

Steps to Becoming a HCV Landlord

As an Owner participation in the HCV Program, you are required to maintain your rental unit in compliance with local housing codes as well as Federal Housing Quality Standard guidelines. The owner is responsible for screening and selecting a tenant, executing the lease, executing the Housing Assistance Payment (HAP Contract), collecting a security deposit, and collecting the family's portion of rent.

YOU MAY BECOME A HCV LANDLORD IN 4 SIMPLE STEPS:

STEP 1-ADVERTISE YOUR UNIT

A family must locate a housing unit that meets the program rules. A family may choose to move anywhere within Warren County, provided the unit meets Housing Quality Standards, the rent is deemed "reasonable" by WMHA and acceptable to the owner.

You may register your unit with WMHA by calling our office asking for it to be placed on our Landlord List.

WMHA will issue the family a voucher. The owner should check the expiration date on the voucher and the bedroom size for which the family is approved. Generally, WMHA's occupancy standards require that two family members share a bedroom in a unit.

For a unit to be approved, it must meet the following requirements:

- 1. The rent for the unit must be reasonable for the type, size, condition, and location of the unit.**
- 2. The unit must pass an HQS Inspection.**
- 3. The owner must be willing to enter into a contract with WMHA and comply with program rules.**

STEP 2-OWNER SCREENS & SELECTS A TENANT



Once a unit is located and the owner finds the family suitable, the family is required to submit a Request for Tenancy Approval (RFTA) and the proposed unsigned lease. The owner should review the family's voucher for bedroom size approval, and complete the RFTA packet. The owner must also submit an unsigned lease to WMHA for approval. Owners may request a copy of a model lease from WMHA.

The owner is responsible for screening and selecting the family for tenancy. WMHA certifies that the family is eligible to receive Housing Choice Voucher Program assistance, but the owner must screen for suitability.

The owner should generally use the same screening procedures used for non-subsidized tenants. The owner is under no obligation to lease to a Housing Choice Voucher program family, however, the owner may not discriminate against any prospective tenant on the basis of race, creed, color, sex, religion or national origin or familial status.

Upon request, WMHA will supply a prospective landlord with the family's current address as well as current and prior HCV Program landlord's addresses (if applicable).

If the owner determines the family suitable, the RFTA packet must be completed and returned to WMHA. **(The tenant will provide the RFTA to the owner.)** The lease should be submitted, unsigned, with the RFTA packet. Once the RFTA is submitted, a rent determination is processed. If an owner accepts the rent offer, an inspection will be scheduled.



According to the Ohio Law (OH ST s4112.02 (18) (a)), a landlord shall permit, upon request, at the expense of a person with a disability, reasonable modifications of existing housing accommodations that are occupied or to be occupied by the person with a disability, if the modifications may be necessary to afford the person with a disability full enjoyment of the housing accommodations.

STEP 3–WMHA APPROVES TENANCY & UNIT PASSES HQS

THE LEASE

HUD requires certain language in any lease signed by a Housing Choice Voucher program tenant. WMHA must review the lease before it is signed.

You must submit your proposed lease, unexecuted, with the RFTA packet. WMHA will review the lease to ensure that it does not contain any provisions that conflict with program rules.

The lease must include all the terms of the lease, including length of lease, lease renewal terms, security deposit amount, and total amount of rent to owner for the unit.



The Lease must:

- Comply with State and Local Law
- Contain provisions for rent increases, if any, after the initial term of the lease
- Be initially for one (1) year
- Specify what utilities and appliances are to be supplied by the owner and what utilities and appliances are to be supplied by the family
- Remain unchanged unless a lease revision has been approved in writing by WMHA

UNIT APPROVAL

All units must pass a Housing Quality Standard (HQS) Inspection prior to the execution of the Housing Assistance Payment Contract. The unit must also pass the HQS inspection at least annually. HQS are the minimum, nationwide standards established by HUD.

If the unit passes the HQS Inspection, WMHA will approve the unit for assistance at the rent WMHA determines to be reasonable. If the unit does not pass the initial inspection, the Owner will be given a reasonable period of time to correct any failed items.

You have been provided with HQS guidelines and a checklist at the back of this Information Guide. WMHA encourages all owners to participate in the HQS Inspection.

STEP 4–HAP CONTRACT &

A large, light grey illustration of a house with a chimney and a person standing in front of it, holding a checklist. The person is wearing a hat and a coat. The illustration is positioned behind the text for Step 4.

RENT DETERMINATION

If the unit passes the HQS Inspection and the rent deemed reasonable by WMHA is accepted by the owner, the WMHA will offer the owner a **Housing Assistance Payment Contract (HAP Contract)** and the owner will offer the family a lease.

RENT TO OWNER is the monthly rent payable to the Owner under the Lease. The rent to owner consists of the Housing Assistance Payment plus the Tenant Rent.

HOUSING ASSISTANCE PAYMENT is the monthly assistance payment by WMHA to the owner for rent under the lease.

FAMILY RENT TO OWNER is the amount payable monthly by the family as rent to the owner. In the initial year of the Contract, the family may pay up to a maximum of 40% of adjusted income. However, this amount will vary based on the family's responsibility for utility payments.

To determine if the rent proposed by the Owner is reasonable, WMHA is required to compare the proposed rent to rents charged for comparable "unassisted" or unsubsidized units in the area. WMHA will compare location, bedroom size, type, amenities, and facilities of the unit with others in the area.

HUD TERMS USED FOR RENT DETERMINATIONS:

Utility Allowance-A utility allowance is the estimate of the average monthly utilities needed for a household. If all utilities are included in the rent, there is no allowance. Allowances will vary by unit size, unit type, and type of utilities.

Fair Market Rent (FMR)- HUD-determined figures, which represent the middle value for rents in the area, according to bedroom size.

Payment Standards-The maximum HCV program assistance payment for a family is based on the bedroom size of the unit the family is qualified for. WMHA's payment standards are included in the document section of this guide.

<p style="text-align: center;">HOUSING ASSISTANCE PAYMENT (Portion paid by WMHA)</p> <p style="text-align: center;">+</p> <p style="text-align: center;">FAMILY RENT PORTION TO OWNER (Portion paid by the family directly to the owner)</p> <p style="text-align: center;">=</p> <p style="text-align: center;">RENT TO OWNER (Paid monthly under HAP Contract)</p>
