

WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?

- Maintain your property in good condition.
- Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Set reasonable rules about use of unit and common areas.
- Do not enter a unit without tenant's permission and proper notice except for emergencies or tenant requested repairs.
- Collect appropriate security deposit as directed under the program and use it only as directed by state laws.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under lease.
- Expect your tenant to:
 - Pay rent on time
 - Keep unit clean
 - Avoid illegal activity
 - Permit access for repairs
 - Avoid damage of property
 - Refrain from disturbing others
 - Allow only those occupants on the lease to reside in the unit.
 - Comply with terms and conditions of lease and HAP contract.



**EQUAL HOUSING
OPPORTUNITY**

For More Information Contact Our Staff:

Angy Turner—Director—Ext. 13
Samantha Shumaker-Housing Specialist II
- Ext. 11
Ray Fearrington- Inspector—Ext 12

CASWELL SECTION (8) HOUSING: Landlord Info.

**205 E. Church Street
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**HOUSING CHOICE VOUCHER
PROGRAM**

WHAT IS SECTION 8?

The Section 8 Program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

Voucher Holders select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards and the rent must be approvable within HUD Fair Market Rents and market rate comparable.

HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may call our office to have the unit listed on our list of available units called "Landlord List". You also have the option to advertise in the newspaper with the phrase "will accept Section 8". Our families requests Landlord list daily and continuously search the newspaper for new listings.



WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

LANDLORD SCREENS TENANTS

You must screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you that they are eligible for our program based on income verification. We cannot provide a reference as to their expected behavior as tenants. You may use any or all of the following screening procedures:

- *Credit Check
- *Criminal Check
- *Landlord Reference
- *Home Visits



We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstance, to refuse to allow children to live in a residential unit.

REQUEST FOR TENANCY APPROVAL

When you have selected a tenant, he/she will have a "Request for Tenancy Approval" form for you to complete. When the tenant submits the form to our office, a housing representative will contact you to schedule an inspection.

INSPECTION AND RENT

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

LEASE AND CONTRACT

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

CAN I COLLECT A SECURITY DEPOSIT?

Yes, The Housing Authority prohibits security deposits in excess of one month rent charged by the owner.



WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed on a month-to-month basis. The tenant may vacate with a 30 day notice after the term of the lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually..