

Landlords - Frequently Asked Questions

For your convenience we have compiled a list of frequently asked questions.

What are the requirements for listing my property with Bristol Housing?

The unit must be decent, safe, sanitary, and meet our rent reasonableness requirement.

How can I receive information regarding the Section 8 Housing Choice Voucher Program?

You may read up on our program on our website at www.bristol-housing.com or call our office at 423-274-8150.

If I have questions about the program whom may I contact?

You may e-mail the Section 8 Department at the addresses listed on our website or may call 423-274-8150 for more information.

What is the process for leasing my property?

Review a copy of our Landlord Key to Bristol Housing to learn more.

How do I notify Bristol Housing that I have property to rent?

Complete the Landlord Vacancy Form on our website at www.bristol-housing.com.

When can I expect payment from Bristol Housing?

All landlord payments are made by direct deposit. If a family moves in on the first of the month, the inspection has passed, all required documents have been turned in and all required contracts have been signed at least 3-4 days prior to the 1st, you will receive payment into your designated bank account by the 5th day of the month.

When will my unit be inspected?

Bristol Housing will schedule an inspection with the owner as soon as the Request For Tenancy Approval form is completed and returned to our office.

What should I do once my property has been rented?

If you would like your name and property removed from our Landlord Listing, please contact Regina Edwards by e-mail at rgedwards@bthra.com or by phone at 423-274-8150, ext. .

What rent amount can I ask for?

When you complete the Request For Tenancy Approval form you will fill in your proposed rent. Our inspectors will do a "rent reasonableness" comparison (this comparison ensures the rent you are asking for is comparable to similar units in the area). If your rent is considered unreasonable for the area the inspector will call you to negotiate a more favorable rent amount.

What types of unit are accepted on the Section 8 Housing Choice Voucher Program?

Apartments, single-family houses, duplexes, condominiums, townhouses, mobile homes, and manufactured homes are acceptable. A room in a boarding house or someone's home is not acceptable.

Where can participant's lease property?

Bristol Housing serves the City of Bristol, TN and a large portion of Sullivan County, TN. Participant's wanting to lease outside of Bristol Housing's jurisdiction will have to find out from their Housing Specialist whether or not they can be transferred or "ported" to the housing authority in the jurisdiction in which they want to lease.

If a tenant damages my property, is Bristol Housing responsible?

No. You must seek damage reimbursement from the tenant or take them to court.

Who pays the security deposit?

The tenant is responsible for paying the security deposit. Under no circumstances does Bristol Housing ever pay a security deposit.

How much of a security deposit can I charge?

You can charge the same security deposit amount that you charge unsubsidized tenants.

Who is responsible for the utilities prior to the inspection?

ALL utilities must be on at the time of inspection or the unit will fail. The landlord/owner is responsible if the unit is vacant. If the tenant plans to "lease in place" and already resides in the unit and is currently responsible for the utilities, they should continue to be responsible prior to inspection. However, the inspectors are only concerned that the utilities are on when the inspection takes place.

Can the utilities be left in the owner/landlord name once the tenant has possession?

Yes. The owner/landlord can draft his/her lease agreement whereas the landlord is responsible for the utilities.