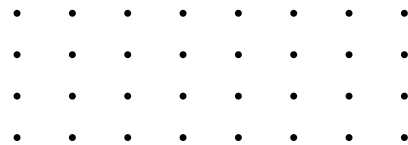




SELMA
HOUSING AUTHORITY



HOUSING CHOICE VOUCHER PROGRAM



LANDLORD INFORMATION



(334) 874-6271



www.selmahousing.com



444 Washington St.
Selma, AL 36703



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SELMA
HOUSING AUTHORITY

KENNARD RANDOLPH
President & CEO



Dear Housing Partner,

Welcome to **Selma Housing Authority's (SHA) Housing Choice Voucher (HCV) Program**, also known as **Section 8**. We invite you to partner with us if you have rental units within the SHA's jurisdiction.

Enclosed, you will find information about partnering with SHA to provide affordable housing for our residents.

Landlord Briefings are held for all HCV landlords as well as landlords interested in the HCV Program. During this session, you will learn more about the benefits of being an HCV landlord as well as what it means to partner with the Selma Housing Authority. **Contact Natalie Lewis** at nlewis@selmahousing.com, or at **(334) 874-6271 ext. 229**, for the dates of the next Landlord Briefing.

Meet Our Team:

- Natalie Lewis, Vice President of the HCV Program nlewis@selmahousing.com
- Pricilla Williams, Lead HCV Occupancy Specialist pricilla@selmahousing.com
- La'Tasha Frye, HCV Occupancy Specialist lfrye@selmahousing.com
- Jakayla Kimber, HCV Occupancy Specialist jkimber@selmahousing.com

To help the leasing process go as smoothly as possible, please review the enclosed information.

A successful HCV Program relies on strong partnerships with housing providers in the communities. We are committed to providing excellent customer service, don't hesitate to reach out if there is something we could be doing better.

We very much look forward to working with you.

Sincerely,

Natalie Lewis

Natalie Lewis, VP HCVP

Housing Choice Voucher Program



(334) 874-6271



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Selma, AL 36703



About the Housing Choice Voucher Program

What is the Housing Choice Voucher Program?

The Housing Choice Voucher Program, also known as Section 8, is a rent assistance program subsidized by the federal government. Selma Housing Authority administers the program in Selma.

How Does the Program Work?

The program allows low-income tenants to rent market-rate apartments, houses, or other multifamily units from private landlords. Tenants pay between 30 and 40 percent of their household's income towards rent and utilities, Selma Housing Authority pays the difference directly to the landlord, because tenants always pay a percentage of their income, instead of a fixed amount, their home remains affordable to them even if their income decreases.

What is the Role of the Selma Housing Authority?

After making sure that the unit meets Housing Quality Standards, Selma Housing Authority pays its portion of the monthly rent directly to the landlord. Selma Housing Authority is also responsible for making sure tenants follow program rules and remain eligible for the program. Landlords are responsible for enforcing the lease just as they would with any other tenant.

What Are the Benefits for Landlords?

- ✓ Predictable cash flow every month, landlords receive part of each voucher-holders rent from Selma Housing Authority. These "housing assistance payments" arrive on the same date every month. The payments, which help low-income families afford decent housing, provide a dependable source of income for participating landlords.
- ✓ Flexibility and stability if the tenant's income unexpectedly drops, we can reduce the tenant's portion of the rent and increase SHA's portion. This flexibility helps voucher assisted tenants avoid missed payments and maintain stable tenancies.
- ✓ Inspections help maintain property value our housing inspections help owners identify and fix problems with their units. By ensuring that units are kept in good condition, the program improves tenants' quality of life and helps owners protect their investments.
- ✓ Free advertising of vacant units. While we cannot refer tenants to specific owners, we do help tenants find housing by providing up-to-date lists of units available for rent.



Landlord Steps to Leasing

Becoming a landlord under the Housing Choice Voucher (HCV) Program is straightforward, and your partnership enables low-income families to live in decent, safe, and affordable homes. Follow the steps below to rent to a family with a voucher.

1. Ask to see a copy of the family's voucher to verify the program status and size of the unit that the family's subsidy is based on.
2. Screen the family just as you would any other prospective tenant.
3. Complete the following forms:
 - a. Request for Tenancy Approval (for all leases)
 - b. Utility Questionnaire (for all leases)
 - c. Lead-Based Paint Disclosure (for all buildings built before 1978)
 - d. W-9 Request of Taxpayer ID (for new landlords only)
 - e. Direct Deposit Authorization
4. Return the required forms to Selma Housing Authority
 - a. By mail or in person: 444 Washington St. Selma, AL 36701
 - b. By email: Pricilla Williams, pricilla@selmahousing.com Tenant Last Name: A-K
Courtney Sharpe, csharpe@selmahousing.com Tenant Last Name: L-Z

We will contact you to confirm the information, answer any questions, and schedule the inspection within 10 business days. We will approve the paperwork provided it is complete, accurate, and signed by all parties. The rent must be reasonable and consistent with current market rates, and it must be affordable for the tenants after the subsidy is calculated.

Prepare the Unit for Inspection.

Refer to the "Guide to Have Your Unit Inspection-Ready" so you know what to expect. If you address potential issues before the inspection, your unit is more likely to pass, and you will save the time and delay of a reinspection.

Attend the Inspection Appointment.

You (or an authorized representative) will need to attend the initial inspection. If any problems are found, they must be addressed before your unit can be approved.

Return a Copy of the Lease and Remaining Paperwork to Selma Housing Authority.

The initial lease term must be for 12 months, use your standard lease and attach the HUD Tenancy Addendum form.

- *Lease* - send a copy of the signed lease, which must include both your signature and the tenant's signature.



Landlord Steps to Leasing

The HAP contract between you and the Selma Housing Authority describes how subsidy payments will be made and outlines your responsibilities as a landlord participating in the program.

- *Housing Assistance Payments (HAP) Contract* - After the inspection, SHA will send you a HAP Contract.

Payments.

After the above steps are completed Selma Housing Authority will issue payment to cover subsidy back to the start date of the HAP Contract; future payments will be made on the first day of each month.

If you have any questions or need assistance completing the forms, please call (334) 874-6271



Guide to Having Your Unit Inspection-Ready

This guide is provided to give you a general idea of what the inspector will be looking at; note this is not an exclusive list. Please take care of any repairs before the inspector arrives.

General

- ☐ Address and unit numbers are easily visible from the street.
- ☐ Lead paint: all painted surfaces are free from cracks, scaling, chipping, peeling, or loose paint (for units built before 1978).
- ☐ Appliances provided in the lease are working properly and all parts are operational.
- ☐ Working smoke detectors and carbon monoxide detectors are located on each level of the unit.
- ☐ All utilities must be turned on at the time of the initial inspection.

Plumbing

- ☐ The unit must have an adequate water supply.
- ☐ Plumbing lines and fixtures must be free of serious leaks or defects.
- ☐ The fixtures and the waste disposal system work properly.

Heating

- ☐ Heating devices are permanently installed and operate and vent properly.
- ☐ Gas and oil furnaces must be serviced at least every two years.

Walls, Ceilings, and Floors

- ☐ There are no serious defects that threaten the structural safety of the building.
- ☐ No loose surface materials and items or components are in danger of falling.
- ☐ There are no damaged structural members or large holes or cracks.
- ☐ There are no defects in the floor materials that may pose a tripping hazard.

Electrical

- ☐ There is no broken, non-insulated, or frayed wiring.
- ☐ There are no improper types of wiring connections, such as exposed wire nuts.
- ☐ All electrical junction boxes have covers.
- ☐ There are no exposed fuse box connections or open spaces in the electrical panel.
- ☐ All grounded outlets are wired correctly; if not grounded have non-grounded or GFCI plugs installed.

Security

- ☐ There are no double-keyed deadbolt locks on doors.
- ☐ Exterior doors lock securely.
- ☐ Windows that are accessible from the outside and are designed to be operable must lock properly.
- ☐ There must be at least one window that is operable and allows for escape in bedrooms. Any locks on interior doors are keyless privacy locks.



Guide to Having Your Unit Inspection-Ready

Common Fail Items

- ☐ Non-functional smoke detectors.
- ☐ Missing or cracked electrical outlet cover plates.
- ☐ Railings are not present where required.
- ☐ Peeling interior or exterior paint.
- ☐ Tripping hazards.
- ☐ Cracked or broken windowpanes.
- ☐ Inoperable burners or range hoods.
- ☐ Missing burner control knobs.
- ☐ Inoperable bathroom fan/no ventilation.
- ☐ Leaking faucets or plumbing.
- ☐ No temperature/pressure relief valve on water heaters.