

**LANDLORDS,
YOU ARE INVITED TO PARTICIPATE IN THE
HOUSING CHOICE VOUCHER PROGRAM.**

The Housing Choice Voucher program is federally funded to help low-income families, elderly and disabled individuals afford safe, decent housing by subsidizing their rental payments.

Greensboro Housing Authority (GHA) administers the Housing Choice Voucher program locally. GHA works in partnership with local landlords to help Housing Choice Voucher holders find safe, decent rental housing. GHA pays a portion of each month's rent directly to the landlord if all requirements are met.

Just as with any other lease, violations are subject to termination and loss of subsidy assistance.

CALL US:

Greensboro Housing Authority
450 North Church Street
PO Box 21287
Greensboro, NC 27420
Central Office: 336-275-8501
TDD: 336-271-3319

**Visit our website:
www.gha-nc.org**

OVERVIEW OF THE HOUSING CHOICE VOUCHER PROGRAM FOR LANDLORDS

MAKING YOUR UNIT AVAILABLE TO VOUCHER HOLDERS

When you want to lease a house or an apartment through the Housing Choice Voucher program, call the Greensboro Housing Authority (GHA) Assisted Housing Department.

SCREENING TENANTS

When a voucher holder applies to live in your property, you should screen him/her in the same way you would screen any other potential tenant. This might include:

- Credit check
- Criminal check
- Landlord references
- Home visit

Voucher holders may choose to stay in their current housing if the landlord agrees to accept a Housing Choice Voucher. The property must meet Housing Quality Standards.

RENT APPROVAL & INSPECTIONS

A GHA Housing Specialist must determine that the rent is affordable for the voucher holder based on the adjusted monthly income of the family. Rental payments for voucher holders may not exceed 40% of their adjusted monthly income.

After the rent is approved, a GHA Housing Inspector will visit the property to determine that it meets Rent Reasonableness and Housing Quality Standards.

PREPARING FOR INSPECTIONS

HUD has detailed requirements regarding the condition of housing for the Housing Choice Voucher program, some of which include the following:

- All surfaces (interior/exterior) must be free of chipping or peeling paint. The unit must be free of paint chips from scraping.
- Operable windows must have locks and proper and secure fitting screens.
- Steps (interior/exterior) with three or more risers must have handrails.
- The unit must be free of any plumbing problems, including leaks.
- All appliances must be operable.
- Furnace and water heater flues must have a continuous upward slope and all openings must seal properly.

You may request a complete list of HUD Housing Quality Standards requirements from GHA before an inspection.

After inspection, the Housing Inspector will mail you a list of any repairs needed to the unit or will notify you that the unit has passed inspection.

INITIAL PAYMENT NOTIFICATION

This document is issued after the unit has passed inspection. It provides the following:

- Total monthly contract rent
- Housing Assistance Payment (HAP) to owner
- Housing Choice Voucher holder's portion of rent
- Utility reimbursement (if applicable)
- Effective date of the lease between the landlord and the voucher holder
- First month pro-rated rent amount from housing authority and the voucher holder

LANDLORD SIGNS HAP CONTRACT

The HAP contract is an agreement between the landlord and Greensboro Housing Authority stipulating the amount of rent GHA will pay the landlord on behalf of the Housing Choice Voucher holder.

VOUCHER HOLDER SIGNS LEASE WITH LANDLORD

The initial lease is for one year. You should not permit the voucher holder to move in or sign a lease until the unit has passed inspection and you have signed the HAP contract.

GHA begins rental payments on the beginning date of the lease.

LANDLORD MAY REQUIRE A SECURITY DEPOSIT

Security deposits may be one month's total rent. The voucher holder pays the security deposit. When the voucher holder vacates the property, the landlord may use the security deposit as a reimbursement for any unpaid rent or damage caused by the voucher holder.

LANDLORD RIGHTS & RESPONSIBILITIES

The landlord has the right to:

- Set reasonable rules about use of the unit and common areas.
- Collect a security deposit equal to one month's rent.
- Take legal action to evict a voucher holder when there is a lease violation.

The landlord has the right to expect voucher holders to:

- Pay rent on time.
- Comply with terms of the lease.
- Keep the unit clean.
- Avoid damaging the unit.
- Limit occupants of the unit to only those listed on the lease.
- Permit the landlord access for repairs.

The landlord has a responsibility to:

- Maintain the property in good condition
- Provide the voucher holder with information about lead-based paint in the unit.
- Complete repairs within a reasonable time.
- Complete emergency repairs within 24 hours.
- Give the voucher holder 24 hours notice before entering the unit except for emergencies.
- Comply with equal opportunity requirements.
- Comply with the lease and HAP contract.

COMMENTS FROM SOME LANDLORDS ABOUT THE HOUSING CHOICE VOUCHER PROGRAM

“Everybody at the housing authority — the inspectors and specialists — they all work well with us. If we have a problem with a tenant, they always assist us.”

—*Sue Mabe*
Lambeth-Osborne Realty
has worked with the
Housing Choice Voucher Program for over 20 years

“I enjoy working with the Section 8 Program because I'm offering a home to someone who needs help.

The Assisted Housing staff members are good people to work with, too. I tell the housing inspector that it's like getting a free inspection when he comes out to look over my property. It helps me keep the property in good repair.

I give the Greensboro Housing Authority a AAA!"

*—Betty Felts
a private landlord with 28 houses and apartments in the
Housing Choice Voucher Program.*

FAIR HOUSING POLICY

It is the policy of the Greensboro Housing Authority to fully comply with all the Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Greensboro Housing Authority shall affirmatively further fair housing in the administration of its housing programs.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Greensboro Housing Authority's programs.