

SECTION 8 HCV PROGRAM INFORMATION FOR LANDLORDS

THE PROGRAM: The Section 8 Housing Choice Voucher Program, a voluntary program for both landlords and tenants, is a Federally Funded effort designed to assist eligible, very low-income families with their monthly rental housing payments.

INCOME LIMITATIONS AND PAYMENT STANDARDS (In order to be eligible for this program tenant's income cannot exceed income requirements based on number of members in household – see chart below).

EFFECTIVE 05/01/2020, RICHLAND COUNTY INCOME LIMITS:

Family Composition	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Income Limits	24,800	28,350	31,900	35,400	38,250	41,100	43,900	46,750

PAYMENT STANDARDS BASED ON BEDROOM SIZE

The payment standard is the amount that HUD designated for rent and utilities for a unit based on bedroom size. It is important to note that the payment standard used for the household will be based on the household composition AND the actual number of bedrooms in the unit.

Effective 10/01/2019, the payment standards in Richland County are:

Unit Size	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Payment Standard	525.00	628.00	807.00	1054.00	1093.00

These limits include rent and tenant paid utilities. If the rent does not include utilities, tenant-paid utilities are calculated based on a schedule of monthly averages for Richland County. Using this schedule, we calculate the utility allowance for the unit.

The rent plus the utility allowance is the Gross Rent for the unit. If the gross rent exceeds the payment standard, the program participant pays 30% of the household's adjusted monthly income plus 100% of the amount over the payment standard. For example:

- If the gross rent (rent plus utility allowance) is at or below the payment standard, the tenant pays 30% of the household's adjusted monthly income toward the gross rent.
- If the gross rent (rent plus utility allowance) is \$25.00 more than the payment standard, the tenant pays 30% of the household's adjusted monthly income plus \$25.00 toward the gross rent.

New admission tenants cannot pay more than 40% of the adjusted household's adjusted monthly income or the unit will not qualify for the program. This is referred to as a 40% guideline.

We pay the landlord the difference between 30% of the household's adjusted monthly income and the payment standard. This amount is paid directly to the landlord.

*****Since each participant's portion of the rent is the result of a unique calculation, it is impossible to quote a rental amount without applying required personal information to the formula.***

PROCESSING STEPS

1. Applicant contacts landlord in regards to wanting to rent a unit the landlord has advertised and advises the landlord that they hold a Section 8 Voucher with the Richland County Housing Authority.
2. **Landlord must do their own screening, background check and previous landlord reference check of the prospective tenant and set-up a time for the prospective tenant to see the rental unit.**

****Please note – the Richland County Housing Authority only determines the program eligibility of the family**

3. Prospective tenant will then give the landlord a Request for Tenancy Approval Form that the prospective tenant and landlord must complete and the tenant must return the form back to the housing authority.
4. The housing authority will then take the Request for Tenancy Approval Form and based on the information do rental calculations to make sure the unit will work with the tenant's income and HUD's 40% guideline.
5. If the unit will work with the income and 40% guideline, the housing authority will then set-up a time and date with the landlord to do an HQS (Housing Quality Standard) inspection on the unit. A Good Place to Live brochure can be picked up at the Richland County Housing Authority office and that explains what is be looked at during the inspection.
6. If the unit fails, the landlord and the prospective tenant will be notified and the landlord will be given 30 days to make the unit compliant. If the unit passes the housing authority will complete the move-in-process for the prospective tenant to rent from the landlord.
7. The landlord and the tenant will be required to come to the housing authority to execute the appropriate contracts.
8. **NOTE: NO LANDLORD OR TENANT SHALL ENTER INTO A LEASE THAT IS SUBSIDIZED BY THE RICHLAND COUNTY HOUSING AUTHORITY UNTIL THE UNIT PASSES THE INCOME GUIDELINES OF 40% AND A HOUSING QUALITY STANDARD INSPECTION. FAILURE TO FOLLOW THIS RULE COULD RESULT IN A LANDLORD AND TENANT ENTERING INTO A LEASE, THAT THE RICHLAND COUNTY HOUSING AUTHORITY WILL NOT SUBSIDIZE.**

LANDLORD REQUIREMENTS & PROCEDURES

The following are the requirements and procedures for landlords who wish to participate in the Section 8 Program:

- Provide us with your Social Security or Taxpayer ID Number on a Federal W-9 Form. (Name and Tax ID or SS# must belong to the owner or person claiming income from unit on taxes.)
- Complete Request for Tenancy Approval Form (Obtained from tenant)
- If applicable, please provide a letter authorizing your manager to sign documents pertaining to lease/contract.

- Submit a signed lease between you and the tenant.
- Submit a Lead-Based Paint Disclosure Form.
- **Owners and agents must conduct their own prospective tenant screenings (i.e. Criminal background, previous landlord reference, etc.)**
- Collect tenant's portion of the rent from the tenant.
- Report to Richland County Housing Authority if the tenant neglects to pay all of their portion of the rent.
- Units must pass a Housing Quality Standards Inspection in order to be on the program and in order to have rental assistance issued.
- Landlords cannot rent to families whom they are related to.
- Owners are able to charge the same security deposit as they would normally collect from tenant not subsidized.
- Landlords are obligated to return paperwork signed and completed in a timely manner to the housing authority.
- Landlords must notify the housing authority immediately if a tenant moves out or abandons the unit.
- Landlords must notify the housing authority immediately if they are evicting the tenant.
 - Submit all copies of the eviction notices to the housing authority.
- If the tenant moves/breaks the lease and leaves behind damages or past due rent, the landlord is to notify the housing authority as soon as possible in order to prevent the tenant from transferring the voucher (subsidy) to a new unit.
- Maintenance of the rental unit.
- Enforcing the lease.
- Have working smoke detectors and carbon monoxide detector in the unit at all times.

HOUSING AUTHORITY PROCEDURES

- The housing authority does not pay security deposits.
- The housing authority mails out rental assistance checks the 1st business day of every month.
- The housing authority can do rental adjustments to increase their payment portion to the landlord, if a tenant's income decreases.
- The housing authority will be doing bi-annual inspections on the property to make sure the landlord and tenant are properly maintaining the rental unit.
- The housing authority can only issue rental subsidy to units in Richland County.
- The housing authority reserves the right to cancel any HAP Contract (rental assistance) if the landlord or tenants are in violation of the Section 8 HCV Program requirements.
- THE RICHLAND COUNTY HOUSING AUTHORITY DOES NOT EVER PAY LATE RENTAL FEES TO A LANDLORD ON A TENANT'S BEHALF. THE RICHLAND COUNTY HOUSING AUTHORITY IS EXEMPT FROM LATE RENT FEES.

TERMINATION OF HAP PAYMENTS

Housing Assistance Payment (HAP) terminates if:

- The lease terminates.

- The HAP Contract terminates.
- The Richland County Housing Authority terminates assistance for the family.

If the family moves out of the unit, the Richland County Housing Authority cannot make any housing assistance payments to the owner for any month after the month the family moves out. The owner may keep the housing assistance payment for the month the family moves out of the unit.

TENANT CONTINUATION OF ASSISTANCE

A family may move with continued assistance if:

- The lease for the old unit has terminated.
- The Richland County Housing Authority has terminated the HAP Contract for owner's breach.
- The lease has terminated by mutual agreement of owner and tenant
- Section 8 HCV subsidy is terminated if the owner has given a tenant a notice to vacate, or has commenced an action to evict the tenant for non-compliance, or has obtained a court judgement or other process allowing the owner to evict the tenant. (The tenant is entitled to an informal hearing. Richland County Housing Authority will determine if the tenant loses their rental assistance or is able to move with continued assistance).
- The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner, for owner breach or otherwise).

INFORMAL HEARING PROCEDURES

If a landlord disagrees with an action or decision by the Richland County Housing Authority the landlord has 14 days to request in writing of an informal hearing to our office for the disagreement.