

## LANDLORD FAQ's

### -What are the procedures to place my rental unit under the AHA HCV Program?

Contact the Anniston Housing Authority and provide the following information:

- Contact information of the landlord or manager
- Property location, property information (i.e., rent, deposit, square footage, year built, bedrooms...etc.)
- Amenities and accessibility features

There are also additional forms included in this packet that we will need:

- W9 Form
- Information Sheet
- Direct deposit form

### -What information must be provided to AHA in order to participate?

The following must be on file in the Housing Choice Voucher Department (HCV) before an inspection will be scheduled or a contract completed:

- W-9 Form completed and signed by actual owner (only one name per SSN or EIN)
- Direct Deposit Authorization Form completed and signed; please attach a voided check
- Management Agreement, if applicable a file will be maintained in the HCV Department for each active owner containing this information.

### -Does the AHA screen applicants for suitability and know if they will make a good resident?

No. It is the owner's/landlord's responsibility to screen and select their resident. Obtain references from individuals and perform any other necessary background checks the same as a private market unassisted resident. AHA screens applicants for eligibility to participate in the HCV Program. We do conduct criminal background checks. Approved participants have been issued a Housing Choice Voucher. You may ask to see their Voucher as verification of their eligibility.

### -What are the requirements for rental unit inspections and how can I schedule an inspection?

The unit must meet Housing Quality Standards (HQS) as defined by the U. S. Department of Housing and Urban Development (HUD), and the City of Anniston's housing code ordinance. A pre-inspection checklist is available in this landlord information packet. The HCV Program participant will have a "Request for Tenancy Approval" form for you to complete. The participant is responsible for submitting the completed form. When AHA receives the form, the affordability rule will be applied and rent reasonableness

performed. Upon passing both tests, an inspection will be scheduled. Units will also be inspected at least annually or biannually to ensure program compliance.

### **-When can the family move into my unit?**

AHA does not recommend or encourage a family to physically move into a unit prior to the unit passing the inspection. If the family moves into a unit prior to the unit passing an inspection, the family is responsible for 100% of the rent until the unit passes inspection and has obtained utility service in their name.

### **-After the unit passes inspections, when will the contract be ready and when will I receive it?**

When the unit passes an inspection, the AHA will notify you that you have been approved to execute a lease. Based on time of month the contract is signed, you will receive a pro-rated check for the partial month. After that, you should receive payment, by direct deposit, no later than the 5<sup>th</sup> business day of each month.

### **-Can the owner collect an application fee and/or security deposit?**

Yes, it is the families' responsibility to pay any application fee and/or security deposit. AHA is not responsible for any fees, deposits, or damages incurred by the resident and/or guest. According to state law, it is prohibited to collect security deposits that are in excess of one (1) month's rent, or in excess of security deposits for the owner's unassisted units.

### **-How much rent can I charge?**

The rent must be reasonable compared to other rental property in the same area and rent for assisted families must not be more than rent charged of unassisted families. Also, the rent must be affordable for the family, which means their portion cannot be more than 40% of their monthly income.

### **-What portion of the rent will be paid by the AHA?**

The HCV Program subsidizes rent. The resident pays a portion of the rent based upon their family income, generally 30-40% of their monthly-adjusted income. Their portion is paid directly to you and AHA's portion is made by direct deposit. AHA only pays the portion of the rent stated in the Housing Assistance Payments (HAP) Contract. AHA will notify both the resident and the owner/landlord if the amount due from the resident changes.

### **-What do I do if the resident causes damages to the rental unit or doesn't pay their portion of the rent? Does the HCV Program evict residents from the unit?**

Owners/Landlords should follow the same procedure as they would with a private market unassisted resident. The resident is responsible for any unpaid rent and/or damages that exceed the security deposit. The owner/landlord is the only one that can evict a resident and must do so in accordance with state and local laws. The owner/landlord

must advise the AHA at the beginning of the eviction process by submitting a copy of the initial notice.

### **-How do I request a rent increase?**

A rent increase must be requested by submitting the Rent Increase Request form available in this packet at least 60 days prior to the effective date of the increase. Upon receipt of the request, the HQS Inspector will evaluate for approval and rent reasonableness. The owner must also notify the resident, in writing, of the increase being requested. Once approved, a new lease must be executed and submitted to the AHA.

### **-What is the relationship between the owner/landlord and HCV Program?**

<b>AHA</b>	<b>Owner/Landlord</b>
Enters into a contract with the owner/landlord	Selects the resident
Approves leases for HCV participants to provide assistance	Enters into a lease agreement with the resident
Certifies and re-certifies residents	Receives housing assistance payments
Approves the unit	Collects the resident's portion of the rent
Issues housing assistance payments to the owner	Complies with HUD/AHA requirements
Monitors program performance	Maintains property
Complies with federal and local laws.	Enforces the lease

### **-If I have more than one unit, must I rent them all to HCV Participants?**

No, as long as you do not discriminate under the Fair Housing Act.

### **-What if I sell the house?**

You must notify the resident and the AHA office of the transaction and provide documents that reflect the sale. Also, provide the name and phone number of the new owner. If the contract is within the first year, the new owner must honor the contract until its expiration. If the resident must vacate upon the sale of the unit; a written notice must be given to the resident at least sixty (60) days prior to vacate date, and a copy of the notice must be sent to the AHA.

### **-So, what's in this for me?**

As a landlord, if you rent to someone without a Housing Choice Voucher (HCV) and they lose their source of income, they probably will not be able to pay the rent. If you rent to an HCV family and they lose their income, AHA will pay the rent. AHA inspects your unit at least annually or biannually to ensure its safety. Most importantly, you have the opportunity to make a difference in the life of an elderly, disabled, or low-income family by providing decent, safe and affordable housing.