



**The Housing Authority
of the City of
Columbia, South Carolina
(Columbia Housing Authority)**

**Section 8
Landlord's Guidebook**

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Introduction

We have prepared this book to help you understand the Section 8 Program and how the program works.

The Section 8 Program provides assistance to low-income families in the private rental market. The program offers an incentive to property owners to rent to families receiving Section 8 assistance by offering timely Housing Assistance Payments (HAP). The Section 8 Program administers the following programs: Housing Choice Vouchers, Moderate Rehabilitation to include Single Room Occupancy, Mainstream Vouchers for persons with disabilities, Homeless Vouchers and Housing Opportunities for Persons with Aids (HOPWA) Vouchers.

The rules and regulations of the Section 8 Housing Programs are determined by the U.S. Department of Housing and Urban Development (HUD). The Columbia Housing Authority (CHA) sets policies, procedures and requirements for tenant selection, inspections, and terminations based on those regulations.

In order for the Section 8 Program to be successful, it is important that a good relationship is developed between Columbia Housing Authority and property owners and managers who contract with the CHA to provide housing for program participants. One of the goals of this guide is to provide landlords with the information they will need to be successful not only renting to a Section 8 participant, but as a landlord in general.

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Mission Statement

The Section 8 Tenant Based Rental Voucher Program is designed for low-income families who wish to live in homes, apartments or mobile homes in the private rental market, but who cannot afford market rental rates. The mission of the Columbia Housing Authority is to meet the emerging, affordable housing needs of low to moderate income individuals and families in Columbia and Richland County while promoting self reliance and improving their quality of life.

The primary objectives of the Section 8 Program are:

- To assist families in finding affordable housing.
- To ensure that the unit meets Housing Quality Standards.
- To assist families with rental payments.

The Columbia Housing Authority currently administers the Section 8 Programs for Columbia/Richland County.

What is Section 8?

The Section 8 Program is a federal government program that provides subsidy to assist low-income households with monthly rental payments. The Housing Authority administers funds received from the U.S. Department of Housing and Urban Development (HDU). The funds are distributed to eligible participants in the form of Housing Choice Voucher or Moderate Rehabilitation assistance.

Housing Choice Voucher Program

The Housing Choice Voucher Program (sometimes referred to as “Section 8”) is a federal low-income rental assistance program. Housing Choice Vouchers allow low-income families to choose and lease or purchase safe, affordable privately owned rental housing. Because vouchers are provided to applicants to live where they choose, they are often referred to as “tenant-based” assistance.

Once a family is issued a voucher they have 60 days to find a unit. When a family identifies a unit, the Authority will inspect the unit to determine that it meets the voucher program housing quality standards. The rent must be reasonable, that is, consistent with market rents for similar units in the local area.

The family’s rent is based on total family income. A family with a voucher usually contributes 30% of their monthly-adjusted income for rent and utilities. When a voucher family moves to a new unit the family may not pay more than 40% of their income for rent and utilities.

Moderate Rehabilitation Program

The Moderate Rehabilitation (Mod Rehab) Program provides project based rental assistance for low-income families. The Mod Rehab Program was designed to upgrade housing stock in a community. The program is similar to the Voucher Program in that eligible applicants rent from private landlords.

When a vacancy occurs in one of the Mod Rehab units, the landlord will select an eligible tenant from the CHA waiting list.

The family's rent is based on total family income. A family usually contributes 30% of their monthly adjusted income towards the rent and utilities.

Homeownership Program

The Section 8 Homeownership Program now enables very low-income families an opportunity to purchase a home and apply their rent and housing subsidy that was paid to a private landlord to mortgage payments for up to 15 years.

Under this program, the family will have to meet certain requirements to be eligible to include:

- Must have been a Section 8 participant for one year
- Must have a minimum income of \$10,300
- Must have been employed 12 continuous months (does not include elderly and disabled)
- Must complete a housing counseling program administered by the Columbia Housing Authority or its designee.

The maximum term of the mortgage assistance the family will receive is 15 years if the mortgage is 20 years or more. Otherwise, the family will only receive assistance for 10 years. Elderly and disabled families are exempt from this restriction of the program.

Who Can Apply for the Section 8 Program

- One or two Parent families
- Senior Citizens (62 or older)
- Persons with physical or mental disabilities
- Single individuals
- Persons who are displaced by a government action
- Persons whose homes have been destroyed by natural disaster
- All those above whose income does not exceed the current income limits for program participants.

****This list is not conclusive. There are many different situations in which the Section 8 Program may be used to help assist families in need.**

How Do Families Apply for Section 8 Program

A household can apply to participate in the Section 8 Program when the Columbia Housing Authority is accepting new applications. The head of household must come to the CHA or a place designated by CHA to fill out an application. Interested households need to be aware that there may be a waiting list of households currently awaiting assistance. As a result, the CHA from time to time will not accept new applications.

Upon receiving an application, the CHA will determine if a household is eligible to participate in the program. Eligibility is based on:

- The number of household members
- The total annual income of the household.

The Columbia Housing Authority must review and verify the following:

- Proof of citizenship or legal immigration status of all household members
- Birth certificates for all members of the household
- Social Security cards for all household members
- Criminal Records Report obtained from SLED for all members 18 yrs or older
- Income verification for all working household members
- Verification of any other monies paid directly to the family (child support, alimony, etc.)

If the family is within the income guidelines set by the CHA in accordance with HUD regulations, then they will be placed on the waiting list. Placement on the waiting list is no assurance of eligibility at the time the formal application is processed. Therefore, the waiting list is periodically updated to keep current those applicants who are still interested and to make sure they remain eligible.

Where Can A Participating Family Live

A participating family can live in any appropriately sized rental unit as long as the unit:

- Is not owned by someone who is willing to participate in the program.
- Is not owned by a relative of the participating family (special circumstances may apply).
- Is located within Richland County
- Meets federal guidelines according to Housing Quality Standards.

Roles and Responsibilities

The Section 8 Program is a transaction involving the Housing Authority, the family and the rental property owner, which is funded through the Department of Housing and Urban Development. In order for the program to work, all parties must understand their roles and responsibilities. A brief synopsis of each party's responsibilities follows:

The U.S. Department of Housing and Urban Development must:

- Contract with the Housing Authority to administer the Section 8 Program.
- Allocate Section 8 Funds to Housing Agencies (HA).
- Develop policies, regulations, handbooks, notices and other tools that explain and/or implement the current housing legislation.
- Provide technical assistance and training to the Housing Authority concerning policies and regulations.
- Monitor the Housing Authority to make sure that it operates in compliance with the regulations.

The Housing Authority (HA) must:

- Comply with Federal, State, Local and HUD regulations applicable to the Section 8 Program.
- Review all applications to determine whether an applicant is eligible for the program.
- Explain the rules of the program to all of the families that qualify.
- Issue Housing Choice Vouchers to participating families so that they can secure decent housing.
- Determine that the rental rate of the unit chosen by a Section 8 participant is comparable to the rate of other units in the area.
- Make Housing Assistance Payments (HAP) to owners in a timely manner.
- Ensure that owners and landlords comply with the terms and conditions of the contract each signs with the CHA.
- Ensure that both family and rental unit continues to qualify under the program's guidelines.

The Owner/Landlord must:

- Select and screen tenants for your rental unit.
- Enforce the Lease and any Lease Addendums.
- Maintain the housing unit by making the necessary repairs in a timely manner to comply with HQS.
- Comply with the *Fair Housing Laws* by refraining from discriminatory housing practices.
- Comply with the Housing Assistance Contract.

The Tenant must:

- Provide income and family information to the HA.
- Find suitable housing for their family.
- Comply with the lawful terms of the leasing agreement set forth by the owner.
- Pay rent and utilities in a timely manner.
- Cooperate with the owner to take care and maintain the unit.
- Cooperate with the CHA Inspection Department on initial, annual and special inspections of the unit.
- Cooperate with the CHA by attending all scheduled appointments/briefings.
- Abide by all provisions found in the Family Obligation Contract.

Family Obligations

The Columbia Housing Authority will provide each family with a copy of the Family Obligations. This document outlines the specific responsibilities of all family members of a participating family. Once the rental unit is approved and the housing assistance contract is executed, the family must follow the rules as outlined on the voucher document in order to continue participating in the Housing Choice Voucher program. If the family violates any term under the Family Obligations, the family is subject to termination from the Section 8 Program.

Steps to Becoming a Section 8 Landlord

Bringing rental property under the Section 8 Program is not difficult. Since the participating family is in charge of finding a suitable unit, there are two ways that you can advertise specifically to participating families:

- Call the CHA Section 8 Department and ask to have your property and its amenities listed on the CHA available property list. Participating families come to our office to pick up CHA available units list (which is divided by bedroom size); and they will contact you to set up a time to see your listed unit.
- Place an advertisement in the local paper and include in your description, “Section 8 OK” or “Section 8 welcome”. Many of our participants look to the newspaper for guidance during their search for a rental unit and this is a good way to show your interest.
 - ***Remember:*** *Even if a tenant selects your unit, that unit still must meet the inspection and rent guidelines designed by HUD before the CHA can enter into any agreement concerning your rental property.*
- Interview and screen prospective tenants.
- If you decide to participate in the program, be prepared to furnish proof of your legal ownership of any unit(s) that you offer under the program.
- Once you approve the family, submit the completed Request for Tenancy Approval form and Lead Base Paint information to the CHA Section 8 office. The information is internally transferred to the CHA Inspection Department to determine if the rent is affordable.
- The CHA Inspection Department will call you to arrange an inspection date and time with you. If the prospective family occupies the unit, the inspector will call the family. All utilities and appliances must be on and in place for inspection.

- Once the unit passes inspection and all other program requirements are met, the family and the landlord will be notified to come in with a completed lease in order to sign the Housing Assistance Payment contract. If the unit does not pass inspection, a reasonable time will be given to the owner to make the required repairs. If you have not been contacted within 3 working days, please contact the Section 8 Department at 254-3886, ext. 235.
- After the Housing Assistance Payment (HAP) Contract and lease are signed, the CHA will enter the information in the computer so that payment may be made either on the 15th of the month or the first week of the month. HAP checks are only mailed on the first business day of the month, not the first day of the month.

Fair Housing Law

On April 11, 1968, Congress passed the Civil Rights Act of 1968 with Title VIII of this Act, commonly referred to as the Fair Housing Law. Congress declared a national policy of providing fair housing throughout the United States. South Carolina State Fair Housing Law as well as Federal Law prohibits landlord discrimination in housing. The Fair Housing Law prohibits discrimination in housing because of:

- Race or Color
- National Origin
- Religion
- Sex
- Familial Status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under the age of 18)
- Handicapped or disabled

In the sale and rental of housing, no one may discriminate by taking any of the following actions:

- Refusing to rent or sell housing.
- Refusing to negotiate housing.
- Making housing unavailable.
- Denying a dwelling.
- Setting different terms, conditions or privileges for sale or rental of a dwelling.
- Providing different housing services or facilities.
- Falsely denying that housing is available for inspection, sale or rental.
- For profit, persuade owners to sell or rent (blockbusting).
- Denying anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

If you do not currently have a policy to ensure the objective and nondiscriminatory selection of tenant families, then you should consider developing one. Such a policy will be to your advantage, because in promoting fair housing, you will minimize your exposure to unfounded housing discrimination complaints. After all, fair housing is a right afforded to all persons seeking housing, whether they are Section 8 participants or private market renters, and it is your obligation as a landlord to comply with all federal and state laws that guarantee this right for fair housing.

Who Makes Resident Selection

When a family is determined to be eligible for the program and funding is available, the CHA may issue a Housing Choice Voucher. The family receives the voucher at the tenant briefing. They then begin to look for the unit of their choice. Many landlords believe that the CHA screens and selects families. This is not true. It is the Landlord's responsibility to determine whether or not they will select the applicant/family as a tenant.

The Section 8 family renting your house or apartment is your resident, not the CHA's. For better or for worse, you have selected the family, and you must assume the responsibility for your choice. Your responsibility is just the same for assisted tenants as well as unassisted rental tenants.

Finding the ideal family requires an astute awareness of what makes a good resident. It is your responsibility as the landlord to screen and select a prospective resident using whatever criteria you have established for resident selection, as long as your screening and selection practices are in compliance with the existing Fair Housing Law. The Section 8 office will not be involved in the selection of families. Please note the following excerpt from the Code of Federal Regulations:

The owner selects the family for occupancy of a unit. The CHA's selection of an applicant for participation is not a representation by the CHA to the owner concerning either the family's expected behavior as a tenant or its suitability as a tenant.

To help you determine the suitability of a family, several options are open to you. Some of those options are:

- Contact former landlords regarding the applicant's history as to rental payments and caring of unit and premises.
- Contact utility companies for payment history.
- Make inquiries on sources of income; talk to employers for references.
- Make inquiries of any prior evictions and reasons for such evictions.
- Make inquiries of any drug-related or criminal activity.
- Arrange to meet the family at their current residence to see first hand what sort of resident they are.

It is not an easy task to select a family; however, we hope the family you choose is a good one!

Completing the Request for Tenancy Approval

The Request for Tenancy Approval form (see sample provided in Appendix) provides the Housing Authority with information about the unit to help CHA to compute the family rent and housing assistance payment that may be made to the landlord. Therefore, it is very important that the form be filled out completely. Please follow the instructions below:

1. Completed by Housing Agency.
2. Enter the address of the rental unit including apartment number/letter.
3. Requested beginning date of the lease.
4. Number of bedrooms in the unit.
5. Year unit constructed/built (not renovated).
6. Proposed rent.
7. Security Deposit you want to collect (within state law limits).
8. Date unit available for rent.
9. Type of House/Apartment.
10. Omit if item 10 does not apply.
11. Indicate “0” for owner if owner provides or pays and “T” for tenant if tenant provides or pays for particular utilities and appliances. Please list the name of the water and sewer company.
12. Owner’s Certification on the following:
 - a. List three most recently leased unassisted units (for owners with more than 4 units).
 - b. Owner certifies he/she is not related to the Section 8 family.
 - c. Check the appropriate box on Lead Base Paint.

The information in the box requires signatures and address information for the owner and tenant. Please complete the boxes according to the instructions. If you are the manager/agent, please list the name of the apartment complex or company name. It is important to have correct spelling of the owner’s name, address of the rental unit and zip code.

The Columbia Housing Authority requires a copy of the Deed or other evidence of title that shows you have legal control of the property. Property managers must provide a copy of the management agreement they have with the owner; or the owner’s written acknowledgement that the property manager is authorized to sign a binding Section 8 contract for the owner.

Security Deposits

The security deposit should not exceed that which is charged to unassisted families or one month’s rent. The security deposit is the amount paid by the family to the landlord. Security deposits protect the landlord if the family moves out leaving damages or unpaid rent. The deposit should be returned to the family within 30 days or the family must be provided a written letter explaining the amount withheld (in accordance with SC Landlord Tenant Law). If you do not have the family’s new address, you must send the letter to the last known address.

In the Mod Rehab Program, the maximum-security deposit the owner may collect is one month's rent or \$50, whichever is greater. If there is damages that exceed the security deposit you collected in this program, you may be eligible to file a claim.

Regime Fees/ Other Utilities

The regime fee and other utilities *must* be paid by the owner and added in the total contract rental amount, and not charged to the tenant.

Fair Market Rent

HUD establishes a Fair Market Rent (FMR) for each bedroom size that is used in determining the Payment Standards for the Housing Choice Voucher Program. HUD reviews and adjusts this information on an annual basis. The Payment Standard is the maximum monthly subsidy allowable for a family. FMR's are estimates of rent plus the cost of utilities in the private market.

Rent Reasonableness for Housing Choice Voucher Program

Rent reasonableness determinations are made: (1) when units are placed under Housing Assistance Payment contract for the first time, and (2) when an owner requests a rent increase. The proposed rent will be compared to the rent for other unassisted units in the private market.

When negotiating rents, the CHA must consider the following:

- The location and type of the unit.
- The size of the unit and the number of bedrooms.
- The quality and age of the unit to be leased.
- The housing services, amenities, maintenance and utilities provided by the owner under the lease.

The Columbia Housing Authority will certify and document on a case-by-case basis that the Contract Rent for which a lease has been approved is reasonable in relation to rents currently being charged for comparable units in the private unassisted market.

If the amount is more than the CHA can approve, we will contact you to negotiate an acceptable rent. Please provide at least 3 comparable units in the area in writing, which supports your requested rent. HUD Regulations prohibit the CHA from subsidizing rents that are not reasonable.

Rent Increases for Mod Rehab Program

The owner must submit a letter to the CHA requesting an annual increase 60 days prior to the anniversary date of the contract. If the re-examination date is different than the anniversary date, the increase will be done at the anniversary date. (See Mod Rehab Contract 1.8 on Rent Adjustments). Rent adjustments are calculated using HUD published annual adjustment factors.

Landlord Certification

Each landlord is required to sign a Landlord Certification (see Appendix). This form certifies that the owner is aware of his/her responsibilities as outlined on the certification as well as those that are covered in the Housing Contract. This form can also be used to certify that the owner has authorized an agent to manage his/her property.

Lease and Lease Addendum

If the landlord's lease does not include all of the HUD lease requirements, the HUD lease addendum will be attached. (See Appendix for copy of this lease addendum).

The lease is an agreement between the tenant and the landlord establishing the rights and responsibilities of both parties.

- The lease agreement must comply with state and local law. The lease must include the owner's name and tenant's name.
- The owner's lease must contain all provisions of the HUD required lease addendum.
- The initial term of the lease must be for at least one year.
- The lease must specify what utilities and appliances are to be supplied by the owner and what utilities and appliances are to be supplied by the family.
- The lease may not be revised until the lease revision has been approved by the CHA.

Calculation of Rent and HAP Payments

The determination of the family's share and Housing Assistance Payment is calculated using a HUD's formula. The family's rent is usually 30% of their adjusted monthly income but not more than 40% initially. Because the family has the option of selecting a unit that the rent is more or less than the Payment Standard the final calculation cannot be done until the family has found a unit. The Housing Assistance Payment is the lower of:

- The payment standard for the family size minus Total Tenant Payment (30%) or
- The gross rent minus Total Tenant Payment (30%)

On any new admission or family who moves under the Housing Choice Voucher Program may not pay more than 40% of their adjusted income toward the rent. If the owner's rent cannot be adjusted to meet 40%, the family will not be allowed to rent the unit and the family must look for another unit with a lower gross rent.

Contract Signing

Once the lease and the unit have been approved, the owner will be required to sign a contract with the Housing Authority. The Contract is an agreement between the Housing Authority and the Landlord. The HA will start making payment once this process has been completed.

The Housing Authority will continue to mail assistance to the owner as long as:

- The unit meets Housing Quality Standard.
- The tenant resides in the unit.
- The tenant still qualifies for assistance
- The owner is in compliance with the Contract Agreement.

For new contracts it could take up to 60 days to process and mail. The Housing Assistance Payment (HAP) checks will be mailed the first business day of the month and the middle of the month. There are two parts to the HAP contract agreement, Part A and B.

Be sure to read and familiarize yourself with all of the terms of the contract.

If the tenant moves in before the unit passes inspection, the tenant will be responsible for the entire rent (100%) until the unit passes inspection.

Family Payment to Owner

The family is responsible for paying their share of the rent that has been determined by the Housing Authority to the owner. It is the owner's responsibility to collect the tenant's portion of the rent. If the family is not responsible for paying any utilities under the lease, the family rent to owner will equal to the family share or Total Tenant Payment (TTP).

Fraud and Abuse

Hundreds of landlords have been fined and/or debarred from doing business with the Federal Government as a result of failing to provide safe and decent housing while enriching themselves on taxpayer funded subsidies. The Department of Housing and Urban Development is seriously concerned about fraud in the Section 8 Program and asked the Housing Authority to emphasize the importance of running a fair and honest

program. Fraud is defined as, “requiring extra/side payments in excess of the family’s share of the rent”. You should know that any payments in excess of the rent must receive prior approval by the Housing Authority. If an owner/landlord, tenant family or Housing Authority employee is suspected of committing any fraudulent actions, the Authority is required to refer the matter to the proper authorities. Examples of fraud are as follows:

Side Payments

The collection of side payments from Section 8 tenants is a serious offense that is punishable under Federal Law. Side payments include, but are not limited to:

- Rent payments collected from Section 8 tenants in addition to the agreed upon Contract Rent.
- Rent on appliances, which are included in the rent.
- Fees for routine maintenance services covered under the lease agreement.
- Charging tenants for utilities, which are listed in the lease as being included in the rent.

If the Housing Authority discovers or suspects that a landlord is collecting more than the specified rent, then HUD regulations require us to report the matter to the Inspector General’s Office for investigation. Once the Contract Rent and the services provided by the landlord under the lease have been established no additional amounts can be charged to and collected from the tenant.

Involving Tenant Families

It is a fraud violation for assisted tenants to have more family members than the number reported to the Housing Authority as well as:

- Moving without informing the Authority.
- Not using the residence as a full time residence.
- Failing to accurately report all income the tenant receives.
- Entering into side agreements for payment in excess of tenant family’s share of the rent.

Whenever you sign a HAP Contract with the Housing Authority, you are certifying that the rent you are charging the Section 8 tenant is no greater than the rent you are charging non-Section 8 tenants including:

- Collecting HAP payments for a unit not occupied by a tenant family.
- Allowing unauthorized people to move in with tenant.
- Entering into side agreements for payments in excess of tenant family’s share of the rent.
- Offering a rent special such as free month’s rent or rental rates that is below the rental rate given to the Housing Authority without offering the same rate to the Section 8 participants.

To knowingly accept housing assistance payments for a vacant unit and not report it to the Housing Authority is a breach of your contract with the Housing Authority and could be considered a fraudulent act.

Involving Authority Employees

Employees of the Housing Authority who have knowledge of fraudulent activities of tenants and landlords and do not report it, limits the number of qualified families in need of housing assistance including:

- Accepting payments from owner/landlord to certifying substandard units as standard.
- Certifying as eligible otherwise ineligible applicants.
- Accepting payments from the owner/landlord or the tenant family that allow either part to violate Program rules.

If you know of any violations or fraud being committed, contact the Housing Authority at (803) 254-3886 and ask for the Section 8 Department. Also, to report a landlord call toll free 1-800-685-8470 or 1-800-432-2209.

Taxpayer Identification Number and Certification

The Columbia Housing Authority is required to report income to the Internal Revenue Service; therefore, it is important that we have the correct owner's federal tax ID or Social Security Number to assure that the reported income is applied to the owner's account.

- Every owner receiving housing assistance payments must have a federal tax ID Number or Social Security Number on file with CHA. The CHA cannot issue a check unless an appropriate Tax ID or Social Security Number is on file.
- The Tax ID or Social Security Number must belong to the payee named on the assistance check.
- The owner/manager must complete and sign an IRS W-9 form indicating the address to send the HAP check or voucher when direct deposit begins.

Direct Deposit

The Board of Commissioners of the Housing Authority of the City of Columbia, South Carolina has approved a policy requiring all landlords in the Section 8 Housing Assistance Program to receive their monthly payments as a "direct deposit". Effective January 1, 2003, Direct Deposit will become mandatory for all Section 8 Landlords. Direct Deposit will be phased in at renewal of the landlord's earliest contract after the

landlord sign the amendment agreement to implement the process.

- You must submit a voided check with your name, account number and the bank routing number. For direct deposit to your savings account, you must provide CHA a copy of the savings deposit slip.
- If your bank account is not a local bank, we will need the address of the bank.
- When there is a change in your bank account number or you change banks you have to fill out a new direct deposit form and submit a voided check on the new account.

It usually takes 30 calendar days for CHA to set up a direct deposit with your bank to make sure the account number and the bank routing numbers match the name on the account.

Housing Quality Standards and Inspections

Introduction

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises as well as the unit. Newly leased units must pass HQS inspection before the beginning date of the lease and HAP contract.

The HA will inspect each unit under contract at least annually. The Director of Inspections will perform quality control inspections annually on at least 3.33 percent of all units under contract. This chapter describes the procedures for performing HQS inspections, and HA standards for the timeliness of repairs. It also explains the responsibilities for both families and owners.

Housing Quality Standards

Walls

In area where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.

Windows

All window sashes must be in condition, solid and intact, and fit properly in the window frame. Damaged or deteriorated sashes must be replaced.

Windows must be weather-stripped as needed to ensure a watertight seal.

Window screens must be in good condition (applies only if screens are present)
Any room for sleeping must have a window.

Doors

All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold.

All interior doors must have no holes, have all trim intact, and be operable without the use of a key.

Floors

All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be secured and made level. If they cannot be leveled, they must be replaced.

All floors must be in a finished state (plywood).

All floors should have some type of base shoe, trim, or sealing for a finished look. Vinyl

base shoe may be used for kitchens and bathrooms.

Security

If window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Toilet

All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

Sinks

All sinks must have functioning stoppers.

Smoke detectors

Owners are responsible for providing and replacing old batteries for battery powered units. Tenants will be instructed not to tamper with smoke detectors or remove batteries.

Bedrooms

Bedrooms in basements or attics are not allowed unless they meet local code requirements and must have adequate ventilation and emergency exit capability.

Minimum bedroom ceiling height is 7'6" or local code, whichever is greater. Sloping ceilings may not slope to lower than five feet in the 70 square foot area.

Modifications

Modifications or adaptations to a unit due to a disability must meet all applicable HQS and building codes.

Emergency Repair Items

The following HQS items are considered of an emergency nature and must be corrected by the owner/tenant (whoever is responsible) within 24 hours of notice by the Inspector:

- Lack of security for the unit.
- Waterlogged ceiling in imminent danger of falling.
- Major plumbing leaks or flooding.
- Natural gas leak or fumes.
- Electrical problem, which could result in shock or fire.
- No heat when outside temperature is below 55 F and temperature inside is below 68 F.
- Utilities not in service (electric, gas and water).
- Obstacle which prevents tenant's entrance or exit.
- Lack of functioning toilet (if only one exist in unit).

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The Director of Inspections or designated representative may give short extension not more than 24 additional hours whenever the responsible party cannot be notified or it is impossible to correct the repairs within the 24-hour period.

In cases where there is a gas leak, potential fire or other threat to public safety the proper authorities will be notified by the HA if the responsible party cannot be notified or it is impossible to make the repair.

If the emergency repair item(s) are not corrected in the time period required by the HA, and the owner is responsible, the housing assistance payments will be abated and the HAP contract will be terminated.

If the emergency repair item(s) are not corrected in the time period required by the HA, and it is an HQS breach which is a family obligation, the HA will terminate the assistance to the family.

Consequences if Owner is Responsible (Non-Emergency)

When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) in the time period specified by the HA, the assistance payment to the owner will be abated.

Abatement

A Notice of Abatement will be sent to the owner. The abatement will be effective from the day after the date of the reinspection. The notice is generally for 30 days, depending on the nature of the repair(s) needed. The HA will inspect abated units within 5 days of

the owner's notification that the work has been completed.

Inspection Guidelines

The HA has adopted local requirements of acceptability in addition to those mandated by the HUD Regulations. All units must meet the minimum standards set forth in the State of South Carolina Building/Housing Code. In cases of inconsistency between the Code and HQS, the stricter of the two shall prevail. Efforts will be made at all times to encourage owners to provide housing above HQS standards.

If all the utilities are not in service at the time of initial inspection, the Inspector will notify the tenant or owner (whomever is responsible for the utilities according to the RFLA) to have the utilities turned on. If the tenant is responsible for supplying the stove and/or refrigerator, the HA will allow the stove and refrigerator to be placed in the unit after the inspection. After the unit has passed all other HQS, the family certifies that the appliances are in the unit and working according to the Housing Quality Standards and, the HA will conduct a re-inspection within 5 days from the date of move-in. If no appliances are in place, contract may be terminated.

Types of Inspections

There are five types of inspections the HA will perform:

- Initial/Move-in: conducted upon receipt of Request for Tenancy Approval.
- Annual: must be conducted within twelve months of the anniversary date of the last Inspection.
- Move-Out/Vacate (Mod Rehab only).
- Special/Complaint: At request by owner, family, agency or third party.
- Quality Control.

Initial HQS Inspection

The Initial Inspection will be conducted to:

- Determine if the unit and property meets HQS.
- Document the current condition of the unit as to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.
- Document the information to be used for determination of rent-reasonableness.

If the unit fails the initial Housing Quality Standards Inspection, the family and or owner will be advised to notify the HA once repairs are completed.

On an initial inspection and at the Inspector's discretion, the owner will be given up to 30 calendar days to correct the items noted as Fail depending on the amount and complexity of work to be done.

If the time period given by the Inspector to correct the repairs has elapsed the family must select another unit.

Annual HQS Inspections

The HA conducts an inspection in accordance with Housing Quality Standards at least annually, 90-120 days prior to the anniversary month of the contract.

The landlord must correct HQS deficiencies, which cause a unit to fail, unless it is a fail item for which the tenant is responsible.

The family must allow the HA to inspect the unit at reasonable times with reasonable notice.

Inspections will be conducted on business days only between 8-12 am and 1-4 pm.

The family and owner are notified of the date and time for the inspection appointment by mail. If the family is unable to be present, they must reschedule the appointment so that the inspection is completed within 5 days.

Re-inspection: The family and owner are mailed a notice of the re-inspection appointment. If the family is not at home for the re-inspection appointment, a card will be left at the unit and another appointment is automatically scheduled. The appointment letter contains a warning of abatement (in the case of owner responsibility) and a notice of the owner's responsibility to notify the family.

The family is also notified that it is a Family Obligation to allow the HA to inspect the unit. If the family was responsible for a breach of HQS Denial or Termination of Assistance, they will be advised of their responsibility for correction.

Move-Out/Vacate Inspection

Move out inspection will be done for units under the Moderate Rehabilitation (Mod Rehab) Program. It is not a requirement to do move-out inspections on units under the Voucher Program because of the conforming rule by HUD on October 2, 1995.

Special/Complaint Inspection

If at any time the family or owner notifies the HA that the unit does not meet Housing Quality Standards, the HA will conduct an inspection.

The HA may also conduct a special inspection based on information from third parties

such as neighbors or public officials.

The HA will inspect only the items which were reported, but if the Inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs.

Quality Control Inspection

The Director of Inspections will perform Quality Control inspections on 3.33 percent or 30 + 1 for each 200 units over 2000. The purpose of Quality Control inspections is to ascertain that each inspector is conducting accurate and complete inspections and to ensure that there is consistency among inspection in application of the HQS.

Time Standards for Repairs

- Emergency items which endanger the family's health or safety must be corrected by the owner within 24 hours of notification.
- For non-emergency items, repairs must be made within 30 days.
- For major repairs, the Director of Inspections may approve an extension beyond 30 days.

Smoke Detector

Each unit must be equipped with at least one battery-operated or hard-wired smoke detector in proper working condition located in a hallway adjacent to the bedroom or bedrooms, and one additional smoke detector on each level of a multilevel unit. Also, units occupied by hearing-impaired persons are equipped with alarm systems designed for the hearing-impaired and located in the bedrooms occupied by those persons.

Manufactured Homes

All manufactured homes must have underpinning surrounding the base of the home. The unit must have been set-up and anchored (tied down) in compliance with standards set by The South Carolina Manufactured Housing Board.

Lead Based Paint

- Units that were constructed prior to 1978 and are occupied by a child younger than 6 years of age must be inspected for defective paint on all interior and exterior painted surfaces of a residential structure.
- Units that were constructed prior to 1978 and are occupied by a child younger

- than 6 years of age with elevated blood level (LBP) must receive treatment of all intact and on intact interior and exterior painted surfaces of a residential structure.
- Units that were constructed prior to 1978 and occupied by a minor child younger than 6 years of age can have some defective paint conditions and pass inspection.

Access

The unit must have a private entrance without going through another dwelling unit. The building shall provide an alternative exit in case of fire.

Site and Neighborhood

The site and neighborhood must be reasonably free of conditions that would endanger the health and safety of residents, such as dangerous walks, steps, instability, flooding, poor drainage, septic tank back-ups, excessive accumulations of trash, vermin or rodent infestation, and/or fire hazards.

Sanitary Condition

The unit and its equipment must be free of vermin and rodent infestation.

The Appeal Process

Both owner and tenant have the right to appeal any decision made by the CHA Inspection Department. When either party receives notification of an action (abatement or termination), the responsible party has 10 business days to make a formal appeal of the decision. This appeal should be addressed to the Director of Inspections 1917 Harden Street, Columbia, South Carolina, 29204 and received in the HA office no later than 10 business days after the date that appears on the inspector's letter.

Internal and External Audit Inspection

HUD must physically monitor units when conducting audits and reviews of the program to assure the CHA is compliance with HQS under HUD's rules and regulation. The CHA also will have independent audits from time to time, to monitor compliance with HUD's rules and regulations. These independent inspections are random and rare.

Acceptability Criteria and Exceptions to HQS

HA adheres to the acceptability criteria in the program regulations and HUD Inspection Booklet and local codes.

Termination of Family Assistance

The CHA may terminate program assistance for the family for any grounds authorized in accordance with HUD regulations and requirements. If the CHA terminates program assistance for the family, the lease terminates automatically. Termination grounds include:

- The family violates any family obligation under the program.
- If any family member commits drug related criminal activity or violent criminal activity.
- If any family member commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- If any family member is illegally using a controlled substance.
- If any member of the family whose drug or alcohol abuse interferes with the health, safety, or peaceful enjoyment of the premises by other residents.
- If the family fails to reimburse any PHA for amounts paid to an owner under a contract for rent, damages to the unit, or other amounts owed by the family.
- If the Family is a FSS participant and fails to comply without good cause with the FSS Contract of Participation.
- If the Family has engaged in or threatened abusive or violent behavior towards CHA personnel.
- If a family member fails to supply any information that the HA or HUD determines to be necessary for use in regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must submit evidence of citizenship or eligible immigration status; the CHA must terminate or deny based on non-citizen rule regulations and applicable informal hearing procedures.
- The family currently owes any money to the HA or to another HA in connection with Section 8 or public housing assistance.

Termination of Tenancy By the Owner

The owner may only terminate the tenancy in accordance with the lease and HUD requirements. During the term of the lease, the owner may only terminate the tenancy because of:

- Serious or repeated violations of the lease.
- Violations of Federal, State or local law that directly relate to the occupancy or use of the unit or premises.
- Any violent criminal activity, use of a controlled substance or any drug related criminal activity on or near the premises.
- Other good cause.

During the initial lease term or during any extension term, other good cause includes:

- Disturbance of neighbors,
- Destruction of property, or
- Living or housekeeping habits that may cause damage to the unit or premises.

After the initial lease term, such good cause includes:

- The tenant's failure not to accept the owner's offer of a new lease or revision.
- The owner desires to use the unit for personal or family use or for a purpose other than a residential rental unit.
- Business or economic reason such as sale of the property, renovation, or the desire to lease the unit at a higher than the Housing Authority can approve.

The owner may not terminate tenancy if the Housing Authority fails to pay the housing assistance payment or pays it late. ***The Housing Authority's failure to make the housing assistance payment is not a violation of the lease between the family and the owner.***

The owner may only evict the tenant by court action and the owner must give the Housing Authority a copy of any eviction notice to the tenant.

- During the initial term, other good cause for termination of tenancy must be something the family did or has failed to do.
- Owner must give the tenant written notice of termination of tenancy and the

reasons for termination.

- For “serious” lease violations, which is through the court process, under South Carolina Law, after appropriate notice. Landlords are encouraged to use experienced legal counsel in eviction actions involving contested matters, particularly involving breaches of the lease other than non-payment of rent.
- If the owner has started eviction proceedings, and the family continues to live in the unit, the CHA must continue to pay the owner until a court judgment or other process allows the owner to evict the tenant.

Termination of Lease by the Family

- The family may terminate tenancy after the initial term of the lease. Termination may be allowed if the owner agrees to release the family from the lease.
- The family must give the owner written notice in accordance with the lease usually 30-day notice and a copy to the housing authority.

Termination of the Housing Assistance Payments (HAP) Contract

When HAP contract terminates:

- The HAP contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.
- When owner terminates the lease, HAP payment terminates.
- If the CHA has insufficient funds under the Consolidated ACC to support continued assistance.
- Owner engaged in drug-related criminal activity.
- If the CHA determines that the unit does not provide adequate space in accordance with HQS because of an increase in family size or composition. The family may be issued a voucher to find suitable housing.
- If the owner has committed fraud or bribery or any other criminal or corrupt act involving Federal Housing Program.

Mandatory Termination

The Columbia Housing Authority must terminate assistance to a family for any of the following reasons:

- If the family has been evicted from housing assisted under the Section 8 program for serious violation of the lease.
- If any member of the family fails to sign and submit consent forms for obtaining information in accordance with program regulations.
- If a family member does not establish citizenship or eligible immigration status (the CHA must terminate based on Non-citizen Rule regulations and applicable informal hearing procedures).
- If the PHA determines that any member of the household has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.

Continued Assistance under Voucher Program

As a condition of continued assistance, the CHA may require a household member who has engaged in illegal drug use, or in alcohol abuse to submit evidence of current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program.

Transfer of the Housing Assistance Payment (HAP) Contract

The owner/landlord may not assign the HAP contract to a new owner without the prior written consent of the Columbia Housing Authority.

The new owner shall supply any information as required by the CHA pertinent to the proposed assignment.

The HAP contract may not be assigned to a new owner if the new owner (including a principal or other interested party) is a family member, unless the CHA has determined (and has notified the family of such determination) that approving the assignment, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

The CHA may deny approval to assign the HAP contract if the owner or proposed new owner:

- Has violated obligations under a housing assistance payments contract under Section 8.
- Has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.
- Has engaged in any drug-related criminal or violent activity.
- Has a history or practice of non-compliance with the HQS for units leased under the Section 8 tenant based program.
- Has a history or practice of failing to terminate tenancy of tenants assisted under any Federally assisted housing program for activity engaged in by the tenant and household member or guest of the tenant.
- That threatens the peaceful enjoyment of other residents.
- That threatens the health and safety of other residents, employees of the CHA or owner employees or other persons engaged in management of the housing.
- That threatens the health and safety of residents by persons residing in the immediate vicinity of the premises; or
- Any criminal or violent activity.
- Has history of renting units that do not meet State or local housing codes.
- Has not paid State or real estate taxes, fines or assessments, levied or assessed by the state or local governmental entities.

The CHA shall give its consent to transfer the HAP Contract if the transferee is eligible to be a Section 8 owner/landlord; and agrees, in writing, to comply with all terms and conditions of the HAP Contract. The transferee shall give the CHA a copy of the executed agreement including the IRS W-9 form from the new owner. The new owner must agree to be bound by and comply with the HAP contract. The agreement must be in writing and in a form acceptable to the CHA.

Portability

Portability is an option allowing families to move from one jurisdiction to another without making a new application for admission to the Section 8 Housing Choice Voucher Program.

A new voucher holder or participant family has the right to receive voucher assistance to lease a unit anywhere in the United States in the jurisdiction of a Housing Authority with a tenant based voucher program. If the participant family moves from an assisted unit in violation of the lease they will not be provided assistance to transfer.

If the applicant legal residence was outside of the Columbia Housing Authority's jurisdiction at the time the family first applied, they will not be able to use portability during the first 12 months of receiving assistance.

In order for a family to transfer their voucher, the family must contact the Portability Officer at the Columbia Housing Authority for an appointment. The family will be required to submit the following information on the Housing Authority they wish to transfer to:

- Name of the housing authority
- Address of the housing authority
- Contact person
- Telephone number

When a family decides to port to another jurisdiction, the receiving Housing Authority may have different rules and policies than the initial Housing Authority. Therefore, the payment standard and bedroom size is subject to change.

Portability does not apply to families assisted in the Moderate Rehabilitation Program or Project-based Program.

Glossary

ABATEMENT. Reduction in HAP payment to owners who do not comply with notification to correct housing quality standards within the specified time period.

ADJUSTED INCOME. Annual income, less allowable HUD deductions.

ADJUSTED ANNUAL INCOME. The Annual Income (described above) less the HUD approved allowances. Same as Adjusted Income (always annual).

ANNUAL CONTRIBUTIONS CONTRACT (ACC). A written agreement between HUD and a HA to provide annual contributions to cover Housing Assistance Payments and other expenses pursuant to the Act. If there is a State Agency administering the Section 8 Program, for example, there is usually an ACC between the State Agency and HUD.

ANNUAL INCOME. The anticipated total Annual Income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

ASSETS. (See Net Family Assets.)

ASSISTANCE PAYMENT. The amount HUD pays the owner for a unit occupied by an eligible family under the Section Program. It includes HUD's share of the contract rent and any utility reimbursement due the tenant. It is the gross rent for the unit minus the Total Tenant Payment.

ASSISTED RENT. Any rent less than the market rent defined herein. Includes Section 236 rents that are greater than the basic rent.

ASSISTED TENANT. A tenant who pays less than the market rent as defined in the regulations. Includes tenants receiving rent supplement, Rental Assistance Payments, or Section 8 assistance.

CHILD CARE EXPENSES. Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed, actively seeking employment, or to further his/her education.

CONTRACT RENT. The rent HUD (or the contract administrator) authorizes an owner to collect for a unit occupied by a family receiving assistance. In the Section 8 Program, Contract Rent is the total rent paid to the owner, including the tenant payment and the Housing Assistance Payment (HAP) from the PHA.

DEPENDENT. A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age, or is a person with disabilities, or a full-time student 18 years of age or over.

DISPLACED PERSON. A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief laws.

ELDERLY HOUSEHOLD. A family whose head or spouse or whose sole member is at least 62 years of age or a person with disabilities as defined in this section; may include two or more elderly or disabled persons living together, or one or more such persons living with another person who is determined to be essential to his/her care and well-being.

ELDERLY PERSON. One who is at least 62 years old.

ELIGIBLE FAMILY. A family, which qualifies as Low-Income family and meets the other requirements of the Act and Part 5.

FAIR MARKET RENT. The rent limit published in the Federal Register for Section 8 Rental Assistance, which includes utilities (except telephone) and ranges and refrigerators. It is used, as a standard to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Separate FMRs are established for dwelling units of varying sizes (number of bedrooms) and types.

FAMILY. Defined by HA in policy.

FULL-TIME STUDENT. A person who is carrying a subject load that is considered full time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

GROSS FAMILY CONTRIBUTION. Changed to Total Tenant Payment.

GROSS RENT. The sum of the Contract Rent and the utility allowance. If there is no utility allowance, Contract Rent equals Gross Rent.

HEAD OF HOUSEHOLD. The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

HOUSING ASSISTANCE PAYMENTS CONTRACT. A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family (sometimes referred to as the HAP Contract).

HOUSING ASSISTANCE PAYMENT ON BEHALF OF ELIGIBLE FAMILY: The Amount of housing assistance payment on behalf of an eligible family, determined in accordance with schedules and criteria established by HUD.

HUD. The Department of Housing and Urban Development.

INCOME. Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.

INCOME FOR ELIGIBILITY. Annual Income.

LANDLORD. Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

LEASE. A written agreement between an owner and an eligible family for the leasing of a housing unit. The Section 8 Voucher program has an Addendum to the lease that has mandatory language which must be incorporated into any lease the HA uses.

LOW-INCOME FAMILY. A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80% on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low incomes.

MEDICAL EXPENSES. Those total medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. This deduction is for Elderly Households only.

MINOR. A member of the family household (excluding foster children) who is under 18 years of age.

NEGATIVE RENT. Now called Utility Reimbursement.

NET FAMILY ASSETS. Value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment.

NET FAMILY CONTRIBUTION. Former name for Tenant Rent.

OWNER. Any person or entity having the legal right to lease or sublease housing.

PAYMENT STANDARD. The amount used to calculate the housing assistance a family will receive in the PHA's Voucher Program.

PERSONS WITH DISABILITIES. A person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102 (7)(b) or 6001(7) of the Development Disabilities Assistance and Bill of Rights Act ("Handicapped" definition has been combined).

PROJECT BASED. The subsidy is tied to the unit, the family must occupy a unit rehabilitated under the program. A family that moves from the unit does not have any right to continued assistance.

PUBLIC ASSISTANCE. Welfare or other payments to families or individuals based on need, which are made under programs funded, separately or jointly, by Federal, State, or local governments.

PUBLIC HOUSING AGENCY (PHA). Any state, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof), which is authorized to engage or assist in the development or operation of housing for low-income families.

RECERTIFICATION. Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported.

SECURITY DEPOSIT. A dollar amount (maximum set according to the regulations), which can be used for unpaid rent or damages to the owner upon termination of the lease.

SINGLE PERSON. A person living alone or intending to live alone.

TENANT RENT. (Formerly called Net Family contribution.) The amount payable monthly by the family as rent to the owner where all utilities (except telephone) and other essential housing services is supplied by the owner. Tenant Rent equals Total Tenant Payment. Where some of the utilities (except telephone) and other essential housing services are not supplied by the owner and the cost is not included in the amount paid as rent to the owner, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

TERM OF LEASE. The amount of time a tenant agrees in writing to live in a dwelling unit.

TOTAL TENANT PAYMENT (TTP). The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

UNIT. Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

UTILITY ALLOWANCE. Estimate of the average monthly utility bills (except telephone) for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. Utility allowances vary by unit type and are listed on HAP contract.

UTILITY REIMBURSEMENT PAYMENT. The amount by which the Utility Allowance exceeds the Total Tenant Payment.

VACANCY LOSS PAYMENTS. (*Applies only to Moderate Rehab Program*) When a family vacates its unit in violation of its lease, the owner is eligible for 80% of the Contract Rent for a vacancy period of up to one additional month, (beyond the month in

which the vacancy occurred) if she/he notifies the HA as soon as she/he learns of the vacancy, makes an effort to advertise the unit, and does not reject any eligible applicant except for good cause.

A P P E N D I X

Forms and Letters

Request for Taxpayer Identification Number and Certification (W-9)

Authorization Form for HAP Direct Deposit

Housing Assistance Payments Contract (HAP)

Housing Assistance Payments Contract Part B

Housing Assistance Payments Contract Part C

Request for Tenancy Approval

Disclosure of Information on Lead-Based Paint

Landlord Certification

Voucher Housing Choice Voucher Program

Housing Assistance Payment Contract Transfer Agreement

Common Deficiency Items

Rent Ready Criteria

Monthly Utility Allowances (water and sewer)

Average Utility Consumption Charges (Apartments/Duplex/Townhouse)

Average Utility Consumption Charges (Single Family/Manufactured House)

HUD Notice PIH 94-31 Compliance with Housing Quality Standards

Moderate Rehabilitation Program Addendum to Lease

Statement of Family Responsibility (Moderate Rehab Program)