

## **SECTION 8 HOUSING CHOICE VOUCHER TENANT/LANDLORD FACT SHEET**

Section 8 Housing Choice Voucher Program is a Federal Rental Assistance Program administered for the U.S. Department of Housing and Urban Development (HUD), by the Housing Authority of the City of Pasco and Franklin County (HACPFC).

The purpose of the program is to make decent, safe and sanitary rental housing more accessible to low-income families.

To qualify for the program, the applicant(s) must meet the definition of a family, and the family's income may not exceed 40 percent of the median income for the area as established by HUD. A copy of the income limits is posted on the HACPFC bulletin board and is available upon request. Once this criterion has been met, a family will be placed on a waiting list until a Voucher can be issued.

After the applicant attends a briefing session and receives a Voucher, the family has 60 days to locate a suitable unit. "Suitable," means the unit meets the Federal Housing Quality Standards. If a family prefers to remain in their current housing unit, they may do so providing the unit is suitable and the owner is willing to participate in the program.

After a particular housing unit has been selected by the family, the HACPFC must approve the unit; contact the owner by phone and/or through correspondence or meet with the owner; and determine the various payments and explain all the necessary forms (request for tenancy approval, lease, and housing choice voucher contract). At this time the HACPFC will explain to the family the worksheets which show how the tenant's portion of rent is calculated. The actual amount of assistance a family will receive cannot be determined until the contract rent for the unit is established.

The assistance will be (1) applicable payment standard less 30 percent of the adjusted monthly income, or (2) gross rent minus 10 percent of the unadjusted monthly income. The tenant is responsible for paying the owner the family's share of rent. HACPFC will send a Housing Assistance Payment (HAP) to the landlord on behalf of the tenant. The first HAP will be issued no later than 3 weeks from the date the Lease and Housing Choice Voucher Contract is signed. After the initial HAP payment, the owner will usually receive their payment on or about the first of each month thereafter.

### **RESPONSIBILITIES OF THE VOUCHER HOLDER AND PARTICIPATING TENANTS**

1. Locate the unit that meets HUD Housing Quality Standards, and whose owner agrees to participate in the program (assistance may be provided by the HA in locating a home and/or negotiating lease agreements).
2. Inform the HA immediately when the family income, size and/or deductible expenses change.

3. Permit the HA to perform inspections of the unit after reasonable notification is given.
4. Comply with all the requirements that are stated in the Housing Choice Voucher, lease, and HUD regulations.

**ADVANTAGES TO OWNERS:**

1. The owner retains the right to screen and select tenants, and owners are encouraged to check references. The owner may not discriminate because of race, color, creed, sex, handicap, or national origin in accordance with Federal, State, and local laws.
2. The lease between the owner and the occupant shall be for at least one year.

**OWNER RESPONSIBILITIES:**

The owner shall comply with the requirements of the Lease, Housing Assistance Contract, and HUD regulations.

The Landlord cannot charge more rent for assisted units than non-assisted units.