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## The Housing Choice Voucher Program General Lease-Up Process for Landlords

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**Landlord Markets Units** - Landlords who would like to rent to voucher holders are encouraged to list their units on [AffordableHousing.com](http://AffordableHousing.com)



**Screens Tenants for Suitability and Selects Tenants** – Select and approve voucher holders based on your rental criteria, then fill out the voucher holder's Request for Tenancy Approval form. The PHA must determine that the proposed rent is reasonable compared to similar units in the marketplace and not higher than those paid by unassisted tenants on the premises.



**Landlord Accepts Rent Offer**



**Unit Complies with Housing Quality Standards (HQS) Inspection Standards** -

An inspector will conduct an HQS inspection. All housing units with HCV tenants must meet the following thirteen (13) HQS performance requirements both at the commencement of assisted occupancy and throughout the assisted tenancy: *Sanitary facilities, Water supply, Food preparation and refuse disposal, Lead-based paint, Space and security, Access, Thermal environment, Site and neighborhood, Illumination and electricity, Sanitary conditions, Structure and materials, Smoke detectors and Interior air quality*



**Receives Housing Assistance Payments (HAP) and Rent from Tenant** - Once you and the tenant sign a lease and submit the signed lease to Housing Works, you will receive a HAP contract to sign. Once the HAP contract between you and Housing Works is executed, you will begin to receive monthly HAPs and the remainder of the rent payment from the tenant.



**Receives Landlord Appreciation Payment of \$250 – (EMERGENCY HOUSING VOUCHERS ONLY)** For those that receive an Emergency Housing Voucher, Housing Works has decided to initiate a program to thank our landlords for working with our program participants and us. The purpose of the Landlord Appreciation Program is to thank landlords for participating in the HCV program during these uncertain times.



**Manages Property and Enforces Lease**



**Unit Complies with HQS Re-inspection Standards** – Housing Works contracts will receive inspections every two years to maintain the housing unit. It is encouraged that landlord understands our inspection standards, as they may differ from those of the landlord.



**Renewal (can be automatic) or Send Rent Increase 60 Days Before the End of the lease Term**

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