

# **LANDLORD ORIENTATION**

**ROCHESTER HOUSING AUTHORITY**



# WELCOME

MISSION STATEMENT: EVERYONE LIVING IN THE REGION WILL HAVE ACCESS TO HIGH QUALITY, SAFE, AFFORDABLE HOUSING IN COMMUNITIES FREE OF THE BARRIERS THAT PREVENT INDIVIDUALS AND FAMILIES FROM REALIZING AND ACHIEVING THEIR GOALS AND SUSTAINING SELF-SUFFICIENCY

THANK YOU FOR HELPING RHA FULFILL ITS MISSION TO PROVIDE QUALITY HOUSING TO THOSE WE SERVE.



# **WHAT YOU WILL LEARN ABOUT TODAY**

- **THE RELATIONSHIPS BETWEEN PARTIES**
- **AN OVERVIEW OF THE FAMILY OBLIGATIONS**
- **CHANGES OF INCOME OR HOUSEHOLD COMPOSITION**
- **PROGRAM INTEGRITY – COMPLIANCE WITH HUD REGULATION AND POLICY**
- **RENT INCREASE REQUESTS**
- **INSPECTIONS**

# **HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT PROCESS**

**THIS VIDEO WAS CREATED FOR LANDLORDS WHO ARE READY TO SIGN A HAP CONTRACT, HOWEVER, IF YOU ARE NOT YET AT THE CONTRACT STAGE YOU WILL STILL FIND VALUABLE PROGRAM INFORMATION TO ASSIST YOU.**

- 1. YOU SELECTED A TENANT**
- 2. YOU SUBMITTED THE REQUEST FOR TENANCY APPROVAL, ALSO KNOWN AS MOVING PAPERS**
- 3. THE UNIT PASSED THE HOUSING QUALITY STANDARDS INSPECTION**
- 4. THE FAMILY'S MOVE IN DATE HAS BEEN VERIFIED**
- 5. THE LEASE CAN BE SIGNED WITH THE CONTRACT**

# THE HAP CONTRACT

## THE HAP CONTRACT INCLUDES:

- THE TENANT'S NAME
- THE UNIT ADDRESS
- THE HOUSEHOLD MEMBERS
- THE EFFECTIVE DATES
- THE CONTRACT RENT
- THE TENANT PORTION OF THE RENT
- THE HOUSING ASSISTANCE PAYMENT

**Housing Assistance Payments Contract  
(HAP Contract)  
Section 8 Tenant-Based Assistance  
Housing Choice Voucher Program**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Part A of the HAP Contract: Contract Information  
(To prepare the contract, fill out all contract information in Part A.)

1. **Contents of Contract** This HAP contract has three parts:  
Part A: Contract Information  
Part B: Body of Contract Part  
C: Tenancy Addendum

2. **Tenant**

3. **Contract Unit**

4. **Household**  
The following persons may reside in the unit. Other persons may not be added to the household without prior written approval of the owner and the PHA.

5. **Initial Lease Term**  
The initial lease term begins on (mm/dd/yyyy):  
The initial lease term ends on (mm/dd/yyyy):

6. **Initial Rent to Owner**  
The initial rent to owner is: \$  
During the initial lease term, the owner may not raise the rent to owner.

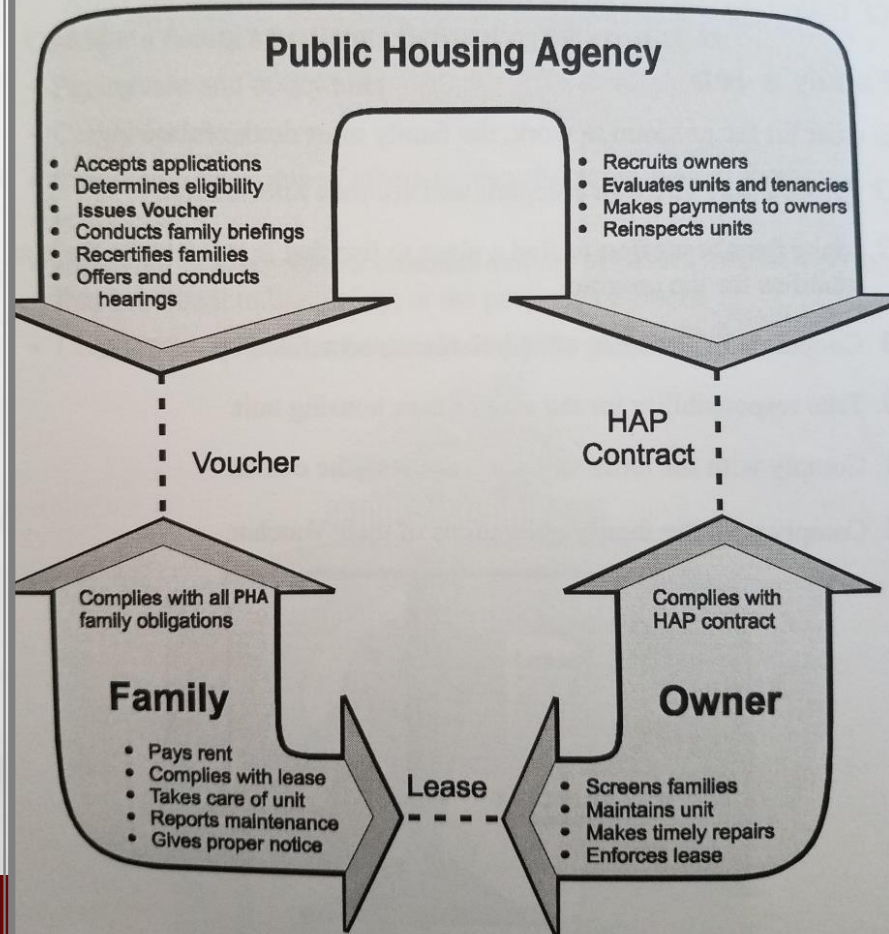
7. **Initial Housing Assistance Payment**  
The HAP contract term commences on the first day of the initial lease term. At the beginning of the HAP contract term, the amount of the housing assistance payment by the PHA to the owner is \$ per month.  
The amount of the monthly housing assistance payment by the PHA to the owner is subject to change during the HAP contract term in accordance with HUD requirements.

Previous editions are obsolete

Page 2 of 12

form HUD-62841 (04/2015)  
ref Handbook 7420.8

## Relationships and Responsibilities



# RELATIONSHIPS

- THE HAP CONTRACT IS BETWEEN THE LANDLORD AND RHA. THE TENANT IS NOT REQUIRED TO SIGN THIS FORM.
- THE LEASE IS BETWEEN THE LANDLORD AND THE TENANT. RHA IS NOT A PARTY TO THE LEASE.
- THE FAMILY SIGNS THE FAMILY OBLIGATIONS TO PARTICIPATE IN THE PROGRAM. THE FAMILY SIGNS THIS FORM EACH YEAR TO ACKNOWLEDGE AN UNDERSTANDING OF PROGRAM RULES.

# THE FAMILY OBLIGATIONS

- PAYING THE TENANT PORTION OF THE RENT
- PAYING FOR ANY UTILITIES THAT ARE ASSIGNED TO THE TENANT
- COMPLYING WITH THE TERMS OF THE LEASE
- REPAIRING ANY TENANT CAUSED HOUSING QUALITY STANDARD DEFICIENCIES
- GIVING PROPER WRITTEN NOTICE WHEN MOVING FROM THE UNIT OR TERMINATING THE LEASE
- REPORT ANY CHANGES OF HOUSEHOLD INCOME WITHIN 30 DAYS OF OCCURRENCE
- REQUESTING PROPER APPROVAL FROM RHA WHEN ADDING SOMEONE TO THE HOUSEHOLD



# **THE FAMILY OBLIGATIONS, CONTINUED**

- **THE FAMILY MUST SUPPLY ANY INFORMATION THAT RHA REQUIRES TO DETERMINE THAT THE FAMILY IS ELIGIBLE FOR THE PROGRAM**
- **ALL INFORMATION SUPPLIED MUST BE TRUE AND COMPLETE**
- **THE FAMILY MAY NOT OWN THE UNIT OR SUBLEASE THE UNIT**
- **THE FAMILY MAY NOT ENGAGE IN ANY DRUG RELATED OR VIOLENT CRIMINAL ACTIVITY.**

# **FAMILY SHARE AND INCOME REPORTING**

- **THIS PROGRAM IS INCOME BASED. THE AMOUNT OF SUBSIDY A FAMILY RECEIVES IS BASED ON THE HOUSEHOLD INCOME**
- **AT THE INITIAL LEASE UP, THE FAMILY MUST PAY AT LEAST 30% BUT NOT MORE THAN 40% OF THEIR MONTHLY ADJUSTED INCOME TOWARDS RENT AND UTILITIES. THE 40% CAP IS ONLY AT THE INITIAL LEASE UP AND DOES NOT APPLY FOR LEASE RENEWALS**
- **THE TENANT IS REQUIRED TO REPORT CHANGES OF INCOME OR HOUSEHOLD COMPOSITION WITHIN 30 DAYS OF OCCURRENCE**

# **INCOME REPORTING, CONTINUED**

- **THE HOUSING ASSISTANCE PAYMENT AND THE TENANT PORTION OF THE RENT MAY CHANGE BASED ON THE FAMILY'S CHANGES IN CIRCUMSTANCE**
- **YOU WILL RECEIVE A RENT CHANGE LETTER IN THE MAIL CONFIRMING THE RENT BREAKDOWN AND THE EFFECTIVE DATE**

# **COMMON OWNER VIOLATIONS**

**FAILING TO MAINTAIN THE UNIT**

**ACCEPTING PAYMENTS FOR A  
VACANT UNIT**

**DEMANDING OR ACCEPTING SIDE  
PAYMENTS**



## **ADDITIONAL HOUSEHOLD MEMBERS**

- **RHA REQUIRES THAT THE FAMILY RECEIVE PRIOR WRITTEN APPROVAL BEFORE ADDING AN ADULT MEMBER AS AN OCCUPANT OF THE UNIT**
- **RHA REQUIRES A CRIMINAL RECORD CHECK, A VERIFICATION THAT THE NEW MEMBER IS NOT A LIFETIME REGISTERED SEX OFFENDER, AND DOES NOT OWE ANY AGENCY A DEBT FOR A FEDERALLY ASSISTED HOUSING PROGRAM**

# **RENT INCREASE REQUESTS**

- **AFTER THE INITIAL LEASE TERM, AN OWNER MAY REQUEST A RENT INCREASE.**
- **ALL RENT INCREASE REQUESTS REQUIRE A 90-DAY WRITTEN NOTICE**
- **PLEASE BE MINDFUL OF ANY NEW YORK STATE LAWS THAT MAY REQUIRE A LONGER NOTICE TO BE PROVIDED TO THE TENANT.**
- **THE RENT REQUEST IS SUBJECT TO APPROVAL. RHA CONDUCTS A RENT REASONABLE TEST TO ENSURE THAT THE REQUESTED RENT IS REASONABLE TO OTHER COMPARABLE UNITS IN THE AREA.**

# INSPECTIONS

- HQS INSPECTIONS ARE DONE ON A BIENNIAL PLATFORM. THEY ARE CONDUCTED EVERY OTHER YEAR
- FAILURE TO COMPLY WITH INSPECTION REQUIREMENTS AND DEADLINES MAY RESULT IN THE ABATEMENT (SUSPENSION) OF THE HAP PAYMENTS
- IF DEFICIENCIES ARE NOT CORRECTED, THE HAP CONTRACT MAY BE TERMINATED
- THE TENANT IS NOT RESPONSIBLE FOR ANY HAP PAYMENTS THAT ARE ABATED FOR THE OWNER'S FAILURE TO COMPLY



# MID-LEASE INSPECTIONS

- RHA ENCOURAGES THE OWNER AND THE TENANT TO RESOLVE ISSUES REGARDING REPAIRS
- EITHER THE TENANT OR THE LANDLORD MAY REQUEST A MID-LEASE INSPECTION
- RHA WILL COME OUT TO INSPECT THE UNIT TO DETERMINE IF REPAIRS ARE REQUIRED



# UTILITY ASSIGNMENT



- NO CHANGES IN UTILITY OR APPLIANCE RE-ASSIGNMENT MAY BE PUT INTO EFFECT UNLESS AGREED UPON BY THE OWNER AND THE TENANT
- A NEW HAP CONTRACT IS REQUIRED FOR ANY CHANGES REGARDING THE UTILITIES OR APPLIANCES

# **DIRECT DEPOSIT AND ONLINE PORTAL**

- **RHA ENCOURAGES OWNERS TO ENROLL IN DIRECT DEPOSIT.**
- **COMPLETE AND SUBMIT THE DIRECT DEPOSIT FORM ALONG WITH A VOIDED CHECK OR A LETTER FROM YOUR BANK CONFIRMING YOUR ACCOUNT INFORMATION**
- **YOU MAY SIGN UP FOR THE OWNER PORTAL BY GOING TO OUR WEBSITE AND CREATING AN ACCOUNT**
- **FOR QUESTIONS ABOUT DIRECT DEPOSIT OR TO RECEIVE A REGISTRATION KEY FOR THE PORTAL, PLEASE EMAIL [DIRECTDEPOSIT@ROCHESTERHOUSING.ORG](mailto:DIRECTDEPOSIT@ROCHESTERHOUSING.ORG)**

# **HAP PAYMENTS**

**RHA issues payments twice per month; the beginning of the month and again mid-month.**

**Payments may be held if either the owner or the tenant failed to comply with program requirements.**

# IF YOU WOULD LIKE TO LIST A PROPERTY:



- PLEASE VISIT [AFFORDABLEHOUSING.COM](http://AFFORDABLEHOUSING.COM)
- IT'S FREE
- ALL PROGRAM PARTICIPANTS THAT ARE SEARCHING FOR HOUSING ARE REFERRED TO THIS WEBSITE
- *DISCLAIMER – [WWW.AFFORDABLEHOUSING.COM](http://WWW.AFFORDABLEHOUSING.COM) AND OTHER RENTAL LISTING WEBSITES ARE NOT MANAGED BY THE ROCHESTER HOUSING AUTHORITY (RHA). THEY ARE THIRD-PARTY WEBSITES, THAT ARE NOT OVERSEEN BY ANY STATE OR FEDERAL ENTITY OR REGULATORY ORGANIZATION. PARTICIPANTS SHOULD ALWAYS BE VIGILANT AND AWARE OF POTENTIAL SCAMS WHEN SEARCHING FOR A UNIT AND ABIDE BY ALL GUIDANCE AND STEPS PROVIDED BY YOUR HOUSING SPECIALIST*

FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE AT  
[WWW.ROCHESTERHOUSING.ORG](http://WWW.ROCHESTERHOUSING.ORG).

OWNER  
RESOURCES

Landlord Resources

Business Opportunities

Landlords

Apartment Listing

Landlord Resources

Direct Deposit

HQS Inspections


Project Based Voucher Program


HCV and PSH Program Standards


Owner Services Page


Procurement


Landlord Resources


 Access Manual for Landlords 01/2018 (877.36 KB)


 Change of Ownership Form 6/2017 (367.08 KB)


 Landlord Change of Address Form 6/2013 (70.83 KB)


 HAP Contract 9/14/2011 (373.44 KB)


 Management Authorization 6/2017 (137.21 KB)


 W-9 Form 4/2013 (84.44 KB)

 Program Guidelines for Landlords 4/2013 (64.50 KB)

 Lead Paint Brochure 4/2013 (212.12 KB)

 A Good Place to Live 4/2013 (352.39 KB)

 Landlord Guide (816.02 KB)

 Landlord Orientation (51,701.93 KB)

Click here to *register* for access to the RHA Landlord Portal

Click here to *access* the RHA Landlord Portal to view your RHA payment history

# **THANK YOU FOR YOUR INTEREST IN ROCHESTER HOUSING AUTHORITY**



**WE LOOK FORWARD TO A SUCCESSFUL BUSINESS RELATIONSHIP**