



Leasing Operations

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PROGRAM GUIDELINES

For Owners, Landlords, Agents and Property Managers

Ownership of Assisted Unit

I certify that I am the legal owner or the legally designated agent for the unit, and that the prospective tenant has no ownership interest in the dwelling unit whatsoever.

Liability Insurance

I certify that the unit is a named location on a current insurance policy for both liability and real property damage coverage.

Approved Resident of Assisted Unit

I understand that the family members listed on the dwelling lease agreement approved by the Housing Authority are the only individuals permitted to reside in the assisted unit. I also understand that I am not permitted to live in the unit while I am receiving assistance payments.

Housing Quality Standards

I understand my obligations in the Housing Assistance Payments Contract to perform necessary maintenance so that the unit continues to comply with Housing Quality Standards.

Security Deposit and Client Rent Payments

I understand that the amount of security deposit may not be in excess of private market practice, or in excess of amounts charged to unassisted clients. I understand that the Housing Authority determines the tenant's portion of the contract rent, and it is illegal to charge any additional amounts. I understand that knowingly collection of additional monies over and above the tenant's portion of the contract rent is a violation of State and Federal Criminal and Civil Law.

Vacancies

I understand that should the assisted unit become vacant, I am responsible to notify the Housing Authority immediately in writing. I understand that collecting payments for a vacated unit or a unit not occupied by the assisted family is a violation of State and Federal Criminal and Civil Law.

Administrative and Criminal Actions for Intentional Violations

I understand that failure to comply with the terms and responsibilities of the Housing Assistance Payments contract is grounds for termination of participation in any Rental Assistance Program. I understand that knowingly falsifying material facts is a violation of State and Federal criminal law.

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, or fictitious, or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the United States, shall be fined or imprisoned for not more than five years, or both.