

## WHAT YOU NEED TO KNOW IF YOU ARE THINKING OF BECOMING AN OWNER THROUGH THE HOUSING CHOICE VOUCHER PROGRAM

### Application requirements:

If a Housing Choice Voucher Program (HCVP) client would like to rent your unit through the HCV Program, he/she will present you with a Request For Tenancy Approval (RFTA) which you are to complete showing the unit's information. Once both you and the client have signed this packet indicating that you have discussed the requested rent amount, along with who will be responsible for paying utilities and providing the appliances, it must be returned to the HCVP office. An HCVP Occupancy Specialist will then run an affordability check using the information you provided on the RFTA coupled with the client's income information to determine whether the unit will be affordable for the client. If the unit is unaffordable, the RFTA will be voided, and both you and the client will be notified of this action. If the unit has passed the affordability test, an inspection will be scheduled for the unit. Once the unit has passed inspection, the Occupancy Specialist will complete the final paperwork, and contact both you and the client in order to obtain the proper signatures. Payments will be released thereafter providing you have completed your initial Landlord Briefing, which will be addressed in the following section.

### Landlord Briefing:

Owner's participating in the Housing Choice Voucher Program are required to view a Landlord Briefing PowerPoint presentation once every 5 years. The Landlord Briefing PowerPoint presentation is available online at [http://www.lmha.org/section8/landlord\\_docs.htm](http://www.lmha.org/section8/landlord_docs.htm). Once you have viewed this presentation, you must complete and submit the Online Certification, which is available at the same link. Note the no Housing Assistance Payments (HAP) can be released until you have completed this requirement.

### Additional Information:

You, the owner, are responsible for:

- ✓ ALL management and rental functions for the assisted unit, including selecting a voucher holder to lease and deciding if the client is suitable for tenancy of the unit.
- ✓ Collecting any Security Deposit **from the client** as well as collecting the client's monthly portion of the rent.
- ✓ Collecting any charges for any damages to the unit caused by the client (if applicable) as well as enforcing tenant obligations under the lease.
- ✓ Paying for utilities as stated in lease. No additional charges may be requested! The client may only pay for utilities if they are in their name. In multi-family structures, if there is only one meter, the Landlord **MUST** pay for that utility. He cannot collect this fee from the client.
- ✓ Keep in mind: You are the landlord and the client is your tenant. Note, too, that the Landlord **MUST NOT** charge more from the client than is established by program.

### It is the right of the owner to screen families. An owner may consider such factors:

- Past Tenancies
- Payment of rent & utility bills, care of unit, evictions
- Credit Reports
- Criminal Activity

### The Housing Authority may give the Prospective landlord:

- Current address of the client as shown in our records
- Name and address of the client's current landlord if known
- Tenancy history known to the Housing Authority
- Tenant-caused damages, if any
- Drug-trafficking, violent activities, if any
- Previous evictions & owner complaints, if any

**A HCVP staff member will inspect each unit:**

- At the initial occupancy
  - At every annual recertification thereafter
- If circumstances warrant, we may also perform what is known as a “special” inspection. This is an inspection that takes place if the LMHA has reason to believe that the owner or the tenant is in violation of their obligations in regards to the assisted unit. Both owners AND clients may request a special inspection.

In the event that a unit should fail one of its inspections, the HCV Program will notify you and the client explaining which items have failed and who is responsible for repairing that item.

**LMHA’s basic inspection requirements are as follows:**

- Ceiling & Walls - No bulging, large cracks or holes, leaning walls, or loose or falling surface material
- Floors – No large cracks or holes, no loose tile or carpet. No tripping hazards
- Windows – In good condition. All operable windows should have screens and be in working condition
- No chipping, cracking, peeling, chalking paint on any surface – exterior AND interior
- Working smoke detectors on every level
- No missing outlet cover plates or loose frayed wiring
- Hot and cold running water in bathroom/kitchen
- Adequate heat source
- Handrails w/four or more steps
- Window or exhaust fan in bathroom
- Hot water tank must have pressure relief valve 6 inches from ground
- If one meter, one hot water tank/furnace for multi-family unit, landlord must pay the utility

**Health and Safety**

The building site must have:

- Smoke Detectors on each level.
- Fire Exits
- Lights in common hallways
- Stairs with railings
- Common hallways that are safe
- No infestations of mice, or vermin.
- No piles of trash and garbage inside or outside the unit.
- No chipping, cracking, peeling, chalking paint.

**Lead-Based Paint Requirements:**

All painted surfaces, inside and out, of the unit must be solid and intact. Due to the hazards of Lead Paint Poisoning, there must not be any signs of chipping, cracking, peeling, or chalking on any painted surface. Lead poisoning can result from ingesting (eating) paint chips **AND** breathing lead dust particles. If you feel you should need the services of a licensed Lead Base Paint Inspector or Risk Assessor, feel free to consult the following information: