

## Landlord – Some Things You Should Know

### Requirements for the unit you want to rent out

1. If the unit is located in certain designated areas of the county that require it, you are required to provide a copy of a current rental license for the unit when the unit initially goes under HAP Contract.

### Property Taxes

The property taxes for the rental unit cannot be in Tax Claim.

### Change of address or agent

If you move, you must notify us of the change in address in writing. If you want to add or change an agent you must notify us in writing.

### Rent increases

1. None, during the initial 12 months of the HAP Contract and Lease.
2. After the first year, you would need to send a 60-day written notice to the client and a copy to our office. This does not guarantee an increase approval. Approvals depend on funding of our program, inspector evaluation and rent reasonableness. It takes effect the first day of the month after the 60 days and approval from the Housing Authority. Your requested increase could result in your tenant having to pay the increased rental share per month.

### Change in utility responsibilities

The following steps should be taken for this to take effect.

1. A 60-day written notice must be given to the tenant for this change to take effect and send us a copy of this notice.
2. A new unit inspection must be scheduled for the unit.
3. A new rent amount should be determined to offset the new housing expense to the client.
4. A new Lease and Housing Assistance Payment Contract must be signed.

### Abatement

It is a requirement of the Section 8 program for each unit to be inspected annually by one of our inspectors. During the year, if the unit is inspected and found non-compliant you may be given an appointment for a re-inspection. If it does not "pass" at that time your rent may be put in "abatement". Abatement means that our agency will not pay rent for the days the unit does not pass our inspection. After you finish the repairs you will not be able to recover this money and you can not collect this rent money from the tenant. You must call the inspector immediately for a re-check inspection. Your unit will continue to be in abatement until the re-check inspection is passed. After 30 days that rent is in abatement, the HAP Contract is terminated.

### Paint Extension

If your inspection falls during a cold weather month and it needs exterior painting, you may request a paint extension from the inspector. The inspector will report it to the office and appropriate paperwork will be mailed to you for your signature. Paint extensions are given with a deadline date of May 31. If you do not finish the painting by the deadline date, your rent will be "abated" and the HAP Contract terminated if no pass inspection is received within 30 days.

### When do I get paid?

After you sign the initial HAP contract and lease, you must return the paperwork to our office. The paperwork will be processed for payment which may take 1-2 weeks. Thereafter, the direct deposit is computer generated on the 1<sup>st</sup> of the month and sent out automatically. If there is a delay in your payment it may be due to abatement (you will be sent a notice), tenant recertification (which happens annually) or another HOLD reason. Call the Assistant Coordinator to find out the status.

- Procedures change at the Housing Authority due to many factors, especially due to government regulations. To get information out to landlords we, on occasion, send you notices. Please read these notices because they may affect your contract or client.

Thank you for participating in the Housing Choice Voucher Program with the Housing Authority of the City of York.

"Si usted no entiende esta carta o formulario porque esta escrito en inglés, favor de comunicarse con la Autoridad de Vivienda con anticipación para servicios de interpretación."