



City of Phoenix

Section 8 Housing Choice Voucher Program

OWNER/LANDLORD ORIENTATION

Housing Department Section 8 Division

Housing Choice Voucher Program Overview

The Section 8 Housing Choice Voucher (HCV) Program provides housing assistance to eligible families by subsidizing a portion of their monthly rent.

The City of Phoenix Housing Department pays the rental subsidy, or Housing Assistance Payment (HAP), directly to you each month under a HAP contract.

The U.S. Department of Housing and Urban Development (HUD) funds the Program.

The Housing Choice Voucher Program was designed to:

improve living conditions for low-income families

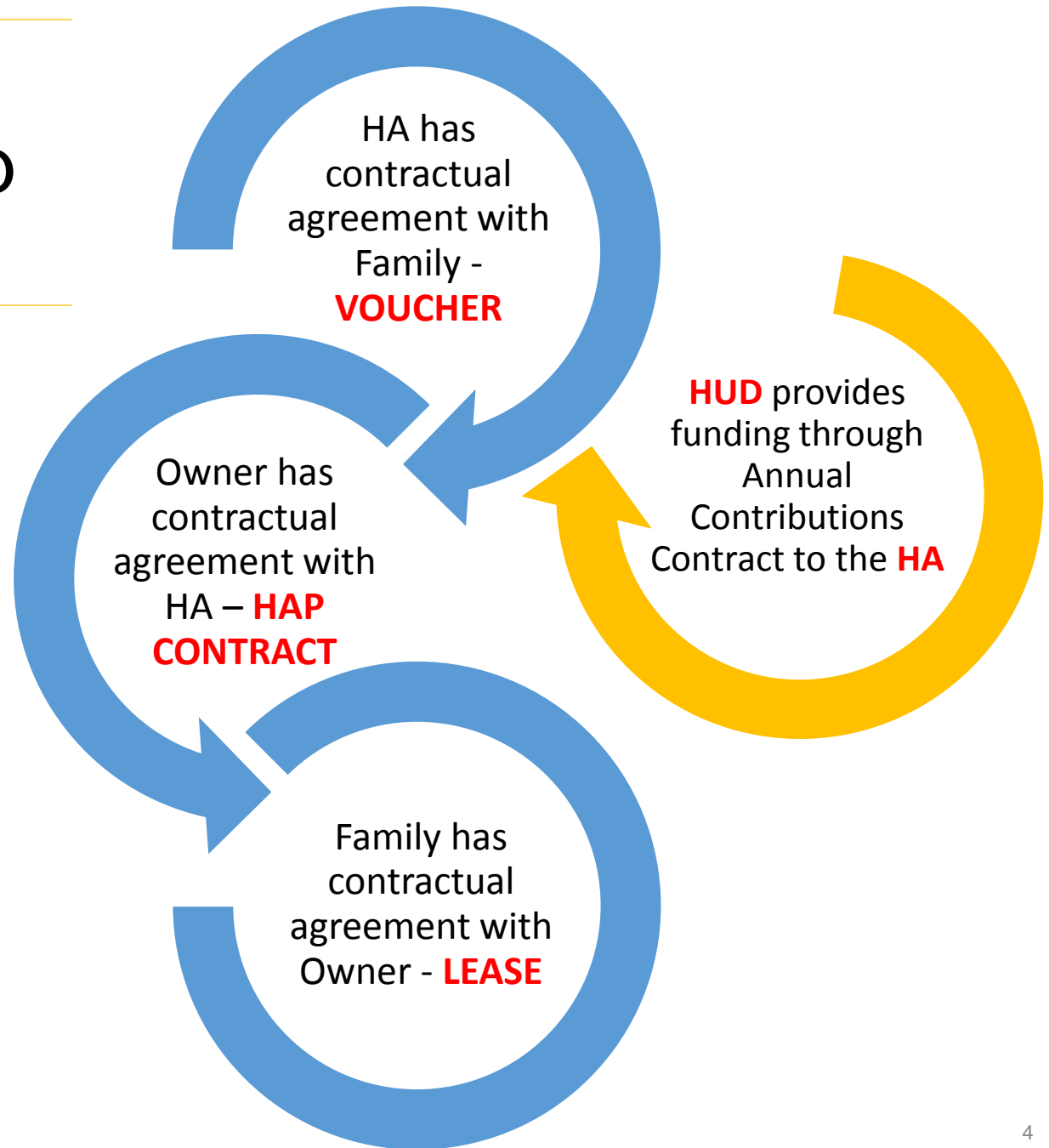
promote housing choice

provide safe and affordable housing

integrate lower income and minority families



Three-way Partnership Plus One





HCV Program Owners/Landlords

Owners/Landlords help:

1. maintain housing stock in the community
2. foster mobility for low-income families
3. promote stability in neighborhoods
4. provide housing in safe neighborhoods



Owner/Landlord Obligations

- Tenant screening and selection
- Maintain unit
- Comply with terms of HAP contract and HUD contract addendum
- Enforce the lease (issue non-compliance notices and evictions)
- Send City of Phoenix Housing a copy of notices issued to tenants
- Have a local agent or representative
- Register the property as a rental with the Maricopa County Assessor's office

Family Obligations



- Comply with owners lease and HUD lease addendum
- Pay rental portion on time
- Take care of unit as prescribed in lease
- Provide HCV office notice of change in income and family composition
- Notify the owner and HCV office of intent to vacate
- Refrain from criminal activity

Housing Department Obligations

- Determine Eligibility
- Issue Housing Choice Voucher
- Determine family's portion of rent to owner
- Inspect subsidized unit (initially and annually)
- Enforce program compliance of owners and families
- Pay Housing Assistance Payment (HAP) on behalf of the family
- Monitor program performance and compliance with Federal, State and Local laws





HUD Obligations

- Allocate Housing Choice Voucher Program Funding
- Develop policy, regulations, handbooks, notices and other tools
- Provide technical assistance and training to Housing Authorities
- Monitor HA's compliance with policies, regulations and program administration through reviews and audits

Becoming a HCV Owner/Landlord

1. Advertise property
2. Screen and approve tenants
3. Complete Request for Tenancy Approval packet
4. Obtain passed inspection of property
5. Provide copy of signed lease to HCV office
6. Sign and return HAP contract to HCV office within 60 days of initial lease term
7. Housing Assistance payment (HAP) made to owner



The background of the slide features a warm, golden-toned photograph of a building with several arched doorways and windows, suggesting a Mediterranean or Spanish architectural style. The lighting is soft and diffused, creating a pleasant, sunlit atmosphere.

Request for Tenancy Approval (RFTA or Searching Papers)

- Completed by owner or owner's agent
- Provide copy of unsigned lease
- Provide copy of Property Management Agreements (*if applicable*)
- Provide copy of recorded deed to verify ownership
- Register property as a rental property with Maricopa County Assessor's office

**Request for Tenancy Approval
Housing Choice Voucher Program**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 07/31/2007)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 14377). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA)		2. Address of Unit (street address, apartment number, city, State & zip code)		
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.
9. Type of House/Apartment		8. Data Unit Available for Inspection		
<input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached / Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden / Walkup <input type="checkbox"/> Elevator / High-Rise				
10. If this unit is subsidized, indicate type of subsidy:				
<input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(B)(MIR) <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development				
<input type="checkbox"/> Home <input type="checkbox"/> Tax Credit				
<input type="checkbox"/> Other (Describe Other Subsidy, including Any State or Local Subsidy) _____				

11. Utilities and Appliances
The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

Previous editions are obsolete



Rent Determination

Owner requests rent amount

Rent reasonable determination made by comparing assisted unit to other similar units in the same local area

Rent amount is compared against payment standard



The Payment Standard:

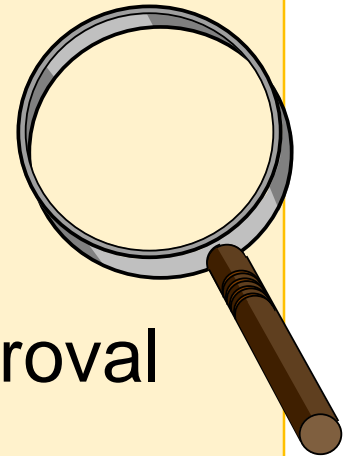
- is established by the U.S. Department of Housing and Urban Development
- is based on cost of housing/utilities in Phoenix
- depends on family composition
- depends on bedroom size of unit

Housing Quality Standards (HQS)

HQS are the minimum nationwide standards set by HUD.

All units must pass HQS:

- prior to initial lease approval
- annually at recertification



Inspection Checklist

- Electrical
- Water Heater
- Heating and Cooling units
- Gas
- Plumbing
- Structural
- Safety
- Room Qualification
- Smoke Detectors Required



Lease Requirements

- Must comply with State Law and Arizona Residential Landlord and Tenant Act
- Must not contain prohibited provisions
- Initial lease term must be at least 12 months
- Must specify who supplies appliances/utilities
- Must remain unchanged during initial year, except for changes in household composition
- Lease anniversary date and dollar amounts should match HAP contract



Annual Requirements

HUD requires that the following events take place annually:

- Recertification of HCV family income and household composition
- HQS inspection of housing unit



Lease and HAP Contract Termination

The HAP Contract terminates if:

- owner evicts family
- family terminates tenancy
- family abandons unit
- there is death of a single member household
(this includes single member households with a live-in aide)
- HCV office terminates family's assistance for lease violation and/or HCV Program non-compliance



Common Owner Violations

- Failing to maintain a unit
- Failing to enforce the lease
- Failing to notify HCV office of tenant lease violations
- Accepting payments for a vacant unit
- Demanding or accepting side payments
- Failing to report a change of Ownership
- Failing to report a change of mailing address
- Failing to have a local representative



City of Phoenix
HOUSING DEPARTMENT

Section 8 Contact Information

Phone: 602-534-1974 (Reception Service)

Address: 830 East Jefferson Street
Phoenix, AZ 85034-2298

Email: housing@phoenix.gov