EASTON HOUSING AUTHORITY (EHA) – PA024
Housing Choice Voucher (HCV; "Section 8") Program
Prospective HCV Landlord Information Packet

What is the Housing Choice Voucher (HCV) Program?

The HCV Program helps low-income families, seniors, and individuals with disabilities afford safe and decent housing in the private rental market. Private landlords rent their housing unit to an EHA resident/family via residential lease agreement and Housing Assistance Payment (HAP) Contract. Based on family income recertification information, recalculated on a one to two (1-2) year schedule, the resident pays a portion of the total contract rent, and EHA pays the remaining portion of the total contract rent. These portions can fluctuate as family income changes over time, but the agreed to contract rent will remain the same.

- Lease agreement is executed between <u>tenant and landlord</u>.
- HAP Contract is executed between <u>EHA and landlord</u>.
- Total contract rent price is initially negotiated and agreed to between EHA and landlord, based on private market comparable units (comps) in the applicable neighborhood.

Why rent your housing unit through the HCV Program?

- **Reliable Rent Payments:** Receive reliable, consistent monthly Housing Assistance Payments (HAP).
- **Low Vacancy Risk:** Voucher holders tend to have longer, more stable tenancies.
- **Support from EHA:** Get guidance and support throughout the leasing process.
- **Annual Inspections:** Annual HQS (Housing Quality Standards, set by HUD) inspections help identify potential maintenance issues before becoming expensive problems and give both you and the tenant peace of mind the home is safe and well maintained.
- **Community / Social Impact:** Help provide safe, affordable housing to families in need.

Required steps towards renting your housing unit through the HCV Program:

1.) **Agree to Participate** - Confirm your willingness to rent to a voucher holder and follow HCV program guidelines.

2.) **Complete the RFTA Packet** - The tenant provides the Request for Tenancy Approval (RFTA) packet to the landlord, and both parties must sign.

3.) **Submit Completed Packet** - Return the packet directly to EHA, including:

  a) Signed RFTA packet.
  b) Blank proposed lease.
  c) Proof of ownership & rental license.
  d) W-9 & direct deposit form.
  e) Management Agreement, if applicable.

4.) **Prepare for Inspection** - Ensure the unit is move-in ready and meets Housing Quality Standards (HQS).

5.) **Wait for Approval** - EHA will:

  a) Review rent reasonableness.
  b) Conduct HQS inspection.
  c) Approve or deny tenancy.

6.) **Sign Lease Agreement and HAP Contract** – After both documents are fully executed, resident may move into unit.

Landlord responsibilities and compliance:

- **Property Eligibility & Inspection -** Units must meet HUD's Housing Quality Standards (HQS) and pass initial and annual inspections.
- **Rent Reasonableness** - Rent must be comparable to similar units in the area and below EHA's payment standards.
- **Lease Agreement** - Use a standard lease which complies with local and state laws.
- **Tenant Selection** - Screen tenants fairly and ensure non-discrimination.
- **Maintenance & Repairs** - Keep the unit in good condition and respond promptly to issues to maintain HQS compliance.
- **Program Compliance -** Report all changes to EHA; Complete RFTA packet, submit W-9, proof of ownership & direct deposit form. The executed lease and signed HAP contract must be submitted to EHA before rental payments will be issued.
- **Termination of Tenancy** - Allowed for valid reasons with proper notice and in line with HUD guidelines.

Contact Information:

If you have additional questions or would like to rent your unit to an HCV resident, please reach out via email: admin@eastonhousing.org