

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 the 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 law.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under the lease.
- Comply with terms and conditions of lease and HAP contract.
- Notify the Housing Authority if a tenant moves out.
- Take action through Magistrate's Court to evict when tenant violates the lease.

- Expect your tenant to:
 - ☞ Pay rent on time
 - ☞ Keep unit clean
 - ☞ Avoid illegal activity
 - ☞ Refrain from disturbing others
 - ☞ Allow only those occupants on the lease to reside in the unit

FOR MORE INFORMATION

NORTHWEST REGIONAL HOUSING AUTHORITY

114 SISCO ROAD
P.O. BOX 2568

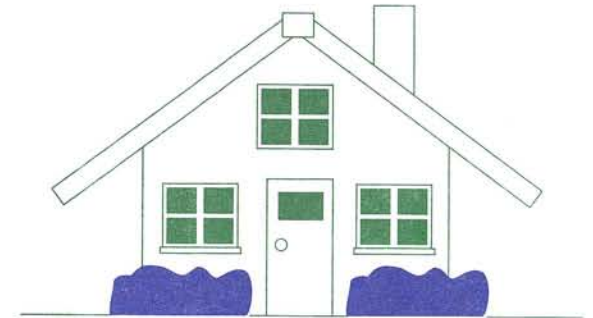
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LANDLORD INFORMATION HOUSING CHOICE VOUCHER PROGRAM



NORTHWEST REGIONAL HOUSING AUTHORITY

SERVING THE COUNTIES OF
BAXTER, BOONE, CARROLL,
MADISON, MARION
NEWTON AND SEARCY

WHAT IS THE HOUSING CHOICE VOUCHER PROGRAM?

The Housing Choice Voucher Program provides assistance for low-income families in the private rental market through the Housing Assistance Payments Program.

RENTAL VOUCHER HOLDERS select a unit from the private 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.

HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

- You may call the Housing office, to have the unit listed on our list of available units. You may also advertise in the newspaper with the phrase “will accept Housing assistance.” Our families look for those listings.



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

• LANDLORDS SCREEN 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 their income eligibility for the program. 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
- Landlord References
- Criminal Check
- 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 circumstances, 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” Packet for you to complete. When the tenant submits the Packet to our office, a housing representative will check it, then give it to the Inspector to schedule an inspection.

INSPECTION AND RENT

- The unit will be inspected to insure that it Meets HUD Housing Quality Standards. You will 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. If the tenant moves in violation of the lease, the contract ends.

CAN I COLLECT A SECURITY DEPOSIT?

- YES-from the tenant
- The Housing Authority prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.

WHAT IS THE TERM OF THE LEASE AND CONTRACT?

- After one year, the lease is renewed for a specified time period (ex., month-to-month, six months, etc.). The tenant may vacate with a written 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, at which time the landlord may request a rent increase which must be approved by the Housing authority. This request must be submitted in writing to the Housing authority and tenant sixty days prior to renewal.