



# **HOUSING AUTHORITY OF JACKSON COUNTY**

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## **LANDLORD'S GUIDE TO THE HOUSING CHOICE VOUCHER (HCV) PROGRAM**

### **A RELATIONSHIP OF MUTUAL BENEFIT**

Being an HCV landlord can give you the satisfaction of making it possible for low-income families to enjoy decent, safe and sanitary housing. Landlords benefit as well by enjoying the following aspects of the program:

- Owners may use their own leases and set the terms (i.e. month-to-month, one year, etc.)
- Rent security
- Annual inspections of the unit
- Fair market rental rates
- Strict renter responsibilities defined in the lease addendum

### **WHAT IS THE HCV PROGRAM AND HOW DOES IT WORK?**

The HCV Program was designed by the Department of Housing and Urban Development (HUD) to assist low-income families in obtaining decent, safe, and sanitary housing. Families pay a portion of rent established by HAJC which is based on the family's income. The difference between the portion of rent paid by the family and the contract rent will be paid on behalf of the family directly to the landlord by the HAJC.

### **WHO ARE THE ELIGIBLE FAMILIES AND HOW DO THEY RENT A UNIT?**

Families who have been issued a Voucher by HAJC are eligible to look for a suitable unit and request a landlord's participation. It is the family's responsibility to seek and select a suitable unit. A landlord can advertise in the local newspaper "HUD OK" or "Section 8 Accepted" and/or request their unit information is added to the HAJC referral list. It is requested that landlords do not advertise "HUD APPROVED" There is no such thing as a pre-approved unit.

### **DOES HAJC SELECT A FAMILY FOR THE LANDLORD'S UNIT?**

No. The landlord is responsible for screening prospective tenants through their own application process. A written application should be obtained and any necessary information should be verified just as an owner would do with an applicant that is not participating in the Voucher program. If the applicant is on the Voucher program, you may contact the Case Coordinator for that tenant. The Case Coordinator may be able to provide information about the family. A list of staff is provided in this information packet.



The Request For Tenancy Approval (RFTA) and the Request for Inspection (RFI) are to be completed by the landlord and the applicant prior to returning the documents to the HAJC office. The RFTA is asking for lease approval by HAJC and the RFI is formally asking for the unit to be inspected by a Housing Authority Inspector. The requested rent amount must also be certified as "Rent Reasonable" prior to signing contracts with the owner by comparing the requested rent to the rents of like units in the same neighborhood.

### **HOW LONG DOES IT TAKE FOR A UNIT TO BE INSPECTED?**

When an inspection request is submitted, the Leasing Department processes the necessary paperwork by the next business day. It is then submitted to the Inspection Department. The assigned Inspector will contact the landlord to schedule an appointment within 2-3 business days. If the unit fails the inspection, the landlord has a choice of making the repairs or canceling the process.

### **WHEN SHOULD THE FAMILY BE ALLOWED TO MOVE INTO THE UNIT?**

The families are counseled not to move into the unit until it has passed inspection. If the family moves in prior to the unit passing inspection, the tenant is responsible for paying the ENTIRE contract rent until the unit does pass inspection. Housing assistance payments begin the day the unit passes inspection OR the effective date of the rental agreement (whichever is later).

### **DOES THE HAJC PAY THE FAMILY'S SECURITY DEPOSIT?**

No. The family pays deposits. Landlords can collect amounts that would normally be collected if the family were not on the Voucher program. Arrangements on how the landlord chooses to collect these payments from the family are agreed upon between the family and the landlord.

### **WHAT IS THE NEXT STEP AFTER THE UNIT PASSES INSPECTION?**

The landlord is required to provide his/her own Lease/Rental Agreement. HAJC will provide a Lease Addendum that will be attached to the Lease/Rental Agreement. Once the Leasing Department receives a passed inspection, (usually with 3 to 4 business days) documents will be prepared for signatures and an appointment will be scheduled for the landlord to come into the office and sign.

### **WHAT ARE THE RESPONSIBILITIES OF THE FAMILY?**

The family is required to follow the terms of the signed Lease/Rental Agreement, Lease Addendum, and the Family Obligations. If the family violates the terms of any identified documents, the Case-Coordinator for the family must be notified.

### **WHEN DOES THE LANDLORD RECEIVE PAYMENT FROM HAJC?**

Housing Assistance Payment (HAP) checks are mailed on the last postal/ mailing day of each month. The Leasing Department will inform the landlord when his/her first check will be mailed and the pro-rated tenant portion of the rent.



## **WHAT IF PAYMENT IS RECEIVED FROM HAJC BUT THE FAMILY DOES NOT PAY?**

The Housing Assistance Payment is not considered rent under the Oregon Landlord/Tenant Law. If the family does not pay their portion of rent, the landlord would pursue legal action as defined in the Oregon Landlord/Tenant Law just as if the tenant was not on the Voucher program. HAJC cannot give legal advice and will advise both landlords and tenants to consult with an attorney.

## **FREE RENTAL LISTINGS**

A listing of available rental units is offered by HAJC to participants in the Voucher program. The list is produced each week from information received from landlords and property management companies.

Vacancies will automatically be listed for one month. A listing may be removed or extended by contacting HAJC at 541-779-5785 Ext. 1000.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE HAJC OFFICE BELOW IS A LIST OF STAFF AND EXTENSIONS WHERE THEY CAN BE REACHED:**

### **LEASING DEPARTMENT:**

- Jennifer Jennings Ext. 1026
- Tami Pierce Ext. 1008
- Rhonda Moore Ext. 1032

### **INSPECTION DEPARTMENT:**

- Steven Kraft Ext. 1013
- Wayne Alper Ext. 1024
- Larry Moore Ext. 1022

### **CASE COORDINATORS**

Caseloads are distributed alphabetically by tenant's last name

A-Cruz:	Tabitha Womack	ext. 1038
Cuf – Hick:	Signe Wilson	ext. 1011
Hig – McL:	Zuhey Rizo	ext. 1030
Med-Seg:	Pam Hislip	ext. 1025
Sel – Z	Lori Eddings	ext. 1031
Supervisor	Charlene Peak	ext. 1010

**LANDLORDS ARE ENCOURAGED TO LEAVE A VOICEMAIL MESSAGE IF A STAFF MEMBER IS NOT AVAILABLE. YOUR CALLS ARE IMPORTANT AND WILL BE RETURNED AS SOON AS POSSIBLE.**

