Owner/Landlord Briefing
The Section 8 Program, now called the Housing Choice Voucher (HCV) Program, is the federal government’s major program for providing rental assistance to low-income families, including the elderly and disabled and is administered by the local Public Housing Authority (PHA).
Eligible families are provided vouchers which allows them to choose units in the private market; including apartments, single family homes, or town houses.
• Families must meet income requirements and other HUD/PHA program eligibility processing requirements including, but not limited to, criminal background screenings for all family members 18 years old and older.

Housing Choice Voucher Program
• The PHA does not screen for suitability!

• It is the owner/agent’s responsibility to screen prospective tenants for suitability.
Occupancy Standards (meaning the size of the voucher based on family composition) for SNRHA are:

- 1-2 persons … 1 BR voucher
- 2-4 persons … 2 BR voucher
- 3-6 persons … 3 BR voucher
- 7 or more … Up to 2 persons per BR
Payment standards are the maximum amount of subsidy that can be paid on behalf of eligible HCV participants based on the voucher size issued.

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<thead>
<tr>
<th>0/Br</th>
<th>1/Br</th>
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<tr>
<td>$767</td>
<td>$931</td>
<td>$1,153</td>
<td>$1,683</td>
<td>$2,021</td>
<td>$2,324</td>
<td>$2,627</td>
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**Note:** These amounts are reviewed annually after HUD posts local Fair Market Rents (FMRs).
The participant is eligible to move if:

- They have fulfilled a 12-month lease, and has given written notice to the owner/agent on SNRHA’s Vacate Notice form – or…

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Briefings
The participant is eligible to move if:

- They have fulfilled a 12-month lease, and the owner/agent has given the participant a ‘No Cause Termination Notice’ - or

**Briefings**
The participant is eligible to move if:

• They are in their first year of the lease and the participant has been approved for a reasonable accommodation to move, and the owner/agent has agreed to a Mutual Recision

**Briefings**
• The participant will need to contact their caseworker to be issued the necessary documents to move.
• Tenants receive:
  • a Voucher,
  • the Request for Tenancy Approval (RFTA) packet,
  • along with the “How to Determine Rent” form.

Briefings
The Leasing Process

- A family is issued a Housing Choice Voucher and is responsible for finding a suitable housing unit of “their” choice as long the owner agrees to rent under the program; and...
The Leasing Process

- The rental unit must pass Housing Quality Standards (HQS) Inspection; a minimum standards of safe, decent, and sanitary housing as determined by HUD regulations, and
- Units must pass Rent Reasonableness.
• The lease is between the owner/agent and tenant. SNRHA is not party to the lease!

• Owners/Agents collection of rent, disputes, and other issues must be handled between the owner and the tenant. HCV doesn’t get involved in tenant/owner disputes.

The Leasing Process
• Participants have 120 days (from the date the Voucher is issued) to locate a unit and return a Request for Tenancy Approval (RFTA) Packet.

RFTA Process
• It is very important for the Participants to submit their Request for Tenancy Approval (RFTA) prior to the expiration date!

RFTA Process
Documents the Owner/Agent provides...
• The W-9/W-8ECI is always required for the owner of the property.
• The W-9 is required from the management/authorized agent only if they will receive the Housing Assistance Payments (HAP) on behalf of the owner.

W-9
Request for Taxpayer ID

W-9
• W-8 ECI form... for foreign owners without a Tax ID

W-8ECI
• Authorization Agreement for Automated Deposits

ACH
Voided Check
Copy of the Recorded Deed
Statement of Property Ownership
• If there is an Authorized Agency (Management, Realtor, Power of Attorney, Friend, or family member) appointed to oversee the property on behalf of the owner, we will need a management agreement, letter of authorization from the owner, or POA documents.
• Utilities must be “ON” when the Inspector come out to inspect the unit.
The Lease Must Have:

• Owner’s name and HoH tenant’s name.
• The amount of the monthly rent to the owners.
• The utilities and appliances to be supplied by the owner and those to be supplied by the family.
• Once the family has leased the unit, the owner/agent cannot make any changes to the contract.
• Security Deposit is paid by the Participant and cannot be more than the monthly rent.

The Lease Must Have:
• The Housing Assistance Payment (HAP) Contract is between the Housing Authority and the Owner.

• HAP is the monthly amount of subsidy payable by the PHA to the owner. The tenant is NOT responsible for the HAP portion of rent but must make their portion of rental payment each month.
• The owner determines what he/she charges for rent for the unit.
• Our office completes comparables for similar units in the same area to determine if the rent is reasonable.

How is Rent Determined?
• If the rent is deemed unreasonable OR if the rent exceeds 40% of the participant’s adjusted income, staff will contact the owner/agent to attempt to negotiate the rent.
The decision is up to the owner/agent to reduce the rent (and Security Deposit – if necessary) and we must receive confirmation in writing on the Reduction of Rent Acknowledgement when rent is negotiated to a lower amount.
• SNRHA requires a one (1) year’s lease (12 months) under the initial contract.
• Participants “cannot” move from one unit to another without the PHA’s prior approval, another inspection, and another HAP contract being executed; even within the same complex.

One Year Lease Requirements
• Cancellation of the HAP Contract from HCV – can automatically occur for violation of any family obligations, which includes:

  • Failure to submit required documents for their unit prior to the voucher expiring
  • Failure to recertify annually
  • Failure to allow annual HQS inspections
  • Fraud

  ...

Cancellation of the HAP
• Utilities being turned off
• Non-payment of re-payment agreements
• Failure to abide by the terms of a judgment
• Lease violations for cause - including evictions

Cancellation of the HAP
• Owners need to notify SNRHA when:
  • Participants move out of the unit
  • Participants become deceased
  • Unauthorized people are living in the unit.

Avoid Overpayments
• If the owner/agent receives an overpayment, they will receive only one notice to return the funds.
• If funds are not returned, they will be recaptured from future payments in compliance with 24 CFR 982 and the HAP Contract.

Collection of Overpayments
• If the owner/agent does not have any other clients and does not return the funds, they will be sent to collection.
• The case may also be sent to the Office of the Inspector General (OIG).
• Ensure any overpayments are returned immediately.

Collection of Overpayments
• Requiring extra (‘side’) payments in excess of the family’s share of rent is considered program fraud. The owner may not accept any other monies from the participant. In the event SNRHA determines the family has made side payments to the owner, the family and the owner will be terminated from the Housing Choice Voucher Program participation.
• If the owner does require additional rent, the request must be submitted to SNRHA in writing.

• The owner may not request a rent adjustment during the initial one-year lease term.

• The owner must submit a SNRHA “Request for Rent Adjustment” form at least 60 days prior to the effective date of the annual recertification.
• The Violence Against Women Reauthorization Act of 2013 (VAWA)

• HUD regulations 24 CFR 5.2005(b)
[Pub.L. 109-162] ... and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit”

VAWA Regulations
How it affects owners?

- The Federal Law will take precedence over your lease and the client will be issued a voucher to move.

- SNRHA will compensate the owner by paying an additional 30 days HAP.

VAWA Regulations
• SNRHA’s mission is to provide safe, decent, and sanitary housing conditions for low and very low-income families and to manage resources efficiently.

Inspections
After the rent is determined to be reasonable, an initial inspection will be conducted using HUD’s Housing Quality Standards (HQS).

Initial Inspections are conducted within 10 business days.

Utilities must be ‘on’ in the unit.

The Unit must be ‘move-in’ ready.
• The owner/agent is encouraged to be at the unit during the initial inspection to sign the HAP Contract.

• Or an adult (18 yrs. of age or older) must be present at the unit to allow the inspector to access the unit.

• Upon a PASSED inspection, tenants may receive the key and move in.

Initial Inspections
• In the event the unit does not PASS HQS inspection, the owner/agent has 10 business days to correct the item.

• Upon completion of the repair, the Owner/agent must call SNHRA’s HQS department to initiate a “Re-inspection” appointment. 702-477-3453.

• Re-inspections are conducted ASAP.

Initial Inspections
• Approximately 60 days prior to the anniversary date of the initial inspection, SNRHA’s HQS Inspectors will come out for the “Annual Inspection.”

• Once again, an adult (18 yrs. of age or older) must be at the unit to allow SNRHA’s Inspectors to access the unit.
• Once the Annual Inspection PASSES, the owner/agent receives a PASS notice in the mail – and the family receives a PASS notice at that Annual Inspection.
1. Deficiencies:

• If the unit FAILS inspection for non-compliance, a “Default Notice” is completed and mailed to the owner/agent allowing them 15 calendar days to comply.

Failed Annual Inspections
2. Deficiencies:

- A re-inspection date is written on the Default Notice notifying of the return date and time.
3. Deficiencies:

An Extension can be granted if the owner/agent requests an extension in writing and is received seven (7) days after the 1\textsuperscript{st} inspection.
Examples of some inspection (aka: Deficiencies) are:

- Leaky Faucet
- Electrical Issues
- Garbage Disposal Inoperable
- Heating/Cooling not at Full Capacity
- Torn or Cracked Flooring

Failed Annual Inspections
Special Inspections

Initiated by the tenant, an urgent matter may require a “Special Inspection.”

Other Inspections
24-Hour Life Threatening Inspections

If an owner fails to correct a 24-hour life threatening condition(s) as required by SNRHA, the Housing Assistance Payment (HAP) will be abated and the HAP contract will be scheduled for cancellation.

Other Inspections
24-Hour Life Threatening Inspections

If a family fails to correct a family caused 24-hour life threatening condition as required by SNRHA, SNRHA shall terminate the family’s assistance.

Other Inspections
Quality Control Inspections
HUD Mandated sampling (20%) of inspections are conducted on all types of inspections.

Other Inspections
• After a FAILED Re-Inspection, an Abatement is initiated.
• An abatement is when SNRHA’s funds to the owner are placed on hold for non-compliance.

Abatements
• EXAMPLE:
  • Annual Inspection (July 10th) – and it fails
  • The Re-Inspection Date is July 25th (15 days later)
  • If the Re-Inspection fails, the Abatement Date starts August 1st (= Effective Date)
  • Funds are placed on hold effective the 1st of the following month (August 1st)

Abatements
However,

- If repairs are made and the owner/agent is in compliance before the 1st of the following month (August 1st in the previous example)...

- The abatement is cancelled and there is no interruption of HAP dollars.

Abatements
Yet,

• If repairs are NOT made and the owner/agent is OUT of compliance before the 1st of the following month (August 1st in the previous example)...

• There will NOT be any HAP payments made until the owner has corrected the items.

Abatements
And,

- The owner has **60 days** from the effective date (August 1\textsuperscript{st} in the previous example + 60 days = September 30th), to correct the items or the owner is in jeopardy of loosing all HAP funds and the Contract will be cancelled.

Abatements
• Abated HAP funds are not recoverable and will not be returned to the owner/agent.

• The Participant cannot be held responsible for HAP
• Within the 60 days, if the owner corrects the items:
  • The Owner/Agent must call SNRHA’s HQS department to initiate the scheduling of the Abatement Re-Inspection.
  • Upon PASSED Abatement Re-Inspection, HAP funds will start to resume again.

Abatements
• During the Abatement Period, the tenant must continue to pay their portion of rent.
• Within the Abatement 60 days, the door is open for the tenant to receive a voucher to move.
• If repairs are completed, the family can still stay with mutual agreement with the owner and the tenant.

• If repairs are NOT completed, the family will either move with continued assistance, or stay in the unit and are 100% responsible for the full rent.

Tenant Options
• In an effort to establish and maintain a safe and healthy work environment for all employees and protect the families we serve, during this COVID-19 pandemic, we ask our clients to contact their caseworkers by phone, e-mail, fax, or mail any documents.
• We will see clients BY APPOINTMENT ONLY.

• If you’re not sure who your tenant’s caseworker is, call our Call Center at (702) 477-3100

COVID-19 Processes
• For Rent / Lease Form
• Request For Tenancy Approval (RFTA)
• W-9 (IRS Form)
• ACH (Automatic Direct Deposits Form)
• SNRHA’s Statement of Ownership Form
• Voided Check
• Copy of Recorded Deed

Forms available online
www.snvrha.org
### Housing Choice Voucher Forms

Find and download the desired Housing Choice Voucher Form:

<table>
<thead>
<tr>
<th>Description</th>
<th>Category</th>
</tr>
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<tbody>
<tr>
<td><strong>Family Request For Voucher Extension Form:</strong> This form allows a family to request an extension of the voucher under the Housing Choice Voucher / Section Eight Housing Program.</td>
<td>Housing Choice Voucher</td>
</tr>
<tr>
<td><strong>Family Self Sufficiency Interest Enrollment Form:</strong> This form is used to enroll in the Family Self Sufficiency Program under the Housing Choice Voucher / Section Eight Housing Program.</td>
<td>Housing Choice Voucher</td>
</tr>
<tr>
<td><strong>For Rent / Lease:</strong> This is the Housing Choice Voucher For Rent / Lease Form.</td>
<td>Housing Choice Voucher</td>
</tr>
<tr>
<td><strong>Income Limits (SNRHA):</strong> Eligibility for a housing voucher is determined by the PHA based on the total annual gross income and family size. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. By law, a PHA must provide 75 percent of its vouchers to applicants whose incomes do not exceed 30 percent of the area median income. Median income levels are published by HUD and vary by location. The PHA serving your community can provide you with the income limits for your area and family size.</td>
<td>Housing Choice Voucher</td>
</tr>
<tr>
<td><strong>H0118 Portability:</strong> Use this form to request a transfer to a new Housing Authority under Housing</td>
<td>Housing Choice Voucher</td>
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• Dawn Leo, Executive Secretary
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  • vstewart@snvrha.org

Questions?
Thank you