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Landlords Roles and Responsibilities FAQ

<p>What kinds of actions or changes does a landlord need to notify the Housing Authority of?</p> <ul style="list-style-type: none"> ✓ Raising the rent. All rent increases must be agreed to in advance by the Housing Works ✓ Making any changes to the lease. ✓ The landlord taking any lease enforcement action, including warnings, late rent notices, or eviction. ✓ The family moving out. ✓ The unit being sold or changing ownership. ✓ The landlord's change of address or change of property manager. ✓ A change regarding what property the tenant is leasing (garages, common areas, etc.) 	<p>Can I make changes to rent, if so, how do I go about this?</p> <p>You must notify the tenant and us in writing at least 60 days before a rent increase takes effect.</p> <p>We will review the new proposed rent and ensure it is "reasonable" using our market studies.</p> <p>Also, you must not charge an HCV tenant a higher rent than any other tenant.</p> <p>In some cases, the tenant's portion of the rent will change. If approved, we will send rent change notices to you and the tenant with the new rent amount. It is your responsibility to collect the correct rent from the tenant, and you may not charge the tenant any additional amount beyond what we approve.</p> <p>Housing Authority rents are paid on the second business day of the month. Please note that this day of the month can change from month to month</p> <p>Does the Housing Authority screen the tenants?</p> <p>Housing Works screens for program eligibility. We do not screen to see if they will be a good tenant. We check income eligibility and legal immigration status. We conduct registered background checks and may deny certain individuals dependent on the results of the report.</p> <p>These are minimum standards. We encourage landlords to screen voucher holders as they would anyone other tenant.</p>	<p>What is the relationship between the tenant, the landlord, and the Housing Authority?</p> <p>The HCV program provides rental assistance to families who can choose a unit to rent on the private market.</p> <p>The Housing Authority directly relates to the tenant in that we provide them housing assistance.</p> <p>The Housing Authority also has a direct relationship with landlords in that we pay rental assistance to landlords on behalf of the HCV tenant they have selected.</p> <p>The Housing Assistance Payment Contract (HAP) defines the terms of our relationship with the landlord.</p> <p>What Paperwork do I have to complete and when will it be processed by Housing Works?</p> <p>Once you complete the Golden Key and return it to us, we typically process it within 24 hours; however, please allow extra time if submitted over a weekend.</p> <p>The Housing Assistance Payment (HAP) contract contains the entire agreement between the owner and the Public Housing Authority (PHA). This must be completed and the landlord must comply with the terms of the HAP contract, executed between the landlord and Housing Works</p> <p>I'm Selling My Property, and the New Owner Wishes to Keep Accepting Section 8 Vouchers. What Do I Need to Do?</p> <p>Fill out the Change of Ownership Payee Form and return it to Housing Works.</p>
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