OWNER/Landlord Property Management INFORMATIONAL BOOKLET

ANNISTON HOUSING AUTHORITY

The **mission** of Anniston Housing Authority is to serve the needs of low-income people in the Anniston Housing Authority jurisdiction:

1. Promote adequate and affordable housing;
2. Promote economic opportunity;
3. Promote a suitable living environment without discrimination

Our **goal** is to provide drug-free, decent, safe and sanitary housing for eligible families. Additionally, to provide opportunities, promote self-sufficiency and economic independence for residents. Additionally, to provide opportunities, promote self-sufficiency and economic independence for residents.

Our dedicated team of employees and Board Members, in partnership with our residents, will utilize accepted business principles and all available resources to improve the quality of life for all participants.

Laila Darby
Director of Operations, Housing Choice Voucher & Multifamily Programs

Dear Property Owners/Managers,

The following information is intended to introduce the Housing Choice Voucher (HCV) Program offered to rental property owners and managers by the Anniston Housing Authority. Anniston Housing Authority provides rental subsidies to more than four hundred families throughout the Calhoun County area. This information provides a property owner and/or manager with a better understanding of how the Housing Choice Voucher Program works.

Part of the success of the Housing Choice Voucher Program depends on the Anniston Housing Authority's ability to connect with property owners who have decent, safe, and sanitary rental units available. Many low-income families in our community rely on property owners who are willing to participate in the HCV Program. Leasing a unit to an HCV participant can be a profitable and rewarding venture for any real estate investor.

Anniston Housing Authority also conducts property owner/manager/agent workshops to review the entire HCV Program process. In these workshops, AHA covers topics such as tenant and property owner responsibilities, the inspection protocol, commonly used forms, and standard procedures involved with leasing to an HCV Program participant.

Thank you for your interest in the Housing Choice Voucher Program.

Best,

Laila Darby
Director of Operations
Housing Choice Voucher Program | Multifamily Subsidy

Thank you again for your interest in the Housing Choice Voucher Program. While the property owner/manager is responsible for selecting the resident and managing the unit, Anniston Housing Authority is willing to assist you in understanding and/or carrying out program policies and regulations. Please feel free to contact any one of the team members listed below to address specific program concerns.

Housing Choice Voucher Team Contact Information

Team Member	Title	Office Number	Email
Laila Darby	Director of Operations	(256) 237-2268 ext. 116	ldarby@annistonhousing.org
Meka Hester	HCV Specialist	(256) 237-2268 ext. 115	lhester@annistonhousing.org
Vacant Position	HCV Specialist	(256) 237-2268 ext. 118	
Nathan Elrod	HCV Inspector	(256) 237-2268 ext. 117	nelrod@annistonhousing.org
Margaret Baker	HCV Clerk	(256) 237-2268 ext. 124	hcvclerk@annistonhousing.org
Landlord Information			hcvlandlord@annistonhousing.org
Portability Information			ahaportability@annistonhousing.org

Anniston Housing Authority's Website is: www.annistonhousing.org

How the Housing Choice Voucher Program Works:

1. Preliminary Application and Waitlist. The family applies for the Housing Choice Voucher Program when the preliminary application waiting list opens. The family's application is placed on the waiting list. The family could be on the waiting list for anywhere from one (1) to three (3) years, contingent on the amount of funding received to lease new HCV families.

2. Eligibility Process. Once the family is selected from the waiting list, it starts the eligibility screening process, which includes criminal history, verification of household income, assets, and family composition.

3. HCV Briefing and Orientation. The family is scheduled to attend an HCV Briefing/Orientation to be issued a Housing Choice Voucher and briefing packet. The Housing Choice Voucher permits families to select units anywhere in Anniston Housing Authority's jurisdiction, at or below the amounts designated on the Voucher Subsidy sheet.

4. Voucher and Request for Tenancy Approval (RFTA). Each selected family will seek a suitable unit in the private market (possibly the unit in which they already reside). They are issued a Request for Tenancy Approval (RFTA) packet to be completed by the participant and property owner/manager and returned to Anniston Housing before the expiration date. Once a family locates a suitable unit and the Request for Tenancy Approval (RFTA) is signed and returned to AHA, the inspection will be ordered and scheduled after review and qualification determination.

5. Inspection and Rent Reasonableness. Once the unit passes inspection, the owner and HCV participant may execute the dwelling lease agreement once the Rent Reasonableness is completed. Rent reasonableness is determined at the time of inspection by comparing rents with other unassisted units in the immediate area.

6. Dwelling Lease Agreement and Housing Assistance Payment (HAP) Contract. Once AHA receives the executed dwelling lease agreement, the Housing Assistance Payment Contract (HAP) will be executed with Anniston Housing.

7. Reoccurring Housing Assistance Payment (HAP). Once the above processes are finalized, the HAP will be rendered to the owner/landlord.

8. Tenant Portion of Rent. The HCV participant will be responsible for the balance of the rent and payment of any utilities not paid by the owner/ manager. The property's

The owner/manager cannot charge—and the tenant cannot pay—any amount more than the approved contract rental amount reflected on the rental lease and Housing Assistance Payment (HAP). A breach of contract is grounds for the family's termination from the HCV program and may also result in the landlord being removed from participating in the program.

9. Interim Changes. During the dwelling lease and HAP contract term, the family may report a change in income, assets, and family composition, and the HAP and/or tenant portion of rent may change. An adjustment addendum will be sent to both the landlord/owner and the participant of these changes.

10. Annual Recertifications. Our office will start the annual recertification process 60 to 120 days before the dwelling lease ends. The HCV participant will receive notification of housing assistance renewal and start the recertification process via postal mail.



Housing Choice Voucher Checklist:

- The **Fair Market Rent (FMR)** is published by HUD annually at Fair Market Rents (40th PERCENTILE RENTS) | HUD USER. If the amount is less than the rent you are willing to accept, the family may not be eligible for your unit.

- **SCREEN ALL PROSPECTIVE TENANTS EQUALLY**: It is the owner's responsibility to screen the family and adhere to the Fair Housing Laws.

- Once the security deposit is established and the participant meets the approved rental criteria, complete and return all necessary documents to Anniston Housing Authority | Housing Choice Voucher program.

  - Documents to be returned to the Anniston Housing Authority's Housing Choice Voucher Team:
    - Request for Tenancy Approval (RFTA)
    - Owner Application Packet
    - IRS Form W-9
    - Disclosure of Information on Lead-Based Paint and Lead-Based Hazards

- Upon receipt and acceptance of the RFTA with related paperwork, an initial inspection will be scheduled within 3-7 business days. The date the unit will be ready for inspection must be shown (field 8) on the RFTA.

- To ensure a timely inspection, the RFTA should include the property's owner/manager's current contact telephone number and email address. All inspection compliance work should be completed, and utilities turned on and in working order by the inspection date.

- Rental amounts are determined by comparability to similar open market units within a one-to-two-mile radius of the prospective unit.

- Once the unit passes the initial inspection, confirm with the Housing Choice Voucher team the approved rental amount, effective date, and lease expiration date. Promptly submit a copy of the Dwelling Lease Agreement to the Housing Specialist so the contract can be prepared for signature and processed for payment.

Property Owner/Manager Responsibilities:

- Housing Choice Voucher participants should be screened the same as private market prospective tenants. The property owner may elect to complete a credit check, background check, and/or contact references.
- Property owners/managers are responsible for all management functions for units.
- Property owners/managers must maintain the unit and surrounding area to ensure that it is decent, safe, and sanitary at all times.
- If the rental lease agreement includes owner-paid utilities, then it is the responsibility of the property owner to pay for them - not the tenant.
- It is the responsibility of the property owner/manager to enforce the lease.
- All governmental fees and taxes are the responsibility of the property owner.
  - not the Housing Choice Voucher participant.
- It is the responsibility of the property owner/manager to know and abide by the Fair Housing Laws.

Additional Property Owner/Manager Information:

- All Property owners/managers/landlords must provide proof of ownership for the property before a vendor code can be created.

- Clearly state the property owner's information, including the agent's information, only if an agent is delegated to act on behalf of the property owner. All payments issued by Anniston Housing Authority will be reported to the Internal Revenue Service (IRS).

- The recipient of the Housing Assistance Payment, property owner or property manager, will receive a 1099 IRS tax form at the end of the calendar year. The IRS Form W-9 should be completed by the individual or entity that will be receiving the Housing Assistance Payment (HAP) and 1099 IRS tax form.

Change in Owner/Management Company or Agent

- If you fail to notify Anniston Housing Authority of a change in ownership, property management, or agent, a "STOP PAYMENT" OR "VENDOR HOLD" will be placed on your account.

- We will not release the hold on your vendor account until the vendor forms have been completed and submitted to AHA, including the *"Change in Ownership"* form.

- Any change in banking information requires a voided check or a letter on bank letterhead with your routing and checking account number.

Housing Choice Voucher Participant Responsibilities:

- HCV participants must report changes in their income or family composition **in writing within 10 business days**. A family must obtain the approval of the property owner/manager and the Housing Choice Voucher Program to add family members to the lease.
- No other person other than the family members listed on the dwelling lease agreement and Housing Assistance Payments Contract may reside in the unit. Failure to adhere to this obligation may result in termination from the HCV program.
- The HCV participant's portion of rent is payable directly to the property owner/manager by the date determined by the lease.
- HCV participants are responsible for any damage beyond normal wear and tear caused by members of the family or visitors. The property owner/manager may repair damages and bill the participant for the cost of repair.
- The HCV participant will be held responsible for any disturbances or excessive noise caused by family members or visitors in a unit complex or common area.
- The exterior of the unit and the maintenance of the grounds are the responsibility of the HCV participant who resides in a single-family dwelling or determined by the lease agreement.
- HCV participants may not apply wallpaper, contact paper, attach, or display anything in the unit without the written consent of the property owner/manager or determined by the lease agreement.
- The unit must be maintained in a clean and sanitary manner. High standards of housekeeping are necessary and must be maintained for health and safety.
- If an HCV participant's utilities are turned off due to a delinquent bill, the unit violates the NSPIRE Housing Safety Codes.
- HCV participants may not engage in drug-related, violent, or criminal activity.

NSPIRE Inspection Protocol

National Standards for Physical Inspection of Real Estate (NSPIRE) Inspection Standards: The new NSPIRE model prioritizes health, safety, and functional defects over appearance. It implements inspections that better reflect the true physical condition of the property. The NSPIRE model supports the adoption of sound, year-round maintenance practices.

Housing Quality Standards vs. NSPIRE Standards:

- Uniform inspection requirements across inspection platforms
- Standardized inspection categories
- Standardized Timeframes (cure)

HQS	NSPIRE
Decent, Safe, Sanitary	Safe, Habitable
Room by Room: Livingroom	Wall, Ceiling, Floor
Room by Room: Kitchen	Wall, Ceiling, Floor, Cabinet & Storage
Room by Room: Bathroom	Toilet, Sink, Ventilation
RESULTS	
Needs Approval	Life Threatening - 24 Hours
Pass with Comment	Severe 24 Hours
Fail/Inconclusive - up to 30 days	Moderate - 30 Days
Cancel	Low - 60 days
Cure Time	
Emergency	Deficiency 1
0 to 30 Days	Deficiency 2
Reasonable Time	Deficiency 3

Specific to NSPIRE:

- Smoke Detector 1-each level, 1 outside each bedroom, within 21 feet of any door to a bedroom measured along a path of travel
- GFCI w/in 6 feet of water source
- Carbon dioxide (CO) detector attached to the garage
- 30/30 Rule Where there is a 30" rise a handrail/guardrail is required
- Walk Ramp 6" height or 72" length
- Bathtub and Shower unsanitary means 50 percent or more discoloration

- Kitchen cabinets 50 percent deterioration per room
- Food Preparation surface deteriorated by 10 percent or more
- Call-4-Aid pull cord must be within 6" of the floor
- Ceiling hole 2" or greater in diameter
- Entryway door .25 through the door is defective
- Flooring has 2" or more delamination over 10 percent of floor space
- 1/2 gap between electric conductor and service wire
- The elevator floor has a 3/4" gap between the elevator and the walking surface
- Exit sign Auxiliary Light not working
- Fence and Gate - 20 percent or more deterioration between posts
- Fire Extinguisher (landlord supplied only) over or undercharged, 12-12 rule unit purchased within recent 12 months, or service tag dated within 12 months of inspection
- Flammable and combustible within 3' of the appliance
- Structural defect cracked 1/4 or more 12" in length
- Rebar 12"X12" exposed 3/4 chip, chalk
- HVAC not working below 64 degrees; 64-67.9 affirmative habitability requirement
    - Heat Season – October 1st through March 31st
    - Cool Season - April 1st through September 30th
- Infestation; Evidence of dead roaches; Extensive 2 or more live roaches in 2 separate rooms
- Litter 10X10X10 Rule ten or more pieces within a 10X10 area
- Mold-like 4"sq per 1'sq; 9'sq; elevated moisture level (75%) - We use 25 percent
- Parking Lot 4" deep pothole 1'sq or greater; 3" water ponding or 5% or more unusable
- Lead Base Paint "Target Property" property profile, built before 1978 and have a child under 6 years old
- 20-2-10, small surface 10 percent per component, 2'sq per room, LSHR Lead Safe House Rule, Outside 20'sq deminimis
- Sprinkler missing parts, corroded, obstructed by foreign material 75%
- Trach chute door not opening or closing, clogged
- Tripping Hazard 3/4 vertical, 2" perpendicular in the walking surface
- Ventilation: operable window, exhaust fan, dehumidifier

References and Resources

Since 1939, the Anniston Housing Authority has endeavored to increase its housing stock in order to better help those requiring housing assistance. The Housing Authority, through its various programs, which include Conventional Public Housing and Leased Housing (Section 8), is providing housing assistance to approximately 1,000 households, with a total of nearly 3,000 persons.

State of Alabama Landlord and Tenant Law:
Alabama Landlord Tenant Laws (2025): Renter's Rights & FAQs

Fair Housing:
https://www.hud.gov/program_offices/fair_housing_equal_opp
An Owner must not discriminate against any person based on race, color, religion, sex, national origin, age, familial status, or disability in connection with the HAP contract. The Owner must cooperate with JH or HUD in conducting equal opportunity compliance reviews and complaint investigations in connection with the HAP contract.

Violence Against Women Act (VAWA):
https://www.hud.gov/vawa#close
Protects Tenants and family members (who are victims of domestic violence, dating violence, or stalking) from being evicted or terminated based on acts of such violence against them.

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https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/standards

National Standards for the Physical Inspection of Real Estate (NSPIRE) | HUD.gov / U.S. Department of Housing and Urban Development (HUD)