

Dear Owner, Manager or Prospective Owner

Thank you for your interest in the Norfolk Redevelopment and Housing Authority's Housing Choice Voucher Program. Should you desire to have one of our program participants lease your property we will be of assistance to you with our Housing Referral System. The referral system provides information on private rental housing in the city of Norfolk to families seeking affordable housing in the private market. The information provided on the Housing Referral listing includes property address, bedroom size, rent amount, security deposit amount, and landlord name and telephone numbers. The listings are mailed to the general public upon request. This is one of the many advantages of participating in our program as this is a free referral service that benefits those with available rental units and families issued a Housing Choice Vouchers.

Housing Referral forms are available and may be picked up from our office, 201 Granby Street, ground floor, suite A. You may call (757) 624-8643 to list your property. Once your property is leased, please call the above so that your property is removed from the listing the next month.

The success of the program depends on our agency being able to contract with property owners who have decent, safe and sanitary rental units. Participation is voluntary; however, many families rely on owners like you, who are willing to participate in the program. Participant families include elderly persons, disabled persons, and working families who do not receive enough income to keep pace with the rising cost of rental housing.

In the Section 8 Housing Choice Voucher Program, the PHA does not perform the property management functions. However it does many administrative tasks, such as accepting applications for assistance, maintaining a waiting list, determining applicant eligibility, determining rent to owner for assisted participants, annually inspecting housing units and annually recertifying families. There is a three way partnership among the PHA, the tenant and the owner or landlord of the housing unit (you).

PHA responsibilities in administering the Section 8 HCV program include the following:

- ✓ Review applicants to determine whether families are eligible for the program.
- ✓ Publish and disseminate information about the availability and nature of housing assistance program.
- ✓ Maintain the waiting list.
- ✓ Explain the program to owners and families.
- ✓ Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration.
- ✓ Encourage owners to make units available for leasing in areas outside poverty or racial concentration locales.
- ✓ Affirmatively further fair housing goals and comply with equal opportunity requirements.

- ✓ Issuing housing choice vouchers and when necessary, assisting families find rental units.
- ✓ Approving rental units.
- ✓ Determine who can live in the unit at admission and during participation.
- ✓ Examine family income, size and composition at admission and during program participation, including verification of income and other family information.
- ✓ Approving rental owners and leases.
- ✓ Inspect the unit before assisted occupancy and at least annually during the assisted tenancy.
- ✓ Determine the maximum rent to owner and if it is reasonable.
- ✓ Make housing assistance payment to owners in a timely manner.
- ✓ Ensure that families and their rental units continue to qualify under the program.
- ✓ Ensure that owners and participants comply with program regulations.
- ✓ Provide participants and owners with excellent customer service.
- ✓ Other administrative responsibilities.

Owner Responsibilities:

- ✓ Responsible for screening families who apply to determine their suitability as renters.
- ✓ Compliance with terms of the Housing Assistance Payment Contract.
- ✓ Conduct normal landlord functions during the term of the lease.
- ✓ Compliance with assisted lease.
- ✓ Compliance with equal opportunity requirements.
- ✓ Maintaining housing units by making necessary repairs of acceptable quality in a timely manner.
- ✓ Must adhere to provisions on modifications to a dwelling unit occupied or to be occupied by a person (s) with disabilities.
- ✓ May not lease property to a relative (parent, child, grandparent, grandchild, sister, or brother) of any member of the assisted family, unless approved by PHA for handicap accessibility.
- ✓ Lease may not require more than sixty (60) days moving notice from tenant.
- ✓ Section 8 office must receive notice as to any rent adjustments in accordance to the lease and at least sixty (60) days prior to date of requested adjustments.
- ✓ Collect rents, security deposits, and charges for unit damage by the family due from assisted families and otherwise complying with and enforcing leases.
- ✓ Security deposit can not exceed the amount charged to unassisted tenants.
- ✓ Payment for owner-supplied utilities and services.

Program Integrity

Most owners who participate in the Housing Choice Voucher Program comply with the program rules and the terms of the HAP Contract. However, owners that violate the rules and are contract may be banned from future participant.