

City of Cedar Rapids Housing Services Housing Choice Voucher Program



LANDLORD ORIENTATION



Section 8 / Housing Choice Voucher Topics

Landlord Orientation

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Program Overview

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- **Federal Program assisting very low-income families, the elderly, and the disabled, to afford decent, safe, and sanitary housing in the private market.**
- **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.**

Program Overview (Continued)

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- Our service area covers Linn and Benton Counties
- Cedar Rapids has had some form of rent assistance program since 1970.
- Can assist between 1,100 – 1,200 participants (average per month).
- Number of active participants – 1,078
- Other program services include:
 - Family Self Sufficiency Program
 - Homeownership Assistance
- HUD has designated Cedar Rapids as a “*High Performer*”.

Communications With Our Office

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- The easiest way to have us answer your questions is to call or email our office.
- If you need to personally meet with a specific staff member, please call ahead.
- If you call and the staff member is not available, please leave **one** voice message.
- Staff members make every attempt to return calls the same day or within 24 hours.
- When possible, directly contact the staff member you need to reach.



- Contact the phone number / staff member who's name appears at the end of the letter.
- Many activities in our office require written notification. Telephone calls do not constitute proper written notice.
- Some of your questions may be answered by visiting our website.
- Feel free to contact our office at any time for questions or explanations.

HOUSING SERVICES – Section 8 Program Staff Directory

General Information Phone: (319) 286-5872 / Fax: (319) 286-5870

Website: www.cedar-rapids.org/Section8

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Key Program Activities

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Application
and Waiting
List



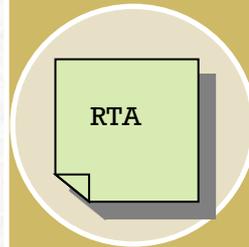
Eligibility



Briefing and
Insurance of
Voucher



Finding a Unit



Request for
Tenancy
Approval &
Lead
Disclosure
Form



HQS
Inspection

Key Program Activities

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Unit Passes
Inspection



PHA Approves
Subsidy and
Computes
TTP



HAP Contract,
Lease, and
Related
Documents are
Prepared



PHA and Owner
Execute HAP
Contract



Payment Begins



Annual
reexamination,
HQS Inspection,
And Rent
Reasonableness
are Determined
Yearly

Owner Screening of Tenant

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- **The owner is responsible for screening all tenants.**
- **Screening tools used by the owner:**
 - Credit Checks
 - Rental History Checks
 - Income Checks
 - Personal References
 - Criminal Background
 - Prior Evictions
 - Monetary Judgments



Example of Voucher Document

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)

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.

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.

Please read entire document before completing form Fill in all blanks below. Type or print clearly.		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 3
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		2. <u>Issue Date (mm/dd/yyyy)</u>
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after date Voucher is issued. (See section 6 of this form.)		3. <u>Expiration Date (mm/dd/yyyy)</u>
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. of this form)		4. Date Extension Expires (mm/dd/yyyy)
5. Name of Family Representative Tenant Name	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA) Leased Housing: \$563 or less Total = \$1023		30% = \$345 40% = \$460
8. Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)

1. Housing Choice Voucher Program

B. The voucher does not give the family any right to

Example of Unit:

\$800 – Rent for a 3 Bedroom House

\$223 – Utility Allowance for 3 bedroom house

\$1023 – Gross Rent of Unit

(Rent plus Utility Allowance)

- ▶ The tenant Voucher total is \$1023.
- ▶ Request for Tenancy Approval form would be approved and forwarded onto the inspector for scheduling.

Example of a Voucher

- ▶ Tenant has qualified for a 3 Br. Voucher.
- ▶ 30% of Monthly Adjusted Income = \$345
- ▶ 40% of Monthly Adjusted Income = \$460
- ▶ Leased Housing Subsidy = \$563 or less
- ▶ **Total** (40% of tenant amount + LH Max Subsidy) = **\$1023**

Housing Maximum Subsidy

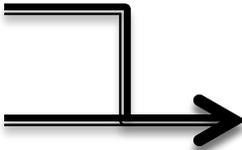
\$908	3 Bedroom Payment Standard
<u>- \$345</u>	30% of Tenant Monthly Adjusted Income
\$563*	Leased Housing Maximum Subsidy

- ▶ *\$563 is the maximum subsidy Leased Housing will provide.

Housing Maximum Subsidy (continued)

▶ Tenant 40% = \$460

▶ LH maximum = \$563*
(or less)



Total = \$1023

- ▶ Tenant needs to select a unit where rent and Utility Allowance is \$1023 or less.

Payment Standards

- ▶ Payment Standards are used to calculate the maximum rent subsidy that can be paid to an owner on behalf of a Section 8 tenant.
- ▶ It does not limit or affect the amount of rent an owner can charge.
- ▶ A tenant can select a unit with rent that is above or below the payment standard, however a tenant is not allowed to pay more than 40% of their monthly adjusted income toward rent and utilities in their first contract year.
- ▶ City of Cedar Rapids Housing Authority sets this amount between 90%–110% of the Fair Market Rent which is determined by HUD annually.

Bedroom Size (amounts below are subject to change)					
0 Bdr. Eff.	1 Bdr.	2 Bdr.	3 Bdr.	4 Bdr.	5 Bdr.
\$409	\$509	\$688	\$932	\$1038	\$1193

Rent Reasonableness

- ▶ No Housing Assistance Payment (HAP) contract can be approved until the PHA had determined the rent for the unit is reasonable. The purpose of the rent reasonableness test is to ensure that a fair rent is paid for each unit rented under the HCV program.
- ▶ HUD regulations define a reasonable rent as one that does not exceed the rent charged for comparable, unassisted units in the same market area.
- ▶ Owners can not charge more for assisted units than for comparable units on the premises.
- ▶ Tenants are not allowed to pay extra rent to owners beyond what the HA has determined. Side agreements must be approved by the HA.
- ▶ In determining Reasonableness our PHA will take into account several factors: location and age, unit size, type of unit, quality of the units, amenities, services, and utilities included in the rent.

Family / Tenant Obligations to Owner

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- **The family must:**

- Pay the rent on time
- Maintain care of the unit
- Report maintenance issues promptly
- Be respectful to neighbors
- Keep unit in clean & sanitary condition
- Supervise children & family guests
- Provide any utilities (electricity, water, or gas) that the owner does not pay
- Provide and maintain any appliances the owner does not supply
- Be responsible for damages to the unit or premises (beyond normal wear and tear) that are caused by any family member or guest



Owner Obligations to the Tenant

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Landlords should:

- Make property habitable before tenants move in.
- Make and pay for necessary repairs due to ordinary wear and tear.
- Provide owner paid utilities.
- Provide written notice to tenants when ownership of the property is transferred to a new landlord.
- Provide 24 hour notice before entering rental unit.
- Screen all tenants & not unlawfully discriminate.
- Responsible for all pest control.

Recommendations to Owners

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- **Collect the full deposit before the tenant is allowed to move in.**
- **No not allow the tenant move-in until the inspection is completed & passed.**
- **Assume that the tenant has never lived in a rental unit.**
- **Understand that Iowa Landlord / Tenant Laws are always in force.**
- **After the tenant move-in, inspect your unit on a regular basis.**
- **Send copies of tenant legal notices of lease violations to our office.**
- **Screen all tenants equally & carefully.**
- **When updating or repairing your rental unit, contact the Cedar Rapids – Building Services Office to see if permits are required.**
- **Make reasonable accommodations in emergency situations.**

Inspections

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- **There four types of inspections conducted by our office:**
 - Move-In / Initial
 - Annual
 - Complaint - What is an emergency?
 - Special or Compliance

Move-In or Initial Inspections

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- **This inspection is scheduled with the owner after an approved Request for Tenancy Approval (RTA) form is submitted to our office.**
- **The inspector schedules the move-in inspection with the owner, unless the tenant is already occupying the unit.**
- **The owner will be contacted within 5 days of receiving the RTA and the inspection should be scheduled within 14 business days.**
- **The tenant should contact the owner for the scheduled inspection date and are welcome to be present during the inspection.**
- **The unit passes or fails the inspection. Repair letters are mailed to both the owner & tenant.**
- **If the unit fails the inspection, the owner must complete all repairs within 30 days or the unit will be denied.**

PASSED INSPECTION!

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- **In order to start a lease and receive rental assistance:**
 - **All tenant paid utilities must be turned on & in the tenant's name.**
 - **The unit must pass the inspection.**
 - **The family must be moved in or be in possession of the unit (keys issued).**
 - **The unit rent must be within HUD's fair market rules & be comparable in rent with other units in the area.**

SPECIAL NOTE: All leases must begin on the first day of the month!

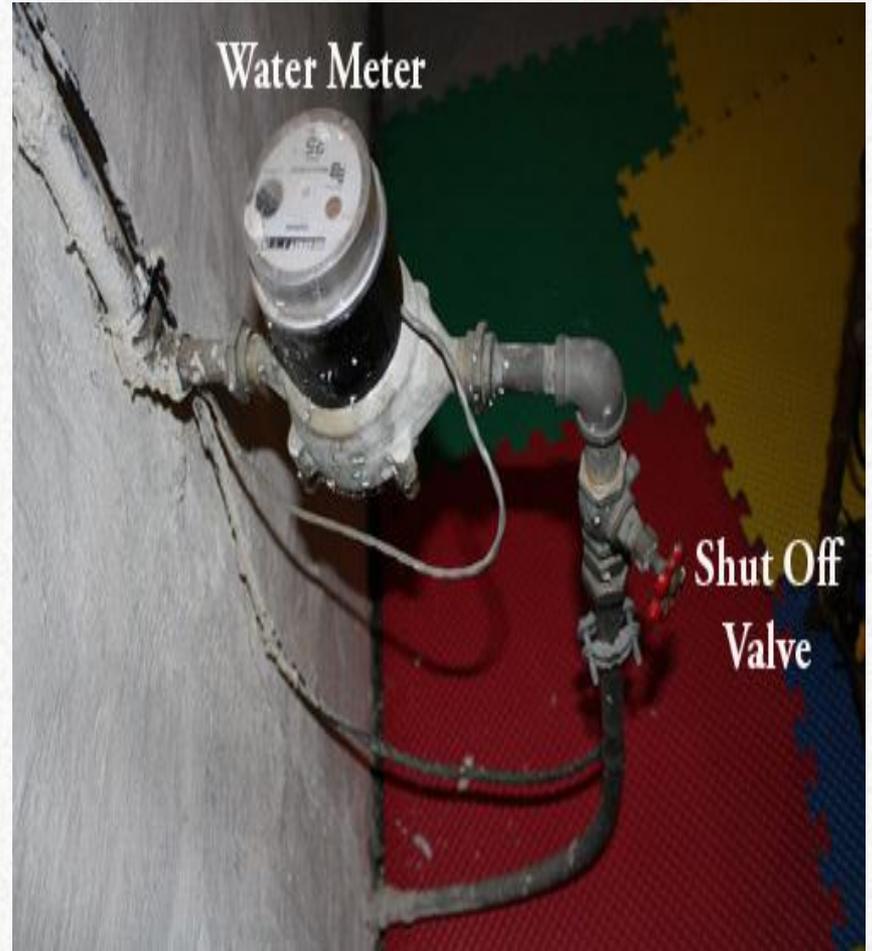
Before the Tenant Moves-In

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- **If possible, walk through the unit with the tenant.**
 - **Where are the water shut off valves? (sinks, toilet, whole unit)**
 - **Is the owner or tenant responsible to replace light bulbs, smoke alarm batteries or change the furnace filter.**
 - **Where is the electrical panel or fuse box.**
 - **Give tenant phone numbers, emergency contact information & email addresses.**
 - **Complete a “Condition of Rental Property Checklist”.**
 - **Encourage the tenant to purchase renters insurance.**
 - **Location of the fire extinguishers.**
 - **Discuss maintenance reporting procedures.**

Water Shut Off Valves

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Gas Shut Off Valves (Water Heater & Furnace)

25



Electrical Panel

26



Furnace Filters

27

Dirty Filter



Change Regularly



ANNUAL INSPECTIONS

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- All units must be inspected within 365 days of the last inspection.
- A letter of this inspection will be mailed to the tenant & owner.
- It is the tenant's responsibility to allow the inspector into the unit . The tenant can be terminated if they fail to allow the inspector access to the rental unit.
- Failed inspection repairs must be completed within 30 days. Extensions may apply.
- The tenant is responsible for having the unit ready for the inspection. (See inspection checklist)
- The tenant is financially responsible for repairs or damages caused by the family (beyond normal wear & tear).

Inspection Checklist

Tenant Responsibility: To maintain a clean & sanitary home

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- ___ Contact the owner / mgr., prior to the inspection, informing them of necessary repairs.
- ___ Test all smoke detectors, ensuring they are working. Install new batteries if necessary.
- ___ Mop, vacuum or clean all floor coverings. Remove bad carpet stains.
- ___ Wash, dry, fold and put away all personal clothing.
- ___ Return all bottles & cans with deposits.
- ___ Kitchen: Wash all dishes, clean counter tops & wipe out kitchen cabinets.
- ___ All automobiles must be operational w/ current tags & licensing.
- ___ Ensure all interior & exterior light fixtures have light bulbs.
- ___ Inspect the windows. Replace any broken window glass, patch or replace damaged window screens.
- ___ Clean all appliances, stovetop, oven (clean grease splattered walls) and refrigerator. Defrost the freezer if necessary.
- ___ Clean / sanitize all bathroom fixtures, including toilet, sink, tub & shower.
- ___ Remove and properly dispose of all car parts.
- ___ Interior furniture (chairs and couches) can not be on exterior porches.
- ___ Remove and / or properly store any unused furniture, appliances, and clothing.
- ___ Properly bag all household trash. Place in proper location for disposal. Purchase additional garbage tags, if needed.
- ___ If applicable, remove all flammable liquids and gas powered machinery from the interior or basement including gas cans, lawn mowers, gas grills, trimmers, snow blowers etc.

Housekeeping: PASS or FAIL ?

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Housekeeping: PASS or FAIL ?

31



Housekeeping: PASS or FAIL ?

32



Housekeeping: PASS or FAIL ?

33



Housekeeping: PASS or FAIL ?

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Housekeeping: PASS or FAIL ?

35



Housekeeping: PASS or FAIL ?

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Common Electrical Problems

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Common Electrical Problems

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Plate missing on switch



Plate missing on outlet



Common Electrical Problems

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Gaps in Electrical Panel



Cover Missing on Fuse Box



Common Electrical Problems

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Spliced wires outside box



Open ground wires



Fire Safety Problems

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Smoke Detector Missing



Battery Missing



Required Smoke Detectors – Dual Sensor

Fire / Carbon Monoxide **P & I - Photo Electronic / Ion**



Fire Safety Problems

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ABC Fire Extinguisher



Empty or Expired Extinguisher



Common Plumbing Problems

44

Drain not properly trapped



Discharge pipe reduced



Common Plumbing Problems

45

Open clean out/floor drain



Clean out properly capped



Other Common Plumbing or Gas Problems

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- Leaks from water or drain lines.
- Lack of adequate water pressure.
- Slow or plugged up drains.
- Garbage disposals not working.
- No shut off valves on gas lines for water heater, furnace, stove or clothes dryer.
- Furnace: Holes in flue pipes or dirty filters.
- Water Heaters: Covers missing on burner & no discharge pipe or reduced discharge pipe.

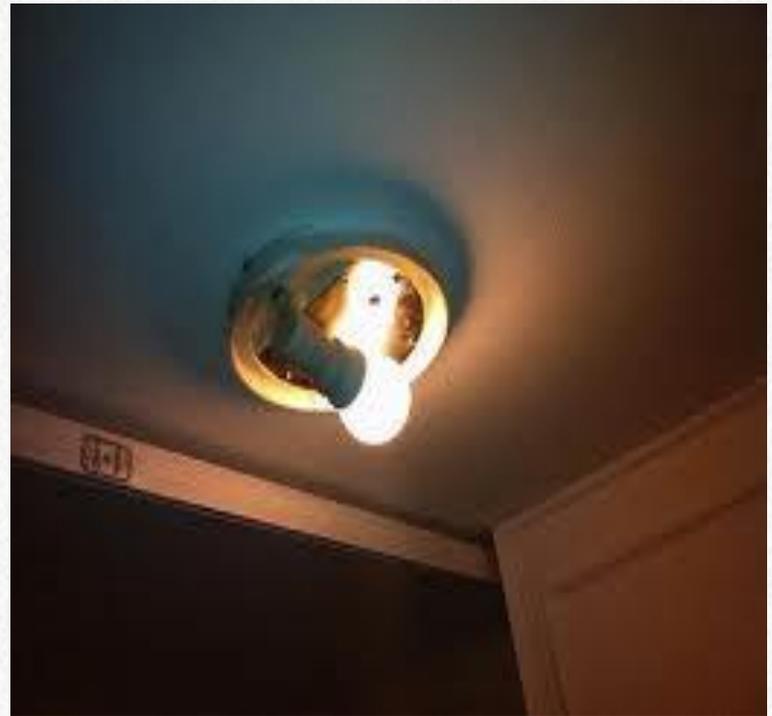
Other Common Repairs

47

Broken Bulb in Socket



Light with no cover (globe)



Common Repairs / Problems

48

Missing / Loose Vent Covers



**7' Ceiling Heights –
Habitable or Sleeping Rooms**



Common Repairs

49

Light Bulb Burned Out



No Handrail Covering All Steps



Common Repairs - Windows

50

Missing Window Lock



Hole in Screen



Common Repairs

51

Prohibited Dead Bolt Lock



Hole in the wall



Common Repairs - Windows

52

Broken Window Glass



Window Propped Open



Exterior Repairs / Problems

53

Garbage



Garbage in Recycling



Exterior Repairs / Problems

54

Non – operable vehicle



No Handrail / 4 or more risers



Exterior Repairs / Problems

55

Hole in the soffit



Cracked Foundation



Exterior Repairs / Problems

56

Cleaning Gutters



Gutters & Downspouts



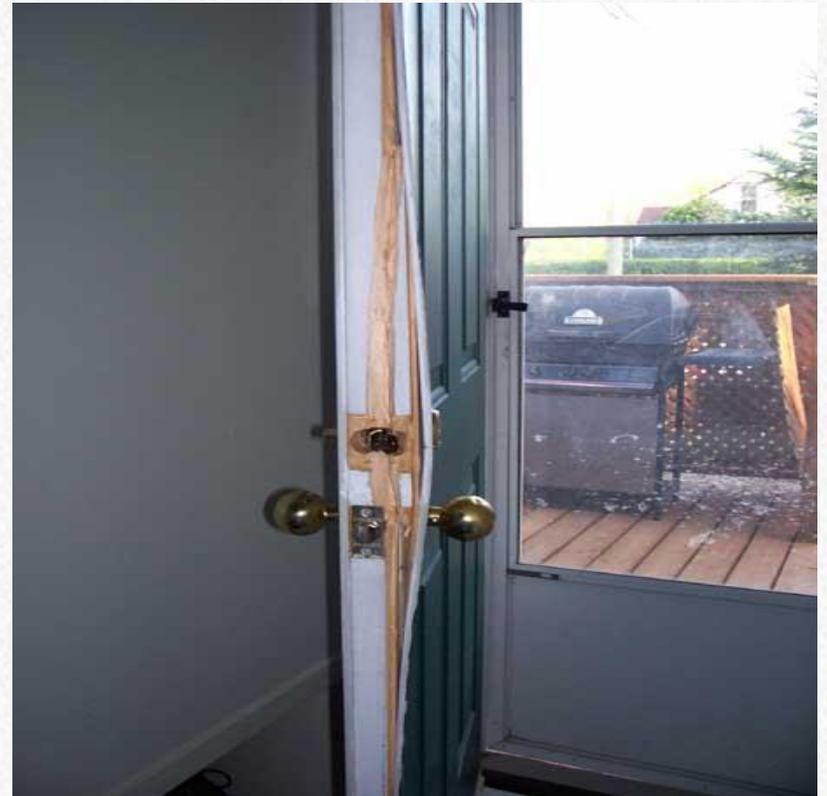
Exterior Repairs / Problems

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Visible 4" House Numbers



Door Security



MOLD

58



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Pest Control

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BED BUGS



BED BUGS



Pest Control

60

Cockroaches



Mice



LEAD PAINT HAZARDS

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- **If you have children under the age of six (6) and the rental unit was built prior to 1978.....**
 - **The inspector will complete a visual lead assessment of the rental unit.**
 - **All peeling, chipping, or impacted paint surfaces must be treated and painted.**
 - **This includes all surfaces on the interior and exterior, including garages, outbuildings and fences.**

LEAD BASED PAINT PHOTOS

62



LEAD BASED PAINT PHOTOS

63



Most Common Tenant Program Violations

64

- **Violations may result in program termination:**
 - Criminal Activity
 - Allowing others to live in the unit, not on the lease
 - Not returning required forms or documents
 - Not Reporting Changes in Income or Family Composition
 - Eviction or Non-payment of Rent
 - Under-reporting Income
 - Damages Beyond Normal Wear & Tear



Mandatory Permanent Ineligibility and Termination

65

- **The Public Housing Authority must permanently deny eligibility or terminate the assistance of any person or household member:**
 - Convicted of manufacturing or producing methamphetamine on the premises of any federally assisted housing programs.
 - Subject to a lifetime registration requirement under a state sex offender registration program

Move-Out: If damages exceed deposit

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- **Owner should take pictures & document damages**
- **Within 30 days, send tenant disposition of deposit**
- **Proceed to Small Claims Court seeking judgment**
- **If judge grants a monetary judgment against tenant, send copies of judgment to our office.**
- **If tenant stays on the Section 8 – program, our office can terminate further program participation.**