

Renting a Unit to a Section 8 Participant

Thank you for your interest in the Everett Housing Authority (EHA) Rental Assistance Program. The Section 8 Housing Choice Voucher Program (HCV) is a federally funded rental assistance program designed to help low-income families, elderly, and people with disabilities afford decent, safe, and sanitary housing. The program provides subsidies to qualified households for use in private housing in the community of their choice. Under the Section 8 program, households initially pay 30%-40% of their income towards the rent plus utilities and the federal government pays the difference between that amount and the approved contract rental amount.

The Request for Tenancy Approval (RFTA) form must be **filled out completely and signed by both the prospective tenant and the property owner** in order to initiate the rental process for participation in the HCV program. The prospective tenant will present this form to the owner.

Tenant Selection Screening

The owner must approve the family as a suitable renter, even though a family is determined by the EHA to be eligible for the HCV program. Therefore, the owner must initiate his/her own tenant selection screening as they would for any non-subsidized rental applicant. When a RFTA form is submitted, you as the owner are informing EHA that you have approved a family for tenancy.

Security Deposits

EHA has no responsibility for damages to the unit or unpaid rent. As in the private market, the owner may collect a full month security deposit (not to exceed the amount of the monthly contract rent) from the tenant. The owner must comply with all state statutes and regulations covering security deposits.

Submitting the RFTA to EHA

When you have completed your screening process, and are ready to move forward, you and your prospective tenant must completely fill out a RFTA. Incomplete forms will be returned to you and could delay the rental process. In addition to the completed RFTA form, the following documents must also be submitted.

W-9 Form

Letter of Lead compliance (if applicable)

Tenant Lead Law Certification form

Proof of Ownership

Certificate of Habitability/Fitness from the city or town of the dwelling

The Inspection Process

After a family finds a suitable housing unit and the owner approves the family, EHA will determine if the unit meets the **HUD Housing Quality Standards (HQS)** for the Section 8 Program. Upon receipt of a

RFTA including all of the required documents, the Section 8 Representative will submit a request for an inspection to our Inspectors. You will be contacted by the inspector to schedule your initial HQS Inspection. Please note that this can take up to five days upon receipt of your completed RFTA.

EHA cannot make any subsidy payments prior to the unit being inspected and certified as being in compliance with HQS Inspections. Also, the unit must be completely vacant (unless the voucher holder currently resides in the unit) and there must be access to the basement and all common areas for the HQS Inspection to be scheduled. All utilities must be on at the time of the inspection even if the family will be responsible for the payment of the utilities in order to ensure they are in working order.

If the unit does not pass the initial HQS inspection, you will be provided a list of repairs that will need to be corrected prior to a re-inspection. When all of the repairs are complete, please contact PRC Inspections so that s/he can schedule a re-inspection. **We expect that any required work will be completed within a reasonable amount time of the initial inspection (not to exceed 15 days) and need to hear from you within that timeframe.** If you are unable to make the required repairs, please contact PRC Inspections and EHA **as soon as possible**.

Unit Rent Determinations

The EHA cannot enter into a Housing Assistance Payment Contract until we have determined that the rent for the unit is reasonable. The purpose of the rent reasonableness is to ensure that a fair rent is paid for each unit rented under the HCV program.

HUD regulations define a reasonable rent as one that does not exceed the rent charged for comparable, unassisted units in the same market area. HUD also requires that owners not charge more for assisted units than for comparable units on the premises.

EHA utilizes www.gosection8.com which will collect and maintain data on market rents in the EHA's jurisdiction.

If in the event GoSection8.com does not have adequate comparables, EHA will use a secondary method to collect data by means of obtaining 2 to 3 rent comparables by utilizing the local newspaper, Craig's List or other acceptable resource.

Who Pays What

An EHA representative will contact you and your tenant once the apartment passes inspection and the rent has been approved. We will then calculate the rental amount to determine how much the housing authority will pay and how much the tenant will pay.

Additional Lease and Contract Information

In order to begin the subsidy payments, a Lease (with HUD Lease Addendum) and a Housing Assistance Payment (HAP) Contract must be executed. The minimum term for the lease is 12 months for the 1st year. EHA rent payments will be made after the HAP Contract and Lease are executed/submitted. When all documents are completed, the initial HAP payment will be made to the owner.

Direct Deposit

EHA encourages Direct Deposit for all property owners. A Direct Deposit form must be completed and submitted to the housing authority. If you are already signed up for direct deposit and wish to change any information, you must fill out a new Direct Deposit form.