

- Do not enter a unit without tenant's permission and 24-hour notice except for emergencies or tenant-requested repairs.
- Collect appropriate security deposits as directed under the program and use it only as directed by state law.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under the lease.
- Expect your tenant to:
 - Pay rent on time
 - Keep unit clean
 - Avoid illegal activity
 - Permit access for repairs
 - Avoid damage to property
 - Refrain from disturbing others
 - Allow only those occupants on the lease to reside in the unit
- Comply with terms and conditions of lease and HAP contract
- Take actions through the Court to evict when tenant violates the lease.

WHEN WILL THE RENT START?

The effective date of the Housing Assistance Payments Contract can vary depending upon the situation. If the unit passes inspection and the paperwork is completed in a timely manner, the assistance may be prorated for that month; if the paperwork is not completed in a timely manner or the unit passes after the 15th of the month, the assistance may start at the first of the next month. No rent payments from Pulaski County PHA can start prior to issuance of a voucher to a HCV participant.

WHEN WILL I GET A PAYMENT?

The rental assistance payments are generally direct deposited on the second working day of the month, but no later than the fifth, to accommodate for weekends and holidays. For new units that pass inspection within the last fifteen days of the month, the first payment may be paid one month in arrears.



EQUAL OPPORTUNITY HOUSING AGENCY

The Pulaski County Public Housing Agency is an Equal Opportunity Housing Agency serving Camden, Laclede, Miller, and Pulaski Counties.



Fair Housing Hotline:

1-800-669-9777

<http://www.hud.gov/fairhousing>

Pulaski County PHA

Phone: 573-765-3263

Fax: 573-765-5624

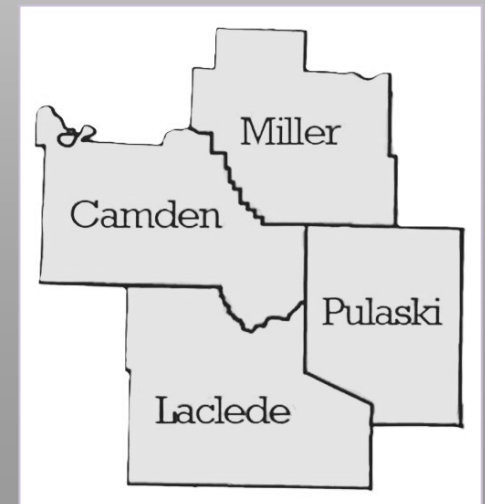
Email: housing@mocacaa.org

Website: www.mocaonline.org

Pulaski County PHA

Housing Choice Voucher Program

Landlord Information



WHAT IS THE VOUCHER PROGRAM?

The Housing Choice Voucher program provides rental assistance for very low income families in the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of their monthly adjusted income toward rent and utilities. The Housing Assistance Payment may subsidize the balance of the rent to the property owner.

WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards, and the rent must be approved with HUD Fair Market Rents and market rate comparable.

HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may email the Pulaski County PHA office to have the unit listed on our list of available units. You may also advertise in the newspaper, Facebook marketplace, etc.

WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

- **Landlord Screens Tenants**
You must screen the prospective tenant carefully to ensure you are making a good selection. When one of our families contacts you, we can only certify to you their income eligibility for the program. We cannot provide a reference as to their

expected behavior as tenants. You may use any or all of the following screening procedures:

Credit Check Landlord References
Criminal Check Home Visits

We encourage all of the above screening methods, as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, national origin, sex, disability or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.

- **Request for Tenancy Approval**
When you have selected a tenant, they will have a Request for Tenancy Approval and Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards forms for you to complete. When the tenant submits the forms to our office, a housing representative will contact you to schedule an inspection.
- **Inspection of Unit**
The unit will be inspected to ensure that it meets HUD Housing Quality Standards. You will also be emailed or mailed a copy of the inspection repair list, if applicable.
- **Lease and Contract**
After the unit passes inspection and the rent and lease has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Agency and the

landlord signs a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant. No extra fees or service charges may be imposed upon the tenant beyond the agreed to lease and HAP contract.

- **Can I Collect a Security Deposit?** Yes, The Housing Agency prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.
- **What is the Term of the Lease and Contract?**
After one year, the lease is renewed for a specified time period (ex., month-to-month). The tenant may vacate with a 30-day notice after the term of the lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility annually and the unit is inspected for Housing Quality Standards, at which time the landlord may request an annual adjustment rent increase which must be approved by the Housing Agency. This request must be submitted in writing to the Housing Agency and the tenant sixty days prior to renewal.

WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?

- Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Set reasonable rules about use of the unit and common areas.