



# Landlord Guide

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*CHEYENNE HOUSING AUTHORITY*

HOUSING CHOICE VOUCHER (HCV) Section 8 Program Landlord Information



**Property Owner's** Guide to the Housing Choice Voucher Program  
(Section 8)

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## **HOUSING CHOICE VOUCHER (HCV) RENTAL ASSISTANCE Section 8**

### Introduction

The Section 8 Housing Choice Voucher Program is the federal government's primary program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing. Qualified households use Section 8 vouchers to subsidize the rent they pay to landlords of privately owned properties.

The Cheyenne Housing Authority (CHA) receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing subsidy payments that help eligible families pay rent in privately-owned rental units.

The rental subsidy, known as the Housing Assistance Payment (HAP), is paid directly by the Cheyenne Housing Authority (CHA) to the property owner or designated payee each month. No charges or fees are assessed to owners for services provided under the HCV program.

Participating property owners comply with HUD regulations, but retain control of most of the rights and responsibilities traditionally held by property owners. The information included in this booklet provides basic HCV information including an overview of the requirements for program participation.

The participation and assistance of Landlords is a major factor in the success of the Housing Choice Voucher program. We welcome your participation, and greatly value your partnership.

# A Three Way Partnership

The Family, The Owner, The Housing Authority

## **The Family's Responsibilities**

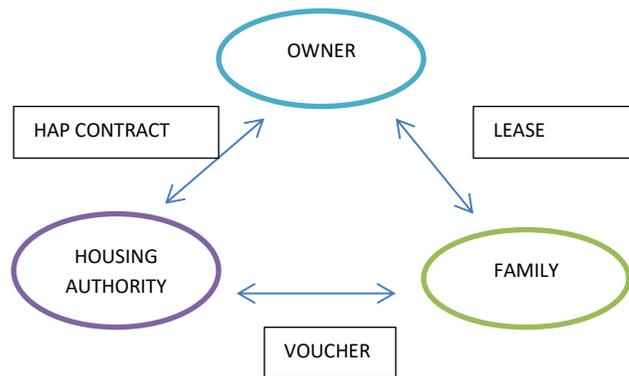
Qualified families are issued a HCV; the family finds a suitable housing unit.

When a family is settled in a new home, the family is expected to comply with the lease and program requirements pay its share of rent on time, maintain the unit in good condition, and notify the Housing Authority of any decreases in income and changes in the family composition.

See Facts About HCV Families.

## **The Owner's Responsibilities**

The role of the Housing Choice Voucher program is to provide decent, safe and sanitary housing to a tenant at a reasonable rent. The unit must pass the program's Housing Quality Standards (HQS) inspection and be maintained up to those standards as long as the owner receives HAP. In addition, the owner is expected to provide the services agreed to in the owner's lease signed with the family and the HAP contract signed with the Housing Authority.



## **The Housing Authority's Responsibilities**

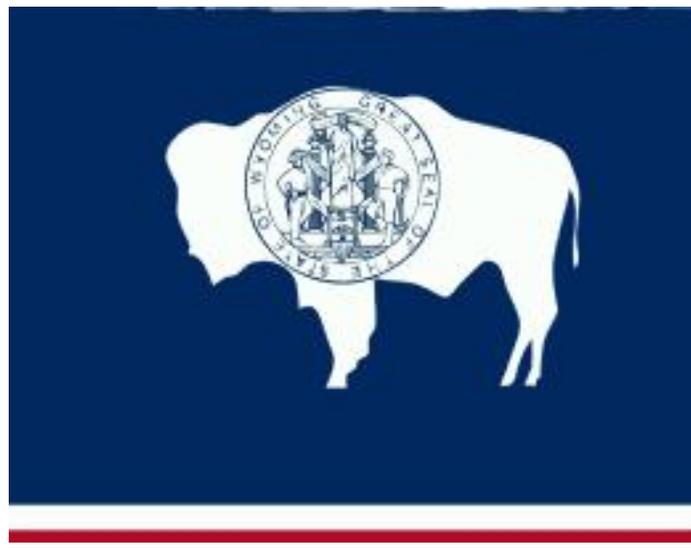
The Housing Authority provides a qualified family with housing assistance that enables the family to seek out suitable housing provided by private landlords. The Housing Authority enters into a contract with the owner to provide HAP on behalf of the family. If the owner fails to meet his/her obligations under the lease and contract, the Housing Authority has the right to terminate assistance payments. The Housing Authority must also reexamine the family's

income and composition at least annually and must inspect the unit at least bi-annually to ensure that it meets minimum HQS.

## **CHEYENNE HOUSING AUTHORITY JURISDICTION**

The Housing Authority provides Housing Choice Voucher assistance throughout the State of Wyoming in the below listed service areas.

- Laramie County
- Powell
- Rawlins
- Sheridan County
- Lander
- Riverton
- City of Laramie
- Gillette
- Wright
- Buffalo
- Cody



## **STEPS IN OWNER PARTICIPATION**

There is no application or registration required on your part! When a family is issued a voucher, the family must locate a suitable rental unit in the private market.

When a voucher holding family expresses interest in leasing rental property, the owner should:

1. Verify the Housing Choice Voucher (form HUD-52646). You should first verify the family has been issued a current voucher. The voucher will contain an issue date and an expiration date. Extensions granted to families are printed on Cheyenne Housing Authority letterhead. The notice indicates the extension date.
2. Screen the family for suitability. The Housing Authority does not screen the family's behavior or suitability for tenancy. The landlord should review and discuss the terms of the lease agreement, as well as the Housing Choice Voucher program rules and regulations with the prospective family.
3. Submit the required forms to the Housing Authority. Following the screening, if you and the family decide to move forward with tenancy, complete and submit the following documents to the Housing Authority (the family will provide you with a packet).
  - A Request for Tenancy Approval (RFTA) – this form provides the Housing Authority with property information including proposed rent amount, utility responsibility, bedroom size, ownership data, etc.
  - Proof of Property Ownership
  - Letter of Authorization (if applicable) – this form authorizes a representative to act and sign contracts on behalf of the legal owner.
  - Direct Deposit Form
  - IRS W-9 Form
  - Request for Taxpayer Identification Number
4. Schedule the HQS Inspection. After the submission of all completed documents, a Cheyenne Housing Authority Inspector will contact you to schedule a Housing Quality Standard (HQS) inspection.
5. Pass the HQS Inspection. There is no charge for this inspection. Unit must pass the inspection before a Lease Up meeting can be scheduled.
6. Lease-Up and Contract Execution. meeting to finalize the paperwork will be scheduled; this meeting will include the landlord, tenant and a CHA specialist. A copy of the lease must be provided by the landlord, HAP contract (form HUD-52641) and the Application for Admission or Continued Occupancy will be provided for signature. The HAP contract

must be signed by the owner and the Housing Authority. The Application for Admission or Continued Occupancy will be signed by the tenant and the Housing Authority.

7. Payment to the owner cannot begin until:

- The Unit passes the HQS inspection.
- All required paperwork and documentation are signed and approved by the Housing Authority.

HAPs are issued on or about the first of each month. It is important to note that if the family moves in before the unit passes inspection there is no guarantee that the unit will meet the Housing Authority's requirements. The family is responsible for the full amount of rent for the period before the HAP contract is effective.



## **HOUSING QUALITY STANDARDS (HQS)**

### Questions and Answers

#### **What is an HQS inspection?**

HQS are the minimum health and safety standards allowed by HUD to ensure that assisted housing units are decent, safe and sanitary. The Housing Authority is required to perform an HQS inspection of Housing Choice Voucher assisted units before a participant enters into a HAP contract with an owner and at least once every 24 months after that.

#### **What are the various types of inspections?**

There are five types of inspections:

1. Move In
2. Annual/Bi-Annual
3. Quality Control
4. Special
5. Emergency

#### **Move In Inspections**

A Housing Quality Standards (HQS) inspection is required to lease any property on the Housing Choice Voucher program. The CHA's Inspection Department will make arrangements with the applicant or transferring participant to schedule the inspection within 7 to 10 days after the completed and approved Request for Tenancy Approval (RFTA) is received.

The Inspection process takes approximately one half hour. The landlord and applicant/transferring participant must be present at the time of inspection. The Lease and

Housing Assistance Payment (HAP) Contract are effective only after the unit passes the inspection, meets rent reasonable requirements, and signatures are obtained.

If the unit does not pass the HQS inspection a re-inspection of the unit will be scheduled after the necessary repairs are made. The repairs must be completed within 30 days. The re-inspection can delay the effective date of the Lease. Should the unit fail a second time; the unit will be considered unsuitable. The family must submit a new RFTA for a different unit, as long as the family's voucher has not expired. A voucher extension request can be made prior to expiration. If the voucher expires, the applicant is dropped from the waiting list or the participant will be terminated from the Housing Choice Voucher program.

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### **Annual/Bi-Annual Inspection**

The U.S. Department of Housing and Urban Development (HUD) also requires a Bi-Annual Inspection be performed to ensure the unit is properly maintained based on HUD's Housing Quality Standards (HQS).

Inspections are scheduled within 24 months of the last HQS inspection. If the unit does not meet HQS, the participant and/or landlord have no more than 30 days to make the necessary repairs to the unit. Emergency items must be repaired within 24 hours. (See emergency inspection for details on these items). The Cheyenne Housing Authority will automatically schedule the next inspection. If the items fail for a second time for landlord issues, the HAP contract will be abated and the participants will need to move to a unit that will pass HQS. If the unit fails a second time for participant issues, the participant will be terminated from the Housing Choice Voucher program.

### **Quality Control Inspection**

The Housing Supervisor is required by HUD to conduct inspections yearly on randomly selected units within 90 days of the last inspection. This inspection is done to ensure that the inspectors are doing their job properly in accordance with Housing Quality Standards.

### **Special Inspection**

If the participant has demonstrated that they have not been able to get the landlord to take care of problems in their units, the Cheyenne Housing Authority will schedule a special inspection to help get Housing Quality Standards problems corrected.

If the inspection fails due to HQS item(s), the landlord and /or participant will need to repair all failed items within 30 days. If the next scheduled inspection fails on landlord issues, the HAP

will be abated and the participant will be all owed to move to a unit that passes HQS. If the next scheduled inspection fails on participant issues, their housing assistance will be terminated.

### **Emergency Inspection**

If the unit is determined to be a threat to the health and safety of the program participant, the CHA considers this an emergency and arranges an emergency inspection within one day. Corrective action must take place within 24 hours. If the action is not corrected in 24 hours, the HAP contract will be abated and the participant will be allowed to move to a unit that *will* pass Housing Quality Standards.

Emergency items consist of, but are not limited to:

- Utilities being shut-off due to non-payment by the landlord
- No water and or/portable water
- No hot water due to faulty water heater
- No heat
- No properly working smoke detectors on each floor of unit
- Gas leak
- Broken lock(s) on first floor doors or windows

### **Who is responsible for providing access to the unit for an inspection?**

For Move In inspections of a vacant unit, the owner is responsible for providing access to the unit; failure to do so may result in the cancellation of their Request for Tenancy Approval (RFTA). For an occupied unit, the tenant is responsible for providing access to the unit.

### **How do inspectors decide to “Pass” or “Fail” a unit?**

The inspector uses the HUD Inspection Checklist, which is held within their I-Pads. These checklists are used as a guide to determine if the unit meets HQS standards. One single failure of an item on this checklist will result in a failed inspection. The inspector must then determine whether it was owner or tenant-caused and whether it is an emergency or non-emergency fail. The inspector will note the inspection result and provide details of all failed items to the owner.

## BENEFITS OF DOING BUSINESS WITH THE CHEYENNE HOUSING AUTHORITY

- The owner retains full control over the tenant screening and selection process. The Housing Authority does not screen families for tenant suitability. The Housing Authority is responsible for screening applicants for income verification. At the owner's request, if the information is available, the Housing Authority will provide the names and addresses of the family's current and one prior landlord.
- The Housing Authority maintains a policy of Zero-Tolerance for Drug-related and Violent Criminal Activity. A family's Housing Choice Voucher (HCV) assistance may be terminated for breach of the policy.
- As with any other tenant, HCV assisted families can be evicted by the owner for lease violations. The eviction process is determined by state law, or Housing Choice Voucher regulations.
- The owner may collect a full security deposit, up to the maximum permitted by state and local laws. The owner has the same rights to legal action against a tenant who leaves damages beyond the security deposit collected as for any other tenant as allowed by Wyoming State law.
- Once a HAP contract is fully executed, the Housing Authority guarantees its payment to the owner, as long as the participant and owner follow the policies and procedures of the Housing Choice Voucher program.
- The owner may request market rate rent for new contracts. Rents may equal but not exceed other comparably sized and equipped units in the area. Note: the program limits the total rent amount for each HCV participant. The limits are based on income and family size.
- The HCV program allows for rent increases. The owner may request a rent increase once each year after the initial term of the lease at the participant's annual reexamination to compensate owners for inflation, cost of operation and maintenance (as long as the rent remains reasonable when compared to other comparable unassisted units of the same size).



## **FACTS ABOUT HOUSING CHOICE VOUCHER (SECTION 8) FAMILIES**

Families participating in the Housing Choice Voucher (HCV) program are...

- Responsible for finding a suitable housing unit. Each HCV participant is responsible for finding a suitable unit. The Cheyenne Housing Authority (CHA) does not place families in any specific unit.
- Not screened by the CHA. Owners are responsible for screening their prospective residents. The CHA does not screen assisted families as to their suitability as tenants.
- Not Cheyenne Housing Authority residents. The owner is responsible for the management of the rental unit. The CHA is not a party to the lease.
- Responsible for their own conduct and the conduct of their guests. The owner needs to enforce the provisions of the lease.
- Subject to HUD and Cheyenne Housing Authority rules and regulation for the HCV program. The CHA will take appropriate action to ensure program integrity.
- Subject to termination from the HCV program if the family engages in drug-related or violent criminal activity or failure to comply with Housing Choice Voucher program rules and regulations. In the event the family's assistance is terminated under these circumstances, the lease between tenant and landlord will still be in effect. The HAP contract between CHA and landlord will be terminated. Should the owner want the tenant to vacate the unit; appropriate legal action must be taken at the expense of the owner.

# THE CHEYENNE HOUSING AUTHORITY

## CONTACT INFORMATION

Housing Office Address: 3304 Sheridan Street, Cheyenne WY 82009

### Hours of Operation:

Monday, Tuesday, Thursday, Friday: 8:30 a.m. to 5:00 p.m.

Wednesday: 8:30 a.m. to 12:00 p.m.

CLOSED: The 2nd and 4th Wednesday of each month for training

### **Phone Numbers:**

Customer Service: (307) 633-8333

Housing Supervisor: (307) 633-8330

Eligibility Specialist: (307) 633-8335

Family Self Sufficiency (FSS): (307) 633-8332

Housing Choice Voucher Specialist A-I: (307) 633-8338

Housing Choice Voucher Specialist J-R: (307) 633-8329

Housing Choice Voucher Specialist S-Z: (307)633-8337

VASH: (307) 633-8329

Housing Inspector: (307) 633-8306

FAX: (307) 633-8315

### **Fair Housing**

Phone: Toll-Free Hotline: (800) 477-5977

<https://www.hud.gov/fairhousing>