

What is the Housing Choice Voucher Program (HCVP)?

The HCVP (formerly known as Section 8) is a tenant-based program that provides a rental subsidy to eligible families paying rent to landlords in the private market. Subsidy payments made on behalf of the family are paid directly to the landlord. The subsidy amount is usually the difference between 30% of the family's adjusted income and the applicable payment standard. At the initial term, the amount of the rent the family pays cannot exceed 40% of the family's adjusted income.

Who is responsible for screening tenants?

The Housing Authority conducts a criminal/credit screening during the initial intake process. However, it is the landlord's responsibility to screen tenants for suitability just as you would in the private market.

When will I receive my first housing assistant payment?

The unit must pass a Housing Quality Standards Inspection before the contract between the landlord and the Housing Authority will be executed. Payments will begin shortly

thereafter. Checks are mailed the 1st working day of the month.

Note: We must have proof of ownership for each assisted unit along with a W-9 (provided by the Housing Authority) for each participating landlord.

Why must I provide a W-9 and a Grant Deed?

We need a W-9 on file for all participating landlords for tax reporting purposes. We need a Grant Deed on file to verify ownership.

I have moved, what should I do?

You must notify the Housing Authority immediately in writing. Otherwise, your payment will be held until you notify us. Remember, the Housing Authority does not forward Housing Assistance Payments.

How can I advertise my rental for a Housing Choice Voucher participant?

However, the Housing Authority provides a rental listing for new participants and existing transferring participants. You may contact the Housing Authority and list your rental at no cost. You may also list your rental and include photos on our website at www.hacsj.com.

What happens if the tenant violates the lease?

You as the landlord still maintain the same tenant/landlord relationship as you would in the open market. In other words, you are responsible to enforce the lease.

Note: If you issue the tenant any notices concerning the lease, you must provide the Housing Authority with a copy.

How much can I charge for rent?

That depends. Generally, if the rent amount is close to the Housing Authority's current payment standard and is comparable to rents for like and similar units in the neighborhood, the amount would be okay. If the rent and utilities are in excess of the payment standard but still reasonable, the family must make the decision. The family cannot pay more than 40% of their adjusted income for rent during the initial term. Adjustments made after the initial term require that the family and landlord are in agreement and that the requested amount is reasonable as compared to the prevailing market conditions.

What about security deposit?

Owners may establish their own security deposit as long as it is in compliance with state and local law, and cannot be applied in a discriminatory manner.

What if my unit doesn't pass the inspection?

The Housing Authority will allow you a certain amount of time to complete repairs. You will be notified in writing.

May I rent to a family member?

You may not rent to a family member unless the Housing Authority has determined the unit would provide reasonable accommodation for a family member who is a person with disabilities.

I did not receive my check this month. How can I get it re-issued?

First you must contact the Housing Authority. If the check is on hold, you will be advised of the reason. If the check was issued, you may request that we place a stop payment on that check.

How do I request a rent increase?

If you wish to request an increase, you must submit a written request to the Housing Authority after the initial term of the lease. The Housing Authority will notify you to inform you if the request has been approved.

We hope this brochure has answered most of your questions. You may call 460-5088 or visit our website at www.hacsj.com

for forms and more information about the Housing Choice Voucher Program

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QUESTIONS AND ANSWERS FOR LANDLORDS

Housing Choice Voucher Program

