



INVESTING IN COMMUNITIES

HCV FAQs

(Frequently Asked Questions)

June 10, 2013 Update

Get to know your T-Code or V-Code

When contacting or doing business with SHRA all program participants should identify themselves with their “Tenant Code.”

What is a Tenant Code or “T-Code” and why should I know my T-Code?

- A Tenant Code or T-Code is an identifying code that is assigned to each participating family on the HCV Program. Many of our HCV Program participants may have the same first and last name therefore providing your name may not be enough information to identify your family.
- All T-Codes begin with “T00” and are followed by 5 digits.
- All correspondence sent to you as a program participant includes your T-Code (usually located near your name).
- This code is used to identify you and protect your personal identification numbers such as your Social Security number or driver license number.

In addition, most letters sent to you from SHRA now include a barcode at the bottom of the letter. This barcode can be scanned at the kiosk located just inside our lobby across from the receptionist. By scanning the barcode you will be checked in and served faster.

Be sure to bring your bar coded letters with you to our office.

If you only want to drop off documents please take advantage of the DROP BOX located near our entrance at 7th Street. (See the map that is posted along with our office hours by following the link at HCV Updates “When is the HCV and Housing Applications Office open?”)

If you are a landlord / agent or vendor all correspondence will include a V-Code that is used in the same manner as the T-Code. The V-Code is a V followed by 7 digits.

To insure prompt and accurate service please use the T-Codes and V-Codes when conducting business with SHRA.