



# Tacoma Housing Authority

## BP PM – Grievance Process – Informal Hearing Request FORM – 2021-04-30

### Participants: Request for Informal Hearing

Date:

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### Head of Household Information

Select one:      I have a THA voucher  
                         I live at a THA property

First Name

Last Name

Last 4 Digits of Social Security  
Number

What is the best way to reach you? (Check all that apply)

Phone Call

Mail

E-mail

Current Address

Address Line 2

City

State

Zip Code

Phone Number

E-mail

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## **Additional Information for Scheduling an Informal Hearing**

We encourage you to meet with us first for an Informal Settlement Talk (this is optional).

You are entitled to an Informal Hearing with an independent hearing officer. Before we schedule an Informal Hearing with an independent hearing officer, you may request to meet with us for an Informal Settlement Talk. The goal of this meeting is to help you and us better understand the reasons for the program violations so that we can agree on a resolution. If you don't agree with the outcome from the Informal Settlement Talk then we will still have an Informal Hearing with an independent hearing officer.

Would you like to schedule an Informal Settlement Talk?

Yes

No

What is the best way for us to meet with you?

I would like to meet via video conferencing (i.e. Zoom, Microsoft Teams)

I would like to meet via phone call

I would like to meet in-person (if available)

I am requesting an Informal Hearing for the following reason(s):

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## **Request for Special Accommodation or Interpretation Services**

Check any that apply

I am submitting a Reasonable Accommodation as I believe my disability is a contributing factor in this matter. (You will need to complete a Reasonable Accommodation form)

I will need an interpreter at the informal hearing who can translate to:

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I hereby request an Informal Hearing because I disagree with THA's decision to terminate my housing assistance. I understand that I must submit any evidence to THA at least one day before we are scheduled to meet. I also understand that I may request to review, make copies, or both of documents related to this matter up to one business day before my scheduled meeting date.

Head of Household Signature