the person who made or approved the decision in question.
3. The family may retain counsel or other representative, if desired, at their own expense.
4. Either the family or its counsel will be given an opportunity to present evidence and question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The decision of the hearing official will be in writing stating briefly the reason for the decision. Factual determinations relating to the individual circumstances of the participant shall be based on the evidence presented at the hearing. A copy of the hearing decision shall be mailed promptly to the participant. A copy of the hearing decision shall also be placed in the participants file.