

# Landlord F.A.Q.

## ***How can I participate in the Housing Choice Voucher Program?***

You may contact the Office of Assisted Housing and inform us that you have an apartment available for rent or you may print the "Property Listing Form" from this website and mail it to our office. The office maintains a book with available listing in it. For further information or to list your unit over the phone, please call 326-7899.

## ***How will I benefit from renting to a family with a Section 8 Voucher?***

The landlord's biggest benefit is the guaranteed, on time, monthly subsidy payment from the Office of Assisted Housing. You are also protected from financial loss if your tenant suffers unexpected financial hardship. When this happens, the subsidy payment is increased to compensate for your tenant's lower income. The Office of Assisted Housing can help prevent your vacant apartments from remaining empty for too long as we assist a large number of prospective tenants who are qualified for assistance and looking for housing.

## ***Does the Office of Assisted Housing screen applicants for tenancy?***

The Office of Assisted Housing takes applicants for rental assistance from a waiting list. We review the applicants for program eligibility **only**. Property owners should subject applicants to their own established screening processes. This screening includes obtaining landlord references, reviewing credit history and verifying employment. The landlord may select the voucher holder of his/her choice but may not rent to an immediate family member. In addition, if a prospective voucher holder is already participating with the rental assistance, the landlord may request to view previous tenant files. The Office of Assisted Housing does not screen landlords or pre-qualify landlords for participation in the voucher program.

## ***Are there any unusual responsibilities placed on owners when participating in the Housing Voucher Program?***

The Voucher program requires little beyond that which is required by the City of Davenport inspection. The Office of Assisted Housing will inspect the unit in accordance with HUD's "Housing Quality Standards". Please feel free to download the booklet "A Good Place to Live" which directs the landlord as to what the housing inspector will be looking for during the inspection.

## ***What steps are there in renting to a family with a Voucher?***

If you choose to rent to a family on the program, complete the "Request for Tenancy Approval" form and have the family deliver it back to the Office of Assisted Housing. After the form is received in our office, the applicant's housing specialist will review the form and submit it to the inspector to schedule an inspection. You will be contacted as to the date and time of the inspection. The owner should attend if possible to learn whether the unit contains any violations of the Housing Quality Standards so he/she can make repairs. The landlord is given at least 30 days to make repairs. If you have any questions, please feel free to contact Mark Speetzen, Housing Inspector at 326-7899.

When the apartment has been approved and the rent has been agreed upon, a contract will be prepared between you and our office. You may use your own lease or the Office of Assisted Housing and prepare a standard Section 8 lease. Regulations require that the HUD Tenancy Addendum be used with an owner provided lease.

### ***How much can I rent my unit for?***

The Office of Assisted Housing has Payment Standards by bedrooms size that are the guidelines for setting the maximum subsidy we can pay for a family. However, each unit is evaluated by the Inspector and must be reasonable and comparable to unassisted private units of similar size, location, amenities, quality, type, maintenance and utilities. In no case can the rent be more that comparable available unassisted units.

### ***Who pays the security deposit?***

All tenants are responsible for their own security deposits pursuant to state law. Owners should follow existing laws regarding the payment of interest on deposits.

### ***Does the family pay for utilities?***

If the unit has separate installed utilities meters, the family can be responsible for paying that utility. The Office of Assisted Housing cannot enter into any agreement where the utilities bills are shared by multiple units based on prorating that the owner determines the value of the utility payment. If a family is responsible for paying a utility, the Office of Assisted Housing credits the family with a utility allowance that lowers their tenant rent portion. If multiple units have only one utility meter, the owner will be responsible for paying the utility. Generally a higher rent can be granted if the owner pays all utilities.

### ***When can I expect my first check?***

After we have executed the lease and Housing Assistance Payments contract, payment is processed. Depending on the day processed, payment can be expected with a week to ten days. After the first payment is generated, checks are sent on the last working day of the month.

### ***What happens after I rent to the family?***

Every year the Office of Assisted Housing will determine whether the family is still eligible for the program and whether the apartment is still in compliance with the Housing Quality Standards. If the apartment is no longer in compliance, the office will notify you in writing, and you will be given enough time to make the repairs. A change in the family's income or size may also result in a change in their share of the rent and subsidy payment.

You may request an increase in the rent annually in accordance with the lease. The Office of Assisted Housing will still need to determine that the requested amount is reasonable in comparison to other market rate apartments in the same building and in the neighborhood. Any rent increase may result in the family having to pay the difference between the original rent amount and the increased amount.

### ***Can the lease be terminated if necessary?***

Whether you use your own lease or the lease provided by the Office of Assisted Housing, the lease specifies how much notice you must give your tenant if you want to terminate the tenancy. The procedure for evicting a family is the same as evicting a family that is not under the voucher program. You may consult your own attorney. Even though you do not need the Office of Assisted Housing's permission to evict a tenant who is in violation of the lease, we ask that you send copies of the notices to the tenant.