

Landlord Outreach

Housing Choice Voucher
Program



Role of the Landlord

The role of the Landlord/landlord in the Housing Choice Voucher Program (HCV) is to provide decent, safe and affordable housing to a tenant at a reasonable rent.

The dwelling unit must pass the program's Housing Quality Standards and be maintained to those standards as long as the Landlord/landlord receives housing assistance payments.

In addition, the Landlord/landlord is expected to provide the services agreed to within the leased signed with the tenant, and the contract signed with the Public Housing Authority (PHA).

Most Common Landlord Violations

Failing to Maintain the Unit

- Landlord is responsible for normal maintenance and upkeep of the unit. Make sure that repairs which are the Landlords responsibility are made in a timely manner, to avoid abatement.

Accepting Payments for a Vacant Unit

- If a family moves in violation of the lease, the Landlord must notify the HA immediately,

Demanding or Accepting Side Payments

- The HA determines the amount of rent to be paid by the family for rent. Any additional payments must be approved by the HA.

Housing Quality Standards Inspection

Landlord Checklist for Decent, Safe, and Sanitary Units

Landlord MUST make sure these are complete BEFORE the scheduled inspection:

- **Properly grounded GFI's within 6' Feet of water source (Sink, Tub, Toilet, etc.)**
- **Smoke Detectors (Mandatory) - MUST be functioning properly (Batteries in)**
- **Carbon Monoxide Detector (Mandatory) - MUST be functioning properly (Batteries in)**
- **Painted Surfaces, interior & exterior, MUST be FREE of deteriorated paint (No peeling or chipping)**

Reminder: Inspector needs access to Basement to Complete HQS Inspection

KITCHEN:

- Appliances: (Stoves, Ovens, Refrigerator, etc.) All appliances MUST be fully functional. Gas appliances must light with pilot or electronic ignition, NOT manually. All proper fitting control knobs must be attached.
- Proper venting on gas stoves & appliances

BATHROOM:

- Water tight tub surround.
- Exhaust fan or functioning window

BEDROOMS:

- MUST have at least One (1) window to outside of building and Two (2) receptacles or One (1) receptacle and a permanent light fixture.

LIVINGROOM:

- Two (2) receptacles

COMMON HALLS:

- Proper lighting
- Smoke Detectors functioning properly (Batteries) on each level

STAIRS & PORCHES:

- Stairs (Three (3) or more consecutive), Porches, Deck & Landings MUST have hand rails.
- Stairs, walks, porch floors must be secure and intact – free from tripping hazards

WINDOWS:

- MUST lock within 6' Feet from the ground, porches, and roofs, etc.
- Window Sashes must be in good condition, solid and intact, and fit properly in the frame. Window Glass must have NO cracks.
- Windows MUST stay open on their own.

DOORS:

- Interior doors must have all trim intact and must open without a key
- Exterior doors must be weather tight to avoid any air or water infiltration. No holes, trim must be intact, 1¾" solid core and must open without a key (No double key deadbolts)

BASEMENT:

- Properly sealed venting from gas and oil heating equipment to chimneys.
- No missing breakers, fuses or panel covers
- Adequate lighting
- Pressure Relief Valve - Hot Water Tank requires extension at least 18" from the ground

Landlord RESPONSIBILITIES [24 CFR 982.452]

The basic Landlord responsibilities in the HCV program are outlined in the regulations as follows:

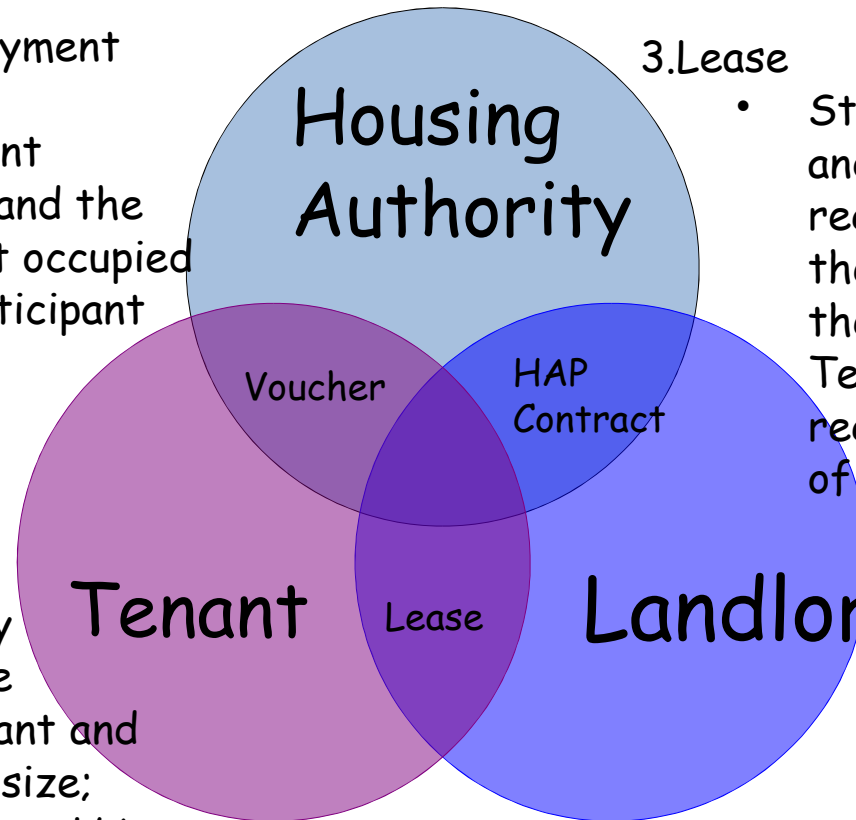
- Complying with all of the Landlord's obligations under the housing assistance payments (HAP) contract and the lease
- Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit
- Maintaining the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance
- Complying with equal opportunity requirements
- Preparing and furnishing to the PHA information required under the HAP contract
- Collecting the security deposit, the tenant rent, and any charges for unit damage by the family.
- Enforcing tenant obligations under the dwelling lease
- Paying for utilities and services that are not the responsibility of the family as specified in the lease
- Allowing reasonable modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203]
- Complying with the Violence against Women Reauthorization Act of 2013 (VAWA) when screening prospective HCV tenants or terminating the tenancy of an HCV family (see 24 CFR Part 5, Subpart L; 24 CFR 982.310(h)(4); and 24 CFR 982.452(b)(1))

CONTRACT RELATIONSHIPS

There are 3 types of contracts involved:

1. Housing Assistance Payment (HAP) Contract
 - Written agreement between the HA and the Landlord of a unit occupied by a program participant

2. Voucher
 - Sets forth family obligations of the program participant and eligible bedroom size; contract is between HA



3. Lease

- Strictly between Landlord and participant. A copy is required to be part of the participant's file with the HA. The HUD Tenancy Addendum is required to become part of the lease.

Who Pays the Rent?

- The tenant pays 30% of his/her monthly income less utilities toward the rent.
- You collect the tenant's portion of the rent from the tenant.
- The WHA pays the assistance (difference between the tenant rent and the contracted rent amount) directly to you.
- Once Housing determines the contract rent for the unit, no other additional monies can be collected from the tenant.

Can I collect a security deposit?

You may collect a security deposit as stated in local and state laws. You cannot charge an assisted tenant more than you charge an unassisted tenant.

What do I do when a voucher holder is interested in my unit?

Here are the steps to follow:

- **Step 1: Landlord Screens Tenants** – When a family approaches an Landlord to apply for tenancy, the Landlord is responsible for screening the family and deciding whether to lease to the family, just as the Landlord would with any potential unassisted tenant. The PHA has no liability or responsibility to the Landlord or other persons for the family’s behavior or suitability for tenancy.
- **Step 2: Request for Lease Approval** – If the Landlord is willing, the Landlord and family will complete the Request for Tenancy Approval (RTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the Landlord’s willingness to lease to the family and to follow the program’s requirements.

When the tenant submits the form to our office, an inspector will contact you to schedule an inspection. Please note that the utilities must be on for the inspection. (Inspection Checklist Attached to Request for Lease Approval)

- **Step 3: Inspection and Rent** – The unit will be inspected to insure that it meets HUD Housing and Quality Standards (HQS). Required repairs will be discussed with you by the inspector. Only 2 inspections will be complete; if it fails to meet HQS the tenant will be instructed to find other suitable housing.
- **Step 4: Lease and Contract** – After the rent has been approved and the unit passes inspection, the landlord and tenant will be notified and enter into a lease. The tenant and landlord will sign a lease provided by landlord, The WHA and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

Listing Available Unit with WHA

Add/Remove Listings

To list/remove units available for renting:

Steps to list your unit:

Click [here](#) or type http://wtbyha.com/?page_id=910 in to the address bar.

Complete the Add New Listing form and Submit.

To review the list go to the Waterbury Housing Authority website <http://wtbyha.com> click Landlord Link and then Landlord Listing.

Steps to remove your unit from the list:

Click [here](#) or type http://wtbyha.com/?page_id=910 in to the address bar.

Go to bottom of the screen, Request Listing Removal.

Enter email address you entered when listing and the listing address and Submit.

DECONCENTRATION

What is Deconcentration?

Encouraging the use of tenant-based housing vouchers for families to locate in neighborhoods that will improve the life opportunities of family members.

Some of the benefits of moving to an area with a low concentration of poverty are:

- Access to better schools and services
- More networks through which to gain access to services and employment
- Low levels of crime and violence
- Access to better jobs

Living in areas with higher income levels provides an opportunity for lower income families and their children to live in neighborhoods from which they otherwise would be excluded by economic or other barriers.

Basic Program Requirements

- When a family approaches a Landlord to apply for tenancy, the Landlord is responsible for screening the family and deciding whether to lease to the family, just as the Landlord would with any potential unassisted tenant. The PHA has no liability or responsibility to the Landlord or other persons for the family's behavior or suitability for tenancy.
- If the Landlord is willing, the Landlord and family will complete the Request for Tenancy Approval (RTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the Landlord's willingness to lease to the family and to follow the program's requirements.
- When submitted to the PHA, this document is the first step in the process of obtaining approval for the family to receive the financial assistance it will need in order to occupy the unit.
- Also submitted with the RTA is a copy of the Landlord's proposed dwelling lease, including the HUD-required Tenancy Addendum (Form HUD-52641-A).
- The PHA must determine that the proposed rent for the unit is reasonable [24 CFR 982.305(a)]. The rent must be reasonable in relation to comparable unassisted units in the area and must not be in excess of rents charged by the Landlord for comparable, unassisted units on the premises.
- The selected unit must meet HUD's Housing Quality Standards (HQS) and/or equivalent state or local standards approved by HUD [24 CFR 982.305(a)]. The PHA will inspect the Landlord's dwelling unit at least annually to ensure that the unit continues to meet HQS requirements.
- The dwelling lease must comply with all program requirements [24 CFR 982.308]. The HUD Tenancy Addendum includes the HUD requirements governing the tenancy and must be added word-for-word to the Landlord's lease.

- The PHA and the Landlord must execute a Housing Assistance Payment (HAP) Contract (Form HUD-52641). The HAP contract format is prescribed by HUD.
- **Annual Recertification** – Annually you are required to complete paperwork for the Annual Recertification to determine tenant's continued eligibility.
- **Annual Inspection**–The Housing Authority will conduct an annual inspection prior to the end of the Lease term to ensure the unit continues to meet Housing Quality Standards (**HQS**). You and your tenant will receive a letter from the Housing Authority if the unit does not pass inspection. The letter will list the items requiring repair and will give you a date by which the repairs must be completed. If the violations are not corrected within the time limit given, the Housing Authority will abate the Housing Assistance Payment.
- The Housing Authority will not abate the rent if all of the Housing Quality Standards violations are tenant caused. However, the Housing Authority may terminate the tenant's assistance if the tenant caused HQS violations are not corrected. A 30-day notice will be provided to you and the tenant for any Housing Authority termination.
- **It only takes one deficiency for a unit to fail an inspection. Failed units require a re-inspection. Re-inspections cost money and time. You can help save time and money by doing your own inspection and making repairs prior to the Housing Authority inspection.** The PHA will charge a \$25.00 fee for failed re-inspections when the Landlord notifies the PHA that a repair has been made but the deficiency has not been corrected, and when the time for repairs has elapsed and the deficiency has not been corrected.
- You may request an annual rent increase. Rent increases are **not automatic** and must be requested **in writing** with documentation justifying the increase. The annual inspection must be current with no outstanding HQS violations in order for the rent increase to be granted.
- **Enforce Your Lease** –It is your responsibility to enforce your Lease. The Housing Authority cannot do this for you. You have the right to serve a notice for serious violations of the Lease. If eviction is necessary, you must proceed according to state law. A copy of all notices to the tenant must also be sent to the Housing Authority.