

## I WANT TO LEARN MORE

### Will the Voucher Program Work for Me?

- Read about the Voucher Program on the HRHA website
- Estimate if a voucher holder can afford your unit with the online Rent Calculator
- Sign up for the mailing list to stay in the loop about initiatives and upcoming online landlord orientation & training sessions

### I Want to Be a Voucher Landlord!

Advertise available units (for free) on HRHA's listing, and wait to be contacted by a voucher holder.

## I WAS CONTACTED BY A VOUCHER HOLDER

### Do I Want to Rent to Them? Some Considerations ...

- Accepting vouchers is not the same as accepting anyone with a voucher. Fit is important when choosing a tenant.
- HRHA does not screen for suitability. Landlords are encouraged to screen prospective voucher tenants as they would screen any other rental applicant, in accordance with fair housing rules.
- HRHA can provide current & prior landlord contact details, if known.

### Request Approval of the Tenancy

Submit a completed [Request for Tenancy Approval](#) along with:

- Completed Unit Details and Amenities Worksheet
- Blank (not executed) lease that includes a HUD Tenancy Addendum
- W-9 and Direct Deposit Authorization forms (new HRHA landlords)

HRHA may request additional items if the owner is not the manager, or if the property was recently purchased.

## APPROVAL OF THE TENANCY REQUEST

Rent Reasonableness	Affordability	Inspection*
HRHA conducts a rent reasonableness study to ensure that the asking rent is comparable to similar, privately leased units in the current rental market. Voucher holders cannot be charged more than other renters on the premises.	HRHA compares the rent, including an allowance for tenant-paid utilities, to the maximum subsidy, to ensure that the household's portion of the rent does not exceed 40% of their monthly adjusted income.	HRHA must ensure the unit meets basic health & safety criteria, and will schedule a pre-lease inspection if feasible.* Currently, HRHA may require written landlord certification that the unit is in decent condition, with no life-threatening or emergency safety violations, and inspect the unit at a later date.

## LEASE & CONTRACT

HRHA reviews the lease, confirms ownership, and approves the tenancy after these conditions are met. Tenant and landlord execute the lease, including the tenancy addendum and the tenant takes possession of the unit. After the landlord submits a copy of the executed lease, HRHA prepares a housing assistance payments contract, and begins making payments once the contract is executed with the landlord.

## Ongoing Tenancy

Voucher landlords

- Receive subsidy payments via direct deposit
- Are notified in writing of any changes in rent portions
- Have a designated voucher specialist for discussing tenancy questions or concerns
- Receive a PIN to access an online portal to view rent payment records and more