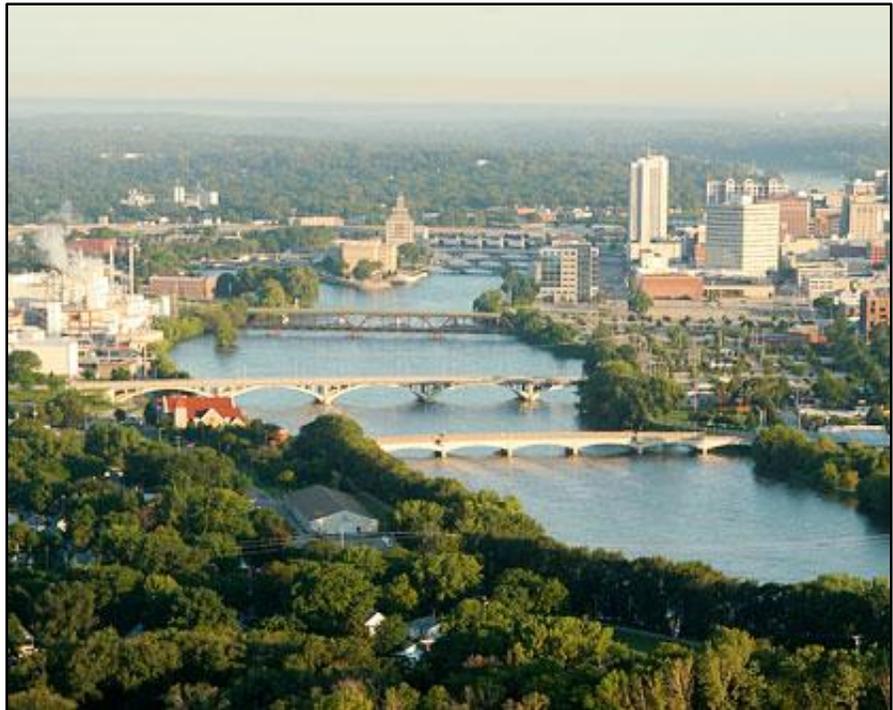


Owner Handbook

Section 8 Housing Choice Voucher Program



Community Development
Department
Housing Services

Mission Statement

The City of Cedar Rapids Housing Services' mission is to provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. The Housing Services Office is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.

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Introduction

The Owner Handbook is designed to provide rental property owners, managers, and caretakers with information needed to successfully participate in the Section 8 Housing Choice Voucher (HCV) Program. The Section 8 program is under the control of the US Department of Housing and Urban Development (HUD) and administered locally by the City of Cedar Rapids Housing Services, which HUD refers more commonly to as the local Public Housing Authority (PHA). Currently over 1,100 families in Linn & Benton counties receive assistance each month with their rent payments.

Section 8 is a three-way partnership between property owners, program participants and the PHA. The success of the program is due to the willingness and cooperation of the many local property owners and managers. Without this participation, the Section 8 HCV program would not exist. Throughout this handbook, the PHA strives to provide property owners and managers with the information necessary to ensure satisfying participation in the Section 8 HCV program. The City of Cedar Rapids Housing Services invites feedback from property owners that will help us continue improving our services.

Roles & Responsibilities

Cedar Rapids Housing Services

- Determines household's eligibility for the Section 8 Program
- Issues voucher to family
- Supplies family with Request for Tenancy Approval (RTA)
- Approves rent and tenancy
- Performs Housing Quality Standards (HQS) Inspections
- Prepares HAP contract/lease addendum/certifications and sends to owner/tenant for signatures
- Issues housing assistance payments (HAP) to owners

Owner

- Shows available unit
- Screens prospective tenant
- Approves prospective tenant
- Completes RTA form
- Provides proposed lease
- Signs and returns documents sent by PHA
- Enforces terms of lease

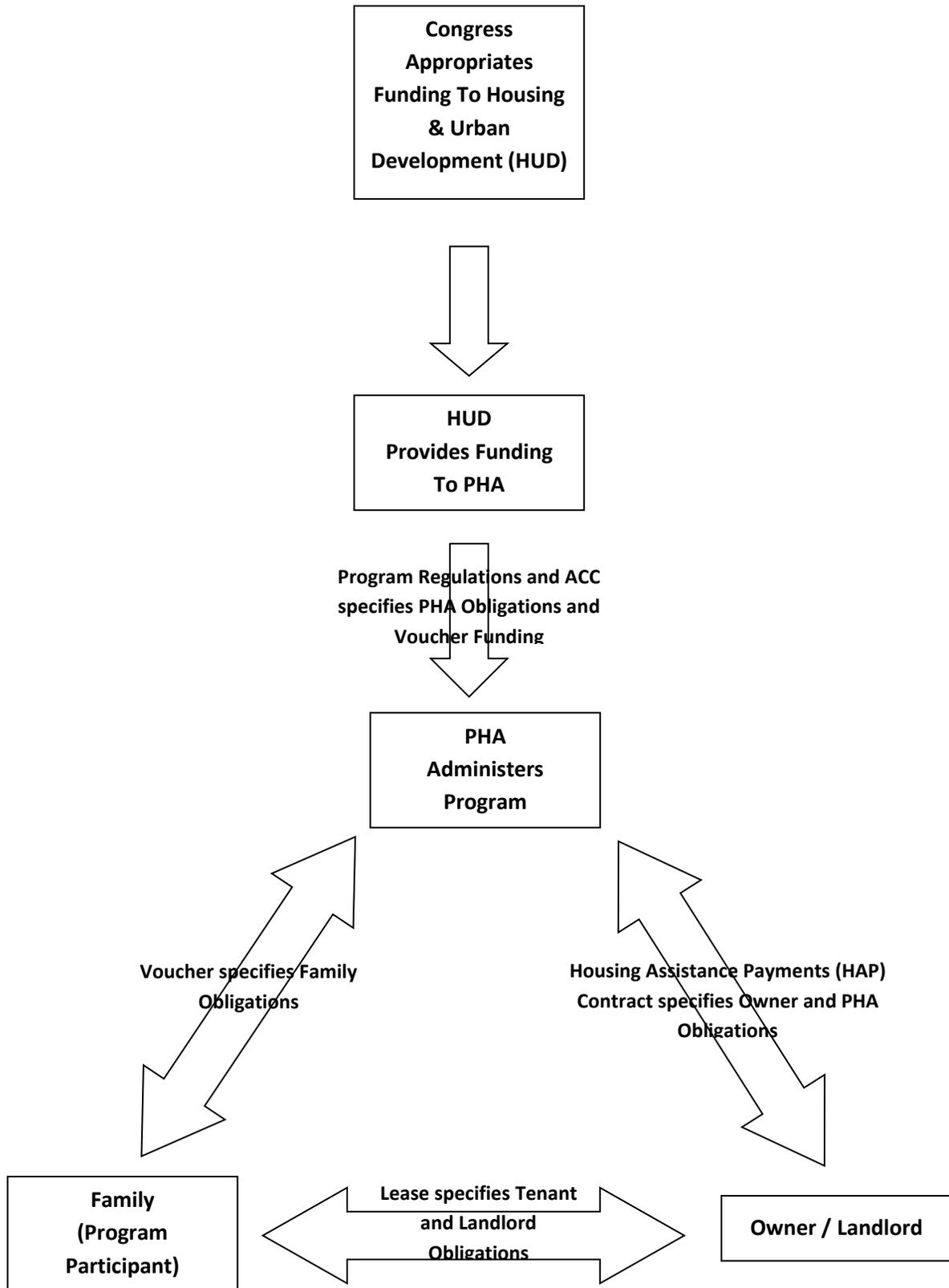
Cedar Rapids Housing Services



Program Participant

- Contacts owner of unit
- Expresses interest in renting unit
- Completes RTA and Lead Disclosure Form (LDF) from with owner
- Returns RTA & LDF to Housing Services
- Abides by lease terms and program policies

Program Funding



Program Information

Q What is the Program's basic purpose?

A: The basic purpose of the program is to offer rent assistance opportunities to low income households by utilizing existing housing units. This enables low income households to rent most housing types throughout the PHA service area, thus avoiding a concentration of assisted housing.

Q What does the Program offer to owners?

A: Owners are guaranteed a portion of the rent paid by the PHA by the first of the month (except the 1st month's payment is late). The intent of the program is to lessen the burden on the household's budget for housing costs, helping them to better afford their rental portion, resulting in more consistent, timely and full payments to owners. Additionally, an annual inspection of the unit helps alert owners to required and/or recommended repairs; ideally, timely maintenance will reduce costs.

Q Who is eligible for the Program?

A: Households are eligible if their gross annual income does not exceed the federal income guidelines. The program is designed to assist seniors, families, individuals with a disability, and other single individuals. A household is eligible for the program, not a housing unit.

Q How does an owner get involved in the Program?

A: An owner becomes involved in the program through a renter who has been found eligible for the Section 8 program.

The household looking for a rental unit will inform the owner that they have a voucher

for rent assistance and will ask the owner if he/she is willing to participate in the program.

Q Does the PHA screen prospective renters for the owner?

A: No. The PHA does not screen participants for rental/credit history. Program participant screening and selection is the responsibility of the owner. The PHA recommends that the owner check references of all rental applicants (assisted and non-assisted) for past rental history. The PHA will provide a prospective landlord with a program participant's current and previous landlord's name, address, and telephone number. Ideally complete reference information will aid the landlord in efficient and effective processing.

Q Can the owner obtain additional information about the household from the PHA?

A: Yes, if the household provides the PHA with a written release of information form signed by the prospective renter.

Q Is the owner required to participate in the rent assistance program?

A: An owner has the same right of tenant selection with regard to rent assistance program participants as other applicants. State and Federal laws prohibit housing discrimination based on race, color, national origin, religion, sex, disability or familial status (including children under the age of 18 living with parents or legal custodians, pregnant women and people seeking custody of children under 18).

Q What type of housing unit can be rented by the household?

A: Apartments, single-family homes, duplexes, townhouses, condominiums, and mobile homes are all eligible housing types.

Q Are there limits on rents?

A: Rent limits are generally determined individually for each household based on three factors. The first factor is the payment standard amount, which is set by bedroom size. The second factor is household income. Generally, the higher the household income, the higher the approvable rent. The payment standards are determined to include modestly priced rental units. Not all units are affordable for the program participants. The third factor is that the rent must be determined reasonable by the PHA.

Q How much of the rent does the household pay?

A: For most programs, the household will initially pay between 30-40% of their monthly income toward their housing cost. A maximum PHA subsidy is calculated and the household is responsible for the remainder of the rent.

As a guideline to assist in determining the percent of the household's income used for housing, if the household chooses a unit that rents for less than the Payment Standard they will pay 30% of their income for housing. If they choose a unit that rents for more than the Payment Standard they will pay more than 30% of their income for housing. The household's rent portion is affected by both their income and the rent charged.

Q Are tenant-paid utility charges taken into consideration?

A: An estimate for tenant-paid utilities (excluding telephone and air conditioning) is calculated by the PHA using average consumption data by bedroom size, structure type, energy source, and current utility rate information. This data is updated annually.

The monthly rent plus this estimate equal the gross monthly rent for the unit.

Q When can the rent amount be changed?

A: This option is dependent upon available program funding and the rent reasonableness of a rental unit. However, rent cannot be changed in the first year.

Q How and when does the owner notify the PHA of a rent change?

A: Following the initial term of the lease, the owner may adjust the rent by providing the PHA & tenant with a 30-day written notice of the change (60-day recommended). In some instances the PHA's ability to approve rent increases is limited as a result of budget restraints or funding availability.

Q Will the PHA help a household decide if they can afford the rent?

A: At the time of any move or admission to the program, the PHA will determine the maximum rent allowed for household based on their income. The Voucher will show their total limit for rent and utility allowance. Hopefully, this process will eliminate most cases where an owner has selected the tenant, but the PHA must deny the unit because it is not affordable for the household.

The PHA will ensure that a household's initial rent amount will be no more than 40% of their income (after any program deductions).

Q What will cause the household or PHA's rent portion to change?

A: Rent portions may change at the household's annual re-examination or mid-year due to a change in the household's income, expenses, or household composition; and/or change in the contract rent or change in payment standards. The owner and the

household will be notified, in writing, of any change in rent portions.

Q What should an owner do if a program participant seriously and/or repeatedly violates provisions of the lease?

A: The PHA recommends problems with assisted tenants are handled in the same manner as those of unassisted tenants, and in accordance with state law. The PHA is not a party to the lease and does not have authority or responsibility to intervene in or to resolve problems.

The PHA further recommends that the owner notify the household in writing of the violations, request the necessary change(s), and state a deadline for the change(s). The owner should forward a copy of correspondence to the PHA.

When the PHA receives a copy of the lease violation notice, the PHA Case manager will notify the program participant that the PHA is aware of the violation and inform the program participant that lease violations that

result in a court ordered eviction will result in termination of their rent assistance program benefits. The PHA Caseworker will encourage the program participant to remedy the situation.

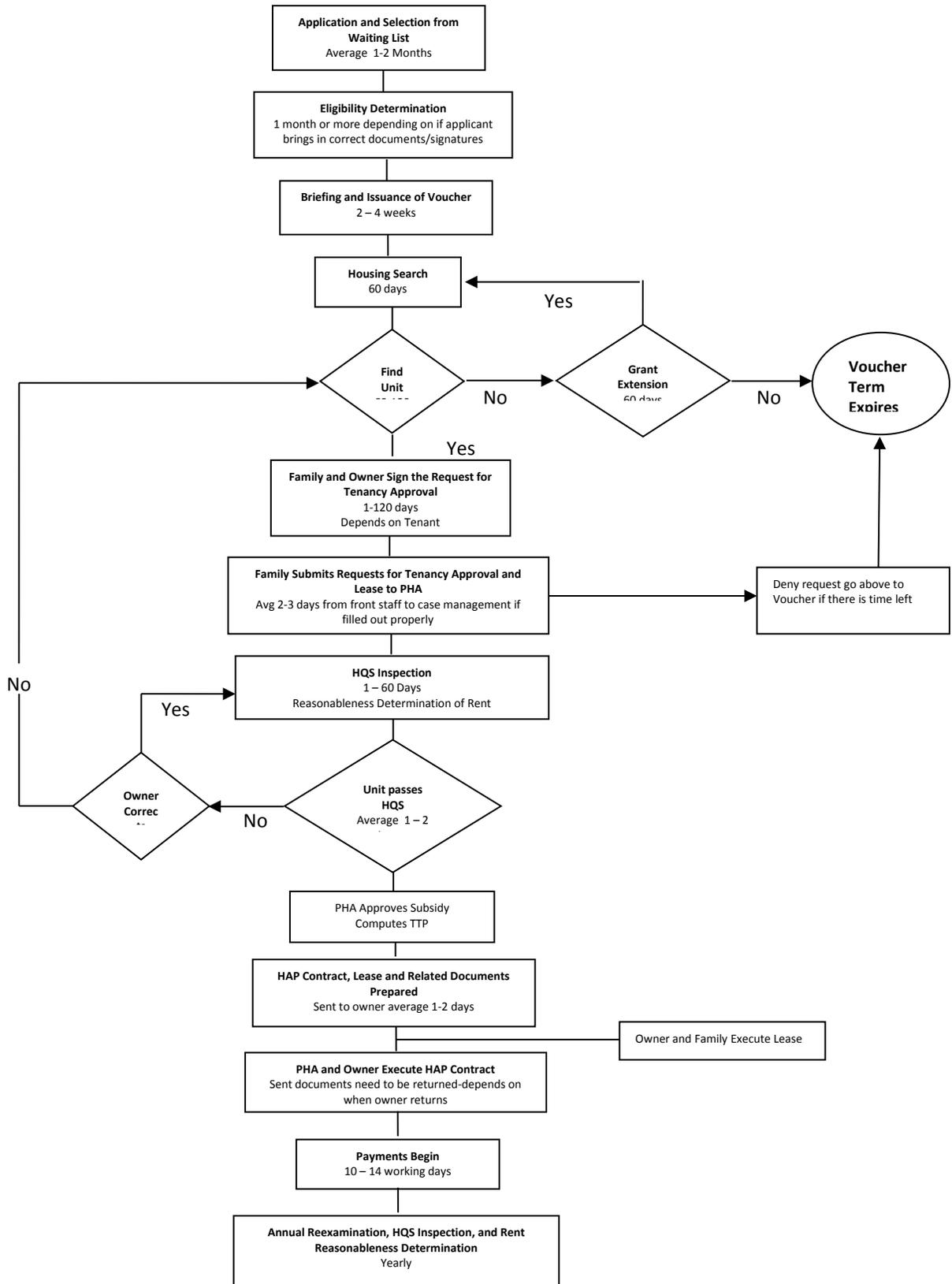
After written correspondence, if the family does not correct the problem, the owner can consider issuing a vacate notice if not in the first year of lease/contract. If the family complies with a written vacate notice, the PHA considers this a mutual termination of the lease, not an eviction.

Or, if the family does not correct the problem, the owner can initiate legal court eviction by contacting the County Clerk of Court.

The owner must notify the PHA, in writing, of commencement of lease termination procedures. This can be done by furnishing the PHA with a copy of the tenant's vacate notice and/or Unlawful Detainer. If a family is evicted through a court for serious or repeated lease violations, the families housing assistance will be terminated.

Request for Tenancy Approval Housing Choice Voucher Program		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB Approval No. (exp.
<small>Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a required to respond to, a collection of information unless that collection displays a valid OMB control number.</small>			
Voucher Housing Choice Voucher Program		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0169 (exp. 9/30/2012)
<small>Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small>			
<small>This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.</small>			
<small>Please read entire document before completing form</small> <small>Fill in all blanks below. Type or print clearly.</small>		Voucher Number	
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)	1. Unit Size	2	
2. Date Voucher Issued (mm/dd/yyyy) <small>Insert actual date the Voucher is issued to the Family.</small>	2. Issue Date (mm/dd/yyyy)	03/04/2011	
3. Date Voucher Expires (mm/dd/yyyy) <small>Insert date sixty days after date Voucher is issued. (See section 6 of this form.)</small>	3. Expiration Date (mm/dd/yyyy)	05/03/2011	
4. Date Extension Expires (if applicable)(mm/dd/yyyy) <small>(See Section 6. of this form)</small>	4. Date Extension Expires (mm/dd/yyyy)		
5. Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)	
Jane A. Doe	<i>[Signature]</i>	4090 #254 3090 #191	
7. Name of Public Housing Agency (PHA)	City of Cedar Rapids Housing Services 8. Name and Title of PHA Official		Date Signed (mm/dd/yyyy) 2/22/11
L.H. MAX #477 OR LESS TOTAL #731 <i>[Signature]</i>			

Key Activities in Program Administration



Move Process

Step 1: Tenant Written Move Notification to Owner

Timeline: 30-60 (1st to end of month) prior to Move

- 1) Tenants currently under their first year on Section 8 HCV are not eligible to move and should contact their case manager for additional questions.
- 2) The tenant or landlord must give a minimum of a 30 day written notice (1st to end of month). However, it is preferred that a 60 day notice is given. A copy of the notice will need to be submitted to our office.
- 3) The tenant and landlord should check with the landlord's current policy and lease regarding moving eligibility.
- 4) The case manager determines if the move is approvable.

Step 2: Tenant Move Notification to Section 8

Timeline: 10-60 days

- 1) Within 10 working days upon receipt of the move notification, the case manager will let the tenant and landlord know in writing whether or not the move is approved or denied.
- 2) If approved, the tenant will be sent documents to fill out and submit to our office to start the update process.
- 3) Case manager will send out additional verifications that are required. When verifications are returned, the case manager will determine eligibility and send the tenant a Voucher.

Step 3: Issuance of Voucher

Timeline: 60-120 days

- 1) The tenant is sent the voucher to sign and return to our office within 7 working days.
- 2) Once the original voucher is returned, the tenant will receive the Move Packet envelope with all the instructions for the move process.
- 3) The voucher will be issued for 60 days to look for a unit. The tenant can request in writing prior to the voucher expiration date, an extension of their voucher will not to exceed a total of 120 days.
- 4) The tenant selects a unit from the open market within their total voucher limits.
- 5) If the landlord is interested in renting the unit to the tenant, the landlord should screen the tenant as they would screen any non-Section 8 HCV tenant.

Step 4: Request for Tenancy Approval

Timeline: 1-120 days

- 1) The landlord and tenant will complete and sign the Request for Tenancy Approval and Lead Paint Disclosure Form.
- 2) The tenant is responsible for returning the forms to the office.
- 3) The Request for Tenancy Approval must be submitted to our office before the voucher expires.

Step 5: Request Approval and Inspection

Timeline: 3-45 days

- 1) The Housing Services office determines if the tenant is income-eligible for the unit and that the rent is reasonable.
- 2) A tenant may not pay more than 40% of their adjusted monthly income towards the initial rent and utility allowance for the unit.
- 3) Housing Services inspects the unit to ensure it is in compliance with HUD's Housing Quality Standards. The initial inspection could take up to 14 days depending on the inspector's schedule.
- 4) If the unit does not pass, the owner has up to 30 days to make the necessary repairs.

Step 6: Lease Addendum and HAP Contract Executed

Timeline: Owner has 30 day to return paperwork

- 1) The Lease Addendum and HAP Contract will be executed and HAP payments will occur providing:
 - The unit passes HQS inspection.
 - The tenant has all required utilities turned on in their name.
 - The tenant moves in.
 - The landlord and tenant have signed the lease addendum and the landlord has signed the HAP Contract.
- 2) The first payment cannot be processed until all documents are signed by all parties and returned to our office. Processing the first HAP payment can take 2-4 weeks.

Note: Please note that the timeframes provide above are approximates. The timeframes for steps may vary depending on when the Request for Tenancy Approval is returned by the tenant, inspections results, and other factors. At this time our office is not prorating rent subsidies. Also, our program currently does not have funding available to pay for deposits on rental units.

Security Deposits

Q How is the security deposit handled?

A: The owner may collect the same security deposit amount from an assisted household as is collected from an unassisted household. The owner must collect a deposit amount not more than that of private market practice and abide by state laws.

The owner charges market-rate security deposits and then deals directly with the program participant in the event of damages, unpaid rent or vacancy loss. This allows the owner to more uniformly deal with tenants whether assisted or not assisted.

NOTE: The deposit amount is entered on the HAP contract.

Inspections

Q Is the unit inspected by the PHA? What is the purpose of the inspection?

A: Yes. A unit must be inspected by the PHA Inspector initially to ensure the unit meets Federal Housing Quality Standards (HQS). The Housing Quality Standards were developed to ensure that housing assisted through the Program is “decent, safe and sanitary.” The unit must be re-inspected annually.

Q What if a unit “fails” the inspection?

A: Under Federal regulations, a unit either “passes” or “fails”. Any item that does not meet the standards will cause the unit to fail. The owner will be notified if the unit “fails”. The owner determines whether he/she is willing to make the repairs and informs the program participant and PHA of this decision. The owner has 30 days to make the necessary repairs. If the owner elects not to make the repairs or fails to make the repairs in 30 days,

the household must choose another unit to receive assistance.

Q What happens if the unit fails the inspection due to tenant-caused violations of the standards?

A: The program participant is responsible for HQS violations caused by the following:

- Program participant failure to pay for tenant-supplied utilities;
- Program participant failure to provide and maintain tenant-supplied appliances

The PHA may terminate assistance to a program participant for tenant-caused HQS violations.

Until assistance to the program participant is terminated, the PHA does not stop HAP payments to the owner or terminate the HAP contract because of tenant-caused violations. If PHA terminates lease, the HAP contract terminates automatically

Overview of Housing Quality Standards

The federal regulations for the program stipulate that each unit shall meet basic “Performance Requirements” with respect to the following:

- Sanitary facilities
- Food preparation and storage space
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality

- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition
- Smoke Detectors

Each **DWELLING UNIT** must have a minimum of a living room, kitchen area, bathroom and

one living/sleeping room for every two family members.

The **BATHROOM** must have a flush toilet, fixed basin and tub or shower with hot and cold water, an operable window or fan vented to the outside, and a ceiling or wall type light fixture and one GFCI protected electrical outlet.

The **KITCHEN** must have a stove or range, a refrigerator, a sink with hot and cold water, space for storage, preparation, and serving of food, facilities for sanitary disposal of food wastes, a ceiling or wall type light fixture and electrical outlets.

The **LIVING/SLEEPING ROOM(S)** must have two outlets and one light or if there is no light, at least two outlets, of one which is a switched outlet. This room must have an operable window large enough to be used as an emergency exit. Smoke detectors are required in each bedroom or sleeping room.

CEILING, WALLS, FLOORS, WINDOWS must be in good condition. There cannot be any large cracks or peeling and/or chipped paint or plaster. Windows must open and close properly, cannot have cracked, broken or missing panes, and if accessible from the outside, must be lockable.

PORCHES, BALCONIES, DECKS that are more than 30 inches above ground must have a rail 36 inches high. All stairs (interior or exterior) with four or more steps including the landing must have a handrail.

SMOKE DETECTOR(S) must be present and functioning within 15' of each bedroom or sleeping room, in each bedroom and on each level of the unit, including basements. Unfinished attics do not require smoke detectors.

The **SITE AND NEIGHBORHOOD** must be free from conditions that could endanger the health, life, and/or safety of residents. The unit must be free of insect or rodent infestation.

Most Common Fail Conditions

- Missing or Nonfunctioning smoke detectors
- Missing or cracked electrical switch plate and outlet covers
- Burners on kitchen stove/range not operating as designed
- Cracked and/or broken window panes
- Leaking faucets/plumbing
- Inoperable bath fan
- Carpet and vinyl conditions – safety issues
- Railings on four or more steps not present

Lead Paint:

****IMPORTANT**** If the unit was built before 1978 and the program participant has children under the age of six (6), no defective or peeling paint surfaces are allowed on either the interior or exterior of the building. If the rental unit has chipped or peeling paint, it must be removed using safe work practices, and some repairs may require a clearance test.



Lead-Based Paint Requirements

1. DISCLOSURE:

- Disclose known lead-based paint hazards to **ALL** potential residents prior to execution of a lease. Provide a copy to Housing Services. Specific knowledge includes items such as:
 - LBP Inspection Report
 - Visual Risk Assessment Report
 - Clearance Test Results and/or the Report
- The owner must also provide **ALL** prospective families with a copy of Protect Your Family From Lead in Your Home or Lead Paint, How To Protect Iowa Families.
 - Contact the Iowa Dept. of Public Health at 800-972-2026 for a brochure.

2. LEAD REMEDIATION:

- When necessary, perform paint stabilization to correct deteriorated paint
- Conduct lead hazard reduction activities when required by Housing Services
- Complete 8-hr. LSWP class when required by Housing Services.
- Perform all work in accordance with HUD prescribed safe work practices and conduct clearance activities when required

3. PRE-RENOVATION NOTIFICATION:

- Each time such an activity is performed, notify tenants about the conduct of lead hazard reduction activities and clearance (if required)
 - A copy of this must be furnished to Housing Services.

4. MAINTENANCE:

- Perform ongoing maintenance. As part of ongoing maintenance, the owner must provide written notice to each assisted family asking occupants to report deteriorated paint. The notice must include the name, address, and phone number of the person responsible for accepting the occupant's complaint.
 - A copy of this must be furnished to Housing Services before a rent subsidy is started.
 - Owner or maintenance personnel must take the HUD Web based training to perform an annual Visual Assessment.



Paint Stabilization Safe Work Practices

Safe Work Practices Include but are not limited to the following:

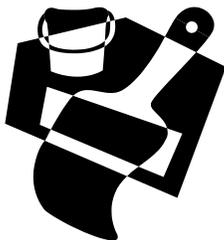
PROTECT: Lay plastic sheeting on the floor or ground of your work area at least 6' in all directions and cover any furniture in your work area. If you can't enclose your work area with a door, use plastic sheeting over door ways to limit access (recommend 6 mil poly film).

MINIMIZE: Minimize the amount of dust and debris generated from the scraping or sanding of the painted surface by lightly misting the surfaces with water first.

CONTAIN: Contain all loose paint debris including dust, chips and building components in the plastic sheeting from the floor and dispose of (can go to local landfill).

CLEAN-UP: Once work is completed and containment disposed of, vacuum the interior work area as well as two feet outside the containment. Vacuum the exterior as well. If work was done in several areas, it is best to clean the entire unit. If work is done on the exterior, make sure there are no visible chips in the soil. Clean interior with water and household detergent. Clean window troughs, sills and floors and any other horizontal surface. Do a final vacuuming with a HEPA vacuum.

DO NOT USE A SHOP VAC



MAINTAINING AND MONITORING YOUR RENTAL PROPERTY

Maintaining and monitoring your living area is an important component in reducing childhood lead poisoning. To keep your home a lead safe house, maintaining surfaces and routinely monitoring is a necessity. Without monitoring you may be unaware of any surfaces that need maintenance. Without maintenance lead hazards may appear and your home is no longer a Lead Safe House.

Visual Surveys: (monitoring)



The goal of visual surveys is to confirm the following:

- Painted surfaces with known or suspected lead-based paint are not deteriorating
- Control methods such as encapsulation and enclosure have not failed
- Structural problems (e.g., water leaks) do not threaten the integrity of any remaining known or suspected lead-based paint

Visual surveys should be conducted at the following times:

- Whenever the owner receives complaints from residents about potential lead hazards
- The dwelling turns over or becomes vacant
- Significant damage occurs that could affect the integrity of control treatment

Property owner responsibility: ensure visual surveys are completed at least yearly

Tenant responsibility: report any damages or deteriorated surfaces known or suspected to be lead based paint



Maintenance & Good Management Practices

Tenants, landlords, and owners should maintain dwelling(s) in good condition to ensure a lead safe house using the following practices:

Landlords:

-  Always use Safe Work Practices.
-  High-efficiency particulate air (HEPA) vacuuming, wet mopping, and cleaning of floors, window troughs, interior window sills, and all other horizontal surfaces at turnover.
-  Provide lead-based paint hazard information to residents per EPA disclosure rule prior to rental.
-  Notification Regarding Lead-Based Paint Prior to Renovation, Remodeling, or Repainting. Chapter 69 of the Iowa State Code.
-  Provide washable doormats inside the primary entrance to the resident.
-  Maintaining ground cover.
-  Inform residents to report any signs of paint deterioration or failure of hazard control treatments.



Lead Safe Renovation, Remodeling and Painting (RRP)

Linn County Public Health and the City of Cedar Rapids provide an 8-hour Safe Work Practice Class. This class teaches the background of lead-based paint and lead poisoning, sources of lead poisoning, federal and state laws concerning lead-based paint, and how to safely handle, clean, and dispose of lead-based paint. If you are interested in attending please contact Art Anderson at 319-286-5179.

Together we can help eliminate one of the most preventable environmental diseases around today, Childhood Lead Poisoning.

Forms and Procedures

In an effort to make this handbook more readable, samples of documents and forms used in the administration of the Section 8 Program have not been included. If you would like to review the actual documents (contract, lease addendum, etc.) please call (319) 286-5872

Q Whose lease document is used?

A: The HUD approved Residential Lease and Tenancy Addendum is provided for owner and tenant signatures. The tenancy addendum adds information regarding termination of tenancy and prohibited lease provisions.

In addition to the lease and addendum, the owner can enter into an agreement with the tenant, with their own specific tenant obligations.

An owner participating in the Section 8 Program may set the term after the first year lease and may terminate tenancy without cause at the end of the initial lease term or at the end of a successive renewal term. For example, if the lease provides for automatic renewal on a month-to-month basis, the owner may terminate tenancy with proper 30 days (60 days recommended) written notice to the tenant and the Housing Authority without cause. During the course of the initial term or during the course of each successive month extension, the owner may terminate the tenancy if the owner has cause under the grounds for termination of tenancy stated in the HUD required tenancy addendum.

Q What is a “Request for Tenancy Approval”?

A: The Request for Tenancy Approval (RTA) is a form that the family initially provides to the owner. The owner completes it with information about the unit regarding size, responsibilities and tenant signs where designated. The family returns it to the PHA before the voucher expires. The form provides the PHA with the information necessary for scheduling the inspection, the preparations of the lease addendum and contract documents. The RTA also provides a prospective landlord with the program participants’ current and past landlord information. This is designed to assist the landlord in their screening process.

The RTA is not a lease, however, we suggest that a landlord not complete the RTA unless it has been determined that the landlord will be entering into a lease with the family.

Q What happens after the Request for Tenancy Approval is returned to the PHA?

A: The PHA Case manager will review the form. The owner and program participant will be notified if there are questions or problems with the proposed leasing arrangement and/or rent amount.

The Case manager will provide the RTA to the inspector to schedule the inspection. The unit must pass the inspection before the lease and housing assistance can start.

After the unit passes the inspection, the lease and contract documents will be prepared and mailed to the owner. It is the owner’s responsibility to ensure the documents are

signed and returned to the PHA in a timely manner to enable the PHA to make a timely payment to the owner. The contract must be executed no more than 60 days after the effective date of the lease.

The lease is a legal document between the owner and tenant. The PHA is not a party to the lease; however, the owner must provide the PHA with a copy of the signed lease.

Q What is the Housing Assistance Payment (HAP) Contract?

A: This is a contract between the Owner and the PHA. Essentially it guarantees that the PHA will pay its portion of the rent provided the owner performs his/her responsibilities under the lease and contract and the participant remains in the rental unit.

The PHA strongly recommends that the owner read the contract in its entirety, and be familiar with all provisions.

Q When does the PHA mail rent payments?

A: It is the policy of the PHA to mail rent payments on the last working day of the month with the intention that the owner receives payment on the first working day of the month. The owner may receive the payment late the first month of assisted occupancy due to delayed processing affected by the completion of the inspection and return of leasing contract documents.

Q What should an owner do if he/she has a question about the amount of or receipt of a payment?

A: Contact the PHA Case manager assigned to the household. His or her name will appear on the paperwork received from the PHA.

Q What should an Owner do if he/she suspects a fraudulent situation

regarding the income or household composition of an assisted tenant?

A: Contact a PHA Case manager. The PHA is seriously concerned about any fraud or abuse in the program. We ask for the owner and/or managers help in reporting any fraudulent situation.

Q What is the process if a household wants to move to another unit within the same building/complex or another building/complex?

A: If not under the first year's leases, the program participant is required to give the PHA at least a 30-day notice (60 is recommended) of his/her intention to move and must have permission from the landlord. The PHA must re-verify income, re-establish rent portions, execute new documents, and inspect the new unit. (See Move Process on Page 7)

Q How often does the PHA meet with program participants to review their situations and re-determine their rent responsibilities?

A: At least once annually the PHA re-certifies participant's income and re-determines rent. This process is called the annual reexamination. The PHA begins the process approximately 90 – 120 days prior to the lease renewal date. This process also involves contacting the owner about lease renewal, new rent amounts, and the annual inspection of the unit.

Q What happens if a program participant "skips" or vacates a unit in violation of their notice requirement?

A: Assistance for participants who leave their unit in violation of their lease term will be terminated from the rent assistance program. Please notify the family's PHA Case manager immediately of this event.

Ownership Changes

Current Owner: *(The individual or entity that has a HAP contract and is receiving subsidized rent assistance payments from Cedar Rapids Housing Services.)*

Step 1: Within 10 working days of closing the property, the current owner must provide a written notification to the Cedar Rapids Housing Services Division and the tenant. The notification should state that the property has been sold to a new owner. The current owner must also provide Housing Services with the following information:

- a. New Owner's Name, address, and phone number;
- b. A list of tenants; and
- c. The date the new owner took possession of the property.

Step 2: The current owner should provide the new owner with a copy of all Section 8 paperwork, including the HAP contract and deposit.

New Owner: *(The individual or entity that is purchasing the property from the current owner.)*

Step 1: Within 10 working days of closing the property, the new owner must provide Housing Services with the following information:

- a. A written notification to Housing Services that states: The sale of property has already been closed and is updated with the City Assessor's Office; check City Assessor's website owner information. If the website already shows new owner data, do not need the transfer of title or deed;
- b. A copy of the escrow statement or other document showing the transfer of title; and
- c. A copy of the recorded deed.

Step 2: Once the information is received, Housing Services will provide the new owner with an owner information packet and a W9 form (if needed). The W9 form must be returned to Housing Services within 10 working days.

Step 3: The new owner and tenant will both need to sign the Amendment to HAP Contract and Tenancy Addendum. This step must be completed within 30 days upon receipt of the W9 form by Housing Services.

Step 4: Once all information is returned to Housing Services, the new owner's information will be added to the rent sheet within 15 to 30 days. The new owner must also register with the Building Services Department and obtain a COC within this timeframe.

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Landlord Resources

- **Landlords of Linn County:**
<http://landlordsoflinncounty.org/>
- **Linn County Sherriff's Eviction Process:**
http://www.linncounty.org/content.asp?Page_Id=797&Dept_Id=29
- **City of Cedar Rapids:**
www.CityofCR.com
- **City Housing Inspections Divisions:**
<http://www.cedar-rapids.org/government/departments/building-services/housing-inspections/pages/default.aspx>
- **Assessor's office:**
 - <http://www.cedar-rapids.org/government/departments/cityassessorsoffice/pages/default.aspx>
 - <http://www.cedar-rapids.info/assessor/pmc/>
- **Building Services:**
<http://www.cedar-rapids.org/government/departments/building-services/pages/default.aspx>
- **Nuisance Abatement**
<http://www.cedar-rapids.org/government/departments/building-services/nuisance-abatement/Pages/default.aspx>
- **Emergency Rehabilitation**
<http://www.cedar-rapids.org/government/departments/community-development/housing/Pages/EmergencyRehabilitation.aspx>

This Owner Guide was adapted in part from the St. Paul Public Housing Agency Section 8 Landlord Information Packet. www.stpaulpha.org

