


## WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD

- Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
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- Set reasonable rules about use and common areas.
  - Do not enter a unit without the tenants permission and proper notice except for emergencies or tenant requested repairs.
  - Collect appropriate security deposit as directed under the program and use it only as directed by state law.
  - Comply with equal opportunity requirements.
  - Enforce tenant obligations under the lease.
  - Expect your tenant to:
    - \* Pay rent on time
    - \* Keep unit clean
    - \* Avoid illegal activity
    - \* Permit access for repairs
    - \* Avoid damage to property
    - \* Refrain from disturbing others
    - \* Allow only those occupants on the lease to reside in the unit.
  - Comply with terms and conditions of lease and HAP contract.
  - Take action through Magistrate's Court to evict when tenant violates the lease.

## Landlord Information SECTION 8 Housing



*For information in your area:*

**Boone County  
Assisted Housing Department  
P.O. Box 536  
Burlington, KY 41005  
(859) 334-2105  
Information Line (859) 334-2101**

## Housing Choice Voucher Program

## WHAT IS SECTION 8?

The Section 8 program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of their monthly adjusted gross income towards rent and utilities. The Housing Assistance Program subsidizes the balance of the rent to the property owner.

### WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards and the rent must be approved within HUD Fair Market Rents and market rate comparable (copy of HQS available).

### HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may call the Leased Housing office to have the unit listed on our list of available units. You may also advertise in the newspaper with the phrase "will accept Section 8." Our families look for those listings.



## WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

### LANDLORD SCREENS TENANTS

You must screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you their income eligibility for the program. We cannot provide a reference as to their expected behavior as tenants. You may use or all of the following screening procedures:

- Credit Check
- Landlord Reference
- Criminal Check
- Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap, or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.

### REQUEST FOR TENANCY APPROVAL

When you have selected a tenant. He/she will have a "Request for Tenancy Approval" form for you to complete. When a tenant submits the form to our office, a housing representative will contact you to schedule an inspection.

### INSPECTION AND RENT

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

## LEASE AND CONTRACT

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial period of one year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

### CAN I COLLECT A SECURITY DEPOSIT?

- Yes
- The Housing Authority prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.



### WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed for a specified time period (ex., month-to-month, six months, etc.). The tenant may vacate with notice after the term of lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually, at which time the landlord may request an annual adjustment rent increase, which must be approved by the Housing Authority. The request must be submitted in writing to the Housing Authority and tenant sixty days prior to renewal.

