

## What are my rights and responsibilities as a Section 8 Landlord?

- Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the Housing Authority or Tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Set reasonable rules about use of unit and common areas.
- DO NOT ENTER a unit without Tenant's prior permission and proper notice except as allowed by State Law.
- Collect appropriate security deposit in accordance with State Law.
- Comply with Equal Opportunity and Fair Housing requirements.
- Enforce tenant obligations under the lease.
- Expect your Tenant to :
  - *Pay rent on time*
  - *Keep unit clean*
  - *Not engage in 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 the terms and conditions of lease and HAP contract.*
- Take legal action in Court to evict if Tenant violates lease.

## You May Not Rent to a Relative.

Please be aware that the property owner cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the tenant family. An exception to the rule can be granted by the HA as a reasonable accommodation for a tenant family member who is a person with disabilities.



**TDD (800) 735-2929**

Refer all questions and complaints regarding disability discrimination to Susan Merriman at:  
(183 W. Main St.)  
P.O. Box 319  
Quincy, CA 95971  
(530) 283-2466.

**For More Information Go to HUD's website**  
[www.hud.gov/offices/pih/programs/hcv/about/fact\\_sheet.cfm](http://www.hud.gov/offices/pih/programs/hcv/about/fact_sheet.cfm)

## Section 8 Housing Information for Landlords



## HOUSING CHOICE VOUCHER PROGRAM

## Plumas County Community Development Commission

(183 W. Main St.)  
P.O. Box 319  
Quincy, CA 95971

**(530) 283-2466**  
**(800) 993-5399**

**[www.plumascdc.org](http://www.plumascdc.org)**

# What is Section 8 Housing Assistance?

(also known as the Housing Choice Voucher Program)

Simply stated, the program assists an eligible tenant by paying a portion of the rent to a landlord for a privately leased unit.

More completely stated, the Section 8 Program allows:

- A qualified family who receives a rental voucher (Voucher Holder) to select a unit from the private rental market.
- The Section 8 Voucher Holder to enter into a lease with the landlord and pay a portion of the rent (no more than 30-40% of adjusted income), if the owner is agreeable and unit is acceptable and the rent is reasonable.
- The Housing Authority (HA) to enter into a contract with the landlord to pay the balance of the rent.



## What are the requirements for my unit to be rented to an assisted family?

The unit must meet both Housing Eligibility and Housing Quality Standards and the rent reasonableness test (i.e. market rate comparable for modest dwelling units).



## What do I do and what happens when a Voucher Holder is interested in my Unit?

### Screen all Prospective Tenants

We strongly recommend that you screen all prospective tenants carefully to insure you are making a good selection, because the Housing Authority only certifies a Voucher Holder's eligibility for the program. We do not provide references as to their expected behavior as tenants.

**You are strongly encouraged to use any of all of the following screening procedures:**

- Credit Checks
- Landlord References
- Criminal Checks
- Home Visits

The above screening methods constitute good landlord practice as long as you do not discriminate. Federal & State Law prohibits discrimination based on race, color, religion, ancestry, sex, national or ethnic origin, disability, marital or familial status, sexual orientation, source of income or medical condition.

### The Voucher Holder Submits a Request for Tenancy Approval.

When you have a selected a Voucher Holder as a prospective tenant, you will be provided a "Request for Tenancy Approval" form to complete. When the Voucher Holder submits the form to our office a housing representative will contact you to schedule an inspection.

### The Unit is inspected

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

### The Landlord Enters into a Lease and Contract

After the Unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease. The Housing Authority and the Landlord sign a Housing Assistance Payments Contract (HAP Contract) that allows the balance of the rent to be paid each month.



## Can I Collect a Security Deposit?

Yes, in accordance with State Law.



## What's the Term of Lease and Contract?

The lease term is established for a specified time period (we recommend a one year term). The Housing Assistance Contract term coincides with the Lease Term.



## What activities take place during my participation in the Section 8 Program?

Annually the Tenant is re-certified for eligibility and the unit is inspected for Housing Quality Standards.

**How do I make my unit available to Voucher Holders?** You may call the Housing Authority office at the number on the front of this brochure to have your unit listed on our list of Landlords.