

**Request for
Documentation or
Information**

**Housing Authority of
Brevard County**
Section 8 Administration

Section A. Explanation

HABC policy on processing time for routine requests is 30 days and 45 days for complex requests starting from the date of receipt and tracking number assignment.

This written request allows Section 8 Housing Choice Voucher participants to be provided with requested documentation or information that this agency has on file. This agency can withhold certain records pertaining to medical history and certain insurance information from disclosure pursuant to 119.071(5)(f), F.S.

No telephone requests will be accepted. Please be as specific as possible as to what documents you want. If you don't know the exact title of the documents, please provide a reasonable description of the documents to shorten processing time. You have the option of emailing this request to s8tenants@habc.us; otherwise, please mail or fax your request to:

Housing Authority of Brevard County
Section 8 Administration
1401 Guava Avenue
Melbourne, FL 32935
Facsimile: (321) 775-1549/1550

Your request will be logged in as received and assigned a tracking number. Please refer to that number if you need to reach the Section 8 Administration office for any reason.

If you require assistance with completing this form please contact the HABC Melbourne office at 321-775-1592

Requestor Information

Section 8 Participant Name

Mailing Address - Street

City

State

Zip

Telephone

Email (Optional)

Section B. Document Type

Please select all that apply:

- Birth Certificate(s)
- Contract Lease Agreement Amendment (Tenant Rental Amount Portion)
- Lease Agreement
- Rent Receipt(s)
- Social Security Award Letter
- Social Security Card(s)
- Utility Bill(s)
- Voucher

Other: _____

Please select how you would like to receive your documents:

- Mail Email Fax:

Section C. For Internal Use Only

Date Received:

Assignment Number:



HABC S8-062019