



Thank you for your interest in the Housing Choice Voucher program. We appreciate your willingness to give our program and participants a chance to develop a partnership with you.

The success of the Housing Choice Voucher program lies on the development of a good working relationship between HHA and property owners, and managers who contract with HHA to provide housing for program participants. HCV landlords not only get the satisfaction of giving low-income families the chance to enjoy decent, safe, and sanitary housing, they also enjoy many benefits which make HCV a great opportunity for many property owners.

General Information:

In the Housing Choice Voucher Program, eligible families generally are required to pay 30 % of their adjusted income towards gross rent (owner rent and the amount of the HHA Utility Allowance for tenant-paid utilities that are not included in the rent to the owner). HHA pays the difference between the amount of the required tenant payment and the gross rent. The amount of the subsidy paid by HHA is dependent upon the Payment Standard adopted by HHA for each unit size (number of bedrooms), or the gross rent of for the unit if less than the payment standard. If the gross rent for a unit exceeds the Payment Standard, a Section 8 housing choice voucher holder may choose to pay the higher rent. However, a Section 8 family moving into a unit is not permitted to pay more than 40% of its adjusted income for rent. Regardless of the Payment Standard established for a unit size, HHA must determine that the rent asked is "reasonable" given the location, quality, size, unit type, age, amenities, services, maintenance and utilities to be provided by the owner.

Below are the steps to becoming a landlord:

- Fill out the RFTA packet with your perspective tenant and return to the office. (Packet will only be provided to you by a section 8 tenant. Landlords do not need to pre-apply nor will a pre-inspection be conducted in the unit). **If packet is incomplete or missing documents it will not be scheduled for inspection.**
- When RFTA is complete rent will undergo a Rent Reasonable test and a Housing Quality Standards Inspection will be scheduled. Unit rented must be decent, safe, and meet HQS and HHA standards. If any items fail during inspection, a second inspection will be scheduled. **Maximum of 2 inspections will be permitted, should unit fail second inspection RFTA packet will be voided.**
- Once the unit passes inspection and rent reasonable is complete, you and your tenant can execute a lease. You must submit your lease to HHA and you will then be sent the HAP Contract.
- Please allow 4-8 weeks for first payment to be made from the date HAP contract is signed and returned to HHA. HAP payments will be deposited via ACH into your account between the 2nd and 5th day of each month. HHA will make every effort to make HAP payments the earliest date possible. HAP payments are generated once a month.

By signing below, you acknowledge and understood the process of becoming a landlord.

Date: _____

Print Landlord name: _____

Sign: _____

Print tenant name: _____

Tenant signature: _____



HUD Requirements on Lease's

Lease Information

The assisted dwelling lease must contain all of the required information as listed below:

- The names of the owner and the tenant
- The unit rented (address, apartment number, and any other information needed to identify the contract unit)
- The term of the lease (initial term and any provisions for renewal)
- The amount of the monthly rent to owner
- The amount of security deposit
- A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family.
(Utilities: electric, water, sewer, trash, gas)
(Appliances: Refrigerator, Stove, Oven, Dishwasher, Washer, Dryer, Microwave)
- Signatures of all adults

For digital signatures, please make sure to submit confirmation of digital signatures page. The summary captures the date and time the signatures were recorded.

*****Lease must be submitted after inspection has passed, not before. *****

Landlord's Initials: _____

Tenant's initials: _____



SIDE PAYMENT ARRANGEMENTS

Side payment arrangements are a federal offense. Any payment arrangement made between you and the landlord must be in writing and have prior approval from Homestead Housing Authority. Payments made to the owner above the rental portion designated by HHA as the family's share are "Side Payments". Side payments are illegal and constitute fraud.

If you or anyone on your behalf engage in making side payments to the owner or their representative, your Housing Choice Voucher **assistance will be terminated**. The landlord will be banned to rent to HHA tenants.

Owners may not demand or accept any rent payment from the family in excess of the rent to the owner as approved by the PHA minus the PHA's housing assistance payments to the owner [24 CFR 982.451(b)(4)].

**FRAUD
ALERT**

Landlord's Initials: _____

Tenant's initials: _____