

Why Participate?

humanity

rent increases

help low-income families

affordable housing

\$\$\$

fair opportunity

assist seniors

stability

helping families

dependable

guaranteed funds

Guaranteed Rent

compassionate 

\$\$\$

stable tenants

payments on time

affordability

free annual inspections

decent housing

be part of the solution

direct deposit

More than 50 percent of vouchers serve elderly or non-elderly disabled families.

About 45 percent of vouchers assist single parent families.

Over 73,000 HCVs are designated for Veteran Affairs Supportive Housing (VASH).

https://www.hud.gov/sites/dfiles/PIH/documents/HCV_Benefits-MythBusting_FactSheet10-5.pdf



HOUSING CHOICE VOUCHER (HCV) MYTH-BUSTING AND BENEFITS FACT SHEET

MYTH-BUSTING FOR HCV LANDLORDS

“ Landlords can’t charge HCV participants the same rent as their non-HCV tenants. ”

FALSE- Landlords can charge the full rent no matter who the tenant is. The housing authority must determine that the proposed rent is reasonable and is not higher than units in that area with similar amenities.¹

“ HCV Voucher tenants are problem tenants. ”

FALSE- Actually, HCV tenants are typically long-term tenants, living in a unit for 7-8 years on average. There are no documented statistics showing that HCV participants are any more likely to damage units or not pay rent than are non-HCV tenants. Landlords use their own screening criteria and should screen HCV tenants as they would screen any other tenant to avoid problem tenants.²

“ It is almost impossible to evict a HCV tenant when they violate the lease. ”

FALSE- HCV tenants are bound by the terms of their rental agreements and are subject to eviction as is any non-HCV tenant.³

“ If you accept one HCV Program tenant, then all of your units must be rented to HCV Program tenants. ”

FALSE- Renting unit(s) to HCV tenants does not in itself further obligate you to rent to other HCV tenants. For each vacancy, you should follow your established policies for screening prospective tenants.

BENEFITS OF HOUSING CHOICE VOUCHER PROGRAM FOR LANDLORDS

- **You will get timely and dependable payments from the public housing authority (PHA).** Participating, compliant landlords will receive timely and dependable housing assistance payments (HAP) each month once the HAP contract and lease are signed.⁴
- **You will get your full rental payment.** When a HCV tenant's income permanently changes, the portion of rent paid by the PHA and the tenant is adjusted to reflect this change. This provides financial protection to landlords in that if a HCV tenant's income decreases, there is a process for the PHA to pay a larger portion of the rent to the landlord so the landlord continues to receive a full rental payment.⁵
- **You will receive regular inspections.** Some landlords appreciate the routine inspections because they provide an opportunity to check on the condition of the unit. This can result in identifying maintenance needs that may have otherwise gone unnoticed for some time. Landlords that own or manage properties across wide geographies in particular tend to appreciate the value in having a routine, objective inspection of their rental units.
- **You may request annual reasonable rent increases.** Compliant landlords may request a rent increase at the annual anniversary of the HAP contract by written notice to the PHA.⁶
- **You have the opportunity to help low-income elderly, disabled, and veteran households, as well as families with children by providing affordable housing.** More than 50 percent of vouchers serve elderly or non-elderly disabled families. About 45 percent of vouchers assist single-parent families.

Resources

¹ 24 CFR § Part 982.507

² 24 CFR § Part 982.307

³ 24 CFR § Part 982.310

⁴ HAP: is the monthly assistance payment by a PHA, which is defined in 24 CFR 982.4 to include:
(1) A payment to the owner for rent to the owner under the family's lease; and
(2) An additional payment to the family if the total assistance payment exceeds the rent to owner. The HAP contract is the housing assistance payments contract between the owner and the PHA (Also see: 24 CFR § Part 982.451)

⁵ 24 CFR § Part 982.505

⁶ 24 CFR § Part 983.302

I just received my Voucher now what?

Find A Rental Unit that meets both your needs, rental guidelines, health, and safety standards.

When you and a landlord have agreed to enter into a contract the Housing Authority will need the name(s) and email(s) of the landlords (anyone named on the deed) so that we can send them the docusign documents.

Once the Authority approves the landlord paperwork we will schedule an inspection.

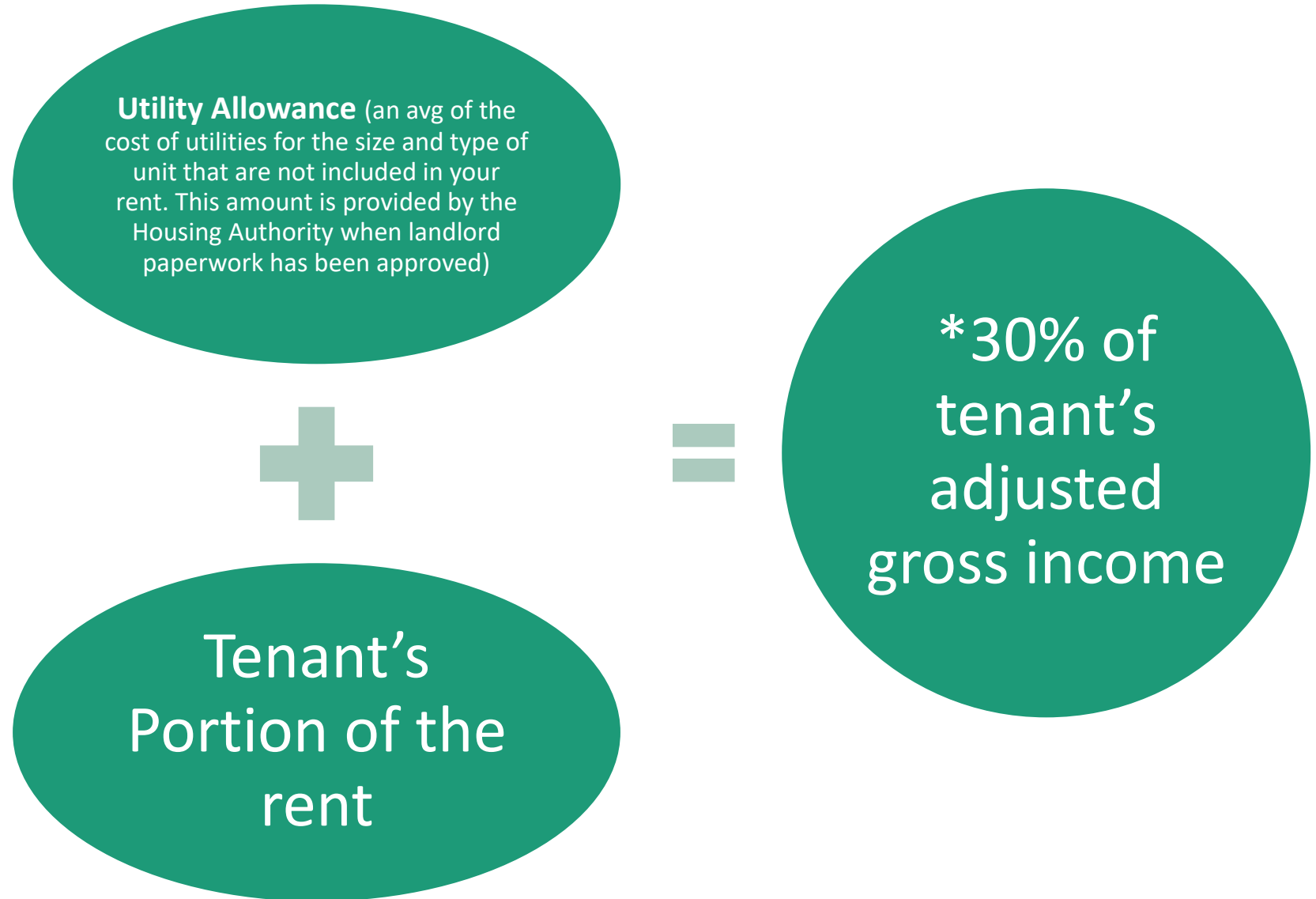
Once the unit passes inspection the Authority will complete a HAP contract and Lease Agreement. The effective date will be the 1st of the following month.

Sign and send back the original lease so that your landlord can receive their payment.

Congratulations! You are now receiving affordable housing!

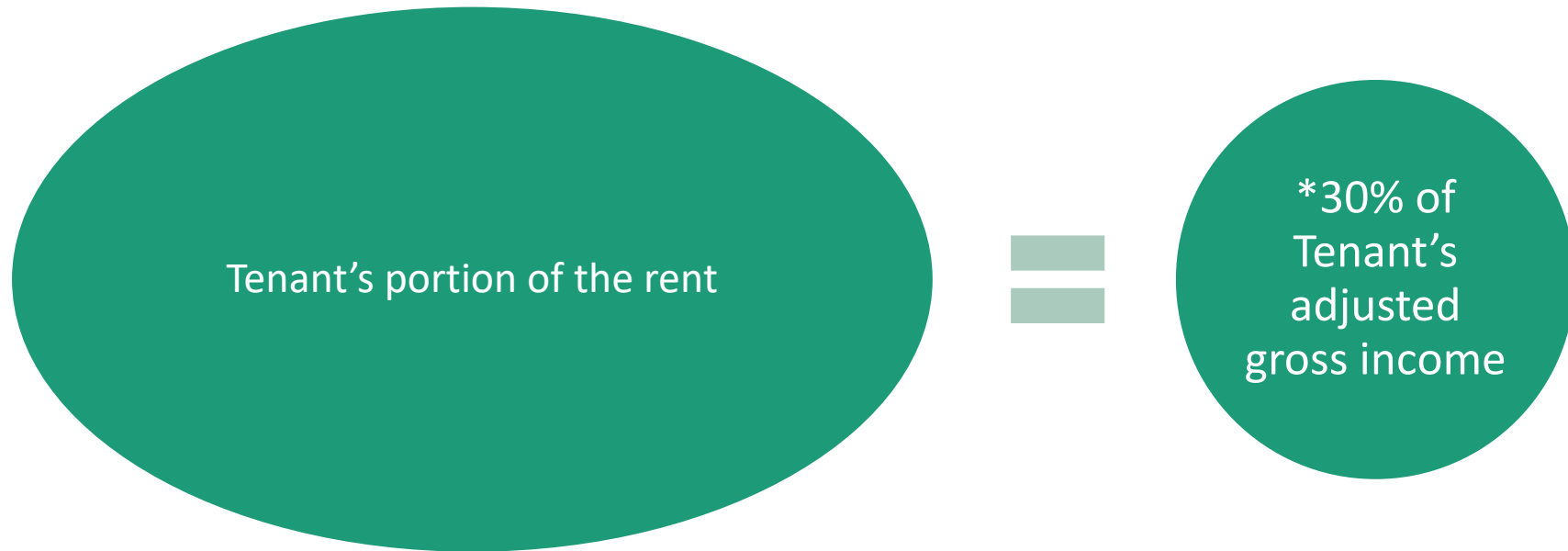


If utilities are not included in the rental amount:



*If the unit falls within the payment standard

If all of the utilities are included in the rent:



*If the unit falls within the payment standard

**If the tenant's adjusted gross income is zero the tenant's payment would \$50

Landlords who receive a check from our office and need to change your address.

Please give us as much information as you can: your full name, the name of your Section 8 tenant, the address of the rental unit under contract, and your complete new mailing address and telephone number. This request must be submitted in writing.

Find out what happened to your check.

Direct deposit is now mandatory. Please contact the Housing Authority office for more information.

To request a rent increase.

After the first year of your lease with your tenant, if you have a lease with a tenant who has a Section 8 Voucher, you must submit a request for a rent increase to the Housing Authority, in writing, 60 days prior to the anniversary date of the lease. You will also be responsible for certifying that the requested rent is reasonable and meets the current Fair Market Rent. Send your request to the Housing Authority to the attention of the Section 8 department. Rent increases are not guaranteed and are only permitted once a year.

What kind of rental unit qualifies?

Any existing rental unit may be eligible; single family homes, condominiums, apartments, mobile homes, townhouses, duplexes, etc., located in Wayne and Pike Counties. All rental units must conform to Housing Authority Standards and meet local code requirements.

May an owner sell a property while it is under contract with the Housing Authority?

Yes, an owner may sell the property while it has a tenant under contract. Call the Authority for instructions.

How often does the Housing Authority inspect the units?

The rental units are inspected prior to a contract being signed and at least annually thereafter. Initial inspection of the unit is only conducted once a Request for Tenancy Approval is turned in by the prospective tenant and is approved. If the inspection fails, the landlord will have 30 days to make repairs before a re-inspection will be done. The landlord will be notified of all deficiencies found by the inspector along with the re-inspection date. Please see our Inspection Checklist for more information.

Benefits for a participating landlord.

The Housing Authority portion of the rent is direct deposited into your bank account each month. The program allows you to fill a vacancy in a rental unit with a tenant who, by being on the program, gives you greater assurance of being able to maintain the unit.

What does the landlord need to do?

The landlord must attract a family that has already been determined as eligible and has been issued a Voucher by the Housing Authority. The landlord is responsible to screen the family for suitability as a tenant, just as they would any prospective tenant. If the landlord decides to rent to the family, a Request for Tenancy Approval (RFTA) is completed and submitted to the Housing Authority along with verification of ownership and lease. Eligible families are given the RFTA at the time they are issued a Voucher. The Housing Authority schedules an inspection of the rental unit within 14 days of

receiving the RFTA. If the unit meets Housing Quality Standards and the rent amount is approvable by standards set by HUD, the contract and lease are signed by the Housing Authority, the participant, and the landlord. The landlord is expected to collect a security deposit and the family's share of the rent. The landlord is expected to maintain the property's overall condition and see that the basic plumbing, electrical, heating, and cooling systems, etc. are functioning properly. Should the family violate the terms of the lease or fail to pay the rent, the landlord needs to notify the Housing Authority so that they may take proper action and the landlord would then go through proper eviction procedures.

What does the family need to do?

The participating family is responsible to pay the rent and the utilities for which they are obligated under the lease. They are also responsible to follow all the terms of the lease.

Serious or repeated lease violations can result in the termination of housing assistance under the federal regulations. If the family damages the rental unit beyond normal wear and tear, they are responsible to pay for the damages. The landlord must collect these damage amounts through the local court system.

The rent limits.

The Fair Market Rents are published in the Federal Register each year and are effective each October. The rent amounts include all utilities. If the tenant will be paying all or some of the utilities, the rent amount needs to be reduced by an allowance for tenant paid utilities determine by the Housing Authority.

Wayne County Payment Standards Effective 5/1/2021

	<u>0 BR.</u>	<u>1 BR.</u>	<u>2 BR.</u>	<u>3 BR.</u>	<u>4 BR.</u>	<u>5 BR.</u>
10%	716	803	973	1,235	1,351	1,554
FMR	651	730	885	1,123	1,229	1,597
RR	595					

Pike County Payments Standards Effective 5/1/2021

	<u>0 BR.</u>	<u>1 BR.</u>	<u>2 BR.</u>	<u>3 BR.</u>	<u>4 BR.</u>	<u>5 BR.</u>
5%				1,956		
FMR	1,048	1,055	1,368	1,863	2,341	2,692
RR	699	963	1,299	1,699	1,977	

10% or 5%- over FMR

FMR- Fair Market Rent

RR- Rent Reasonableness

Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

Date (mm/dd/yyyy):

Locality:

Wayne County Housing Authority, PA

Unit Type: **Multi-Family (High-Rise/Apartment/Row House/Townhouse/Semi-Detached/Duplex)**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

Heating

a. Natural Gas (avg)	\$35.00	\$41.00	\$47.00	\$55.00	\$62.00	\$69.00	\$73.00
b. Bottle Gas/Propane	\$81.00	\$94.00	\$107.00	\$126.00	\$144.00	\$157.00	\$168.00
c. Electric (avg)	\$27.00	\$32.00	\$44.00	\$55.00	\$67.00	\$79.00	\$85.00
d. Electric Heat Pump (avg)	\$24.00	\$28.00	\$34.00	\$38.00	\$42.00	\$46.00	\$50.00
e. Oil	\$69.00	\$81.00	\$95.00	\$110.00	\$124.00	\$136.00	\$147.00
f. Coal	\$3.00	\$3.00	\$4.00	\$7.00	\$6.00	\$7.00	\$8.00
g. Wood	\$8.00	\$9.00	\$12.00	\$16.00	\$19.00	\$23.00	\$24.00

Cooking

a. Natural Gas (avg)	\$4.00	\$4.00	\$6.00	\$7.00	\$10.00	\$11.00	\$12.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$24.00	\$26.00	\$29.00
c. Electric (avg)	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	\$20.00

Other Electric & Cooling

Other Electric (Lights & Appliances)(avg)	\$22.00	\$26.00	\$36.00	\$45.00	\$55.00	\$65.00	\$71.00
Air Conditioning (avg)	\$1.00	\$1.00	\$2.00	\$3.00	\$3.00	\$4.00	\$4.00

Water Heating

a. Natural Gas (avg)	\$9.00	\$10.00	\$15.00	\$20.00	\$24.00	\$29.00	\$31.00
b. Bottle Gas/Propane	\$21.00	\$24.00	\$34.00	\$45.00	\$55.00	\$66.00	\$71.00
c. Electric (avg)	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00	\$41.00
d. Oil	\$17.00	\$20.00	\$29.00	\$38.00	\$49.00	\$58.00	\$64.00

Water, Sewer, Trash Collection

Water

Sewer

Trash Collection

See Attached Water, Sewer & Trash Collection Schedule

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$12.49 (avg)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Natural Gas Charge \$12.04 (avg)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

Date (mm/dd/yyyy):

Locality:

Wayne County Housing Authority, PA

Unit Type: **Single-Family**
(Detached House/Mobile Home)

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

Heating

a. Natural Gas (avg)	\$50.00	\$59.00	\$69.00	\$78.00	\$88.00	\$98.00	\$106.00
b. Bottle Gas/Propane	\$115.00	\$134.00	\$157.00	\$181.00	\$204.00	\$225.00	\$244.00
c. Electric (avg)	\$65.00	\$76.00	\$89.00	\$103.00	\$116.00	\$129.00	\$139.00
d. Electric Heat Pump (avg)	\$34.00	\$41.00	\$48.00	\$54.00	\$60.00	\$66.00	\$71.00
e. Oil	\$98.00	\$116.00	\$136.00	\$156.00	\$176.00	\$197.00	\$211.00
f. Coal	\$6.00	\$7.00	\$8.00	\$10.00	\$11.00	\$12.00	\$13.00
g. Wood	\$19.00	\$22.00	\$26.00	\$29.00	\$33.00	\$37.00	\$40.00

Cooking

a. Natural Gas (avg)	\$4.00	\$4.00	\$6.00	\$7.00	\$10.00	\$11.00	\$12.00
b. Bottle Gas/Propane	\$8.00	\$8.00	\$13.00	\$18.00	\$24.00	\$26.00	\$29.00
c. Electric (avg)	\$6.00	\$7.00	\$10.00	\$13.00	\$16.00	\$19.00	\$20.00

Other Electric & Cooling

Other Electric (Lights & Appliances)(avg)	\$32.00	\$37.00	\$52.00	\$67.00	\$81.00	\$96.00	\$104.00
Air Conditioning (avg)	\$1.00	\$1.00	\$3.00	\$4.00	\$5.00	\$7.00	\$7.00

Water Heating

a. Natural Gas (avg)	\$11.00	\$12.00	\$19.00	\$25.00	\$30.00	\$36.00	\$39.00
b. Bottle Gas/Propane	\$26.00	\$29.00	\$42.00	\$58.00	\$68.00	\$84.00	\$89.00
c. Electric (avg)	\$19.00	\$23.00	\$29.00	\$35.00	\$42.00	\$48.00	\$52.00
d. Oil	\$23.00	\$26.00	\$38.00	\$49.00	\$61.00	\$72.00	\$78.00

Water, Sewer, Trash Collection

Water

Sewer

Trash Collection

See Attached Water, Sewer & Trash Collection Schedule

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$12.49 (avg)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Natural Gas Charge \$12.04 (avg)	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



WAYNE COUNTY HOUSING AUTHORITY, PA

Water, Sewer and Trash Collection

Section 8 HCV Utility Allowances

All Building Types

		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6BR
Aqua Pennsylvania	Water	\$59.00	\$61.00	\$80.00	\$99.00	\$118.00	\$137.00	\$150.00
Central Wayne Regional Authority	Sewer	\$54.00	\$54.00	\$54.00	\$54.00	\$54.00	\$54.00	\$54.00
Waymart Area Authority	Sewer	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00
County Waste of Virginia & Pennsylvania Waste Management	Trash (<i>avg</i>)	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00	\$34.00



VII. HOUSING QUALITY STANDARDS

The Housing Quality Standards (HQS) are specific requirements developed by the Department of Housing & Urban Development governing a unit's acceptability. These standards established minimum criteria necessary for the health and safety of occupants.

The Housing Inspector may conduct on-site inspections or may conduct inspections using Remote Video streaming technology with a person on site who serves as a proxy. The proxy can be the landlord, property representative, tenant or any adult associated with the tenancy. The proxy follows the direction of the HQS Inspector throughout the entire inspection process.

Regardless of the use of technology to facilitate the presentation of information, the HQS Inspector remains responsible for the conduct of the inspection, and any judgments made about whether a condition is a violation of the HQS standards.

The Housing Authority, at its discretion, may also accept signed certifications from landlords, prospective voucher holders and participants indicating the current unit meets all HQS requirements and does not have any life-threatening conditions in the unit.

A. Initial Unit Inspection Procedures

When a Request for Tenancy Approval (HUD 52517) has been submitted, the PHA or its agent is required to conduct a unit inspection. The inspection will take place within seven (7) to fourteen (14) days. This will happen before the lease approval and execution of a HAP Contract to ensure that the unit is in compliance with HQS Standards.

The owner, managing agent or prospective tenant must be present at the time appointed by the Housing Authority or its agent. Failure to be present will result in a delay of rental subsidy. Therefore, it is vitally important for the owner or tenant to be present to receive assistance as quickly as possible.

In districts where applicable, the owner is also required to have an inspection conducted by an authorized municipal inspector and/or code enforcement officer. The owner must then submit a copy of a signed Certificate of Occupancy before a HAP contract and lease will be executed.

All determinations resulting from the PHA's inspections must be adequately documented in the PHA's files.

B. Annual Inspection Procedures

In accordance with Section 220 of the 2014 Appropriations Act, the PHA elects at its discretion to inspect each dwelling unit at least every 12 months or 24 months to determine if the owner and tenant are maintaining the unit in a decent, safe and sanitary conditions in accordance with the HAP Contract and is providing the maintenance services and utilities set forth in the lease between the owner and the assisted family. The PHA will use the results of previous inspections to make a determination whether an inspection will be completed annually or biennially.

C. Special Unit Inspection

There may be circumstances other than the initial and annual inspections which require the PHA to determine a unit's compliance with the HQS criteria, as follows:

1. Complaints from participating families, owners or other sources regarding the unit's condition or lack of maintenance and services by the responsible parties.

D. Required Actions After Completed Inspection

1. Initial Inspections - If the PHA's inspection reveals that the unit meets the applicable HQS criteria, the PHA may proceed with the other necessary determinations, such as rent reasonableness, preparation of the HAP Contract approval of lease, etc. If the PHA's inspection reveals that the unit contains HQS violations, the PHA shall notify the owner and the family that the unit may not be leased under the program until all deficiencies are corrected.

2. Annual Inspections - If the PHA's annual inspection reveals that the unit is not in decent, safe and sanitary condition as required by the HQS criteria or is not in compliance with any other provisions of the HAP Contract, the PHA must immediately notify the owner of the deficiencies, in writing. It is not the responsibility of the Housing Inspector to prepare detailed repair specifications. The notice must describe items which are in violation of the HQS standards and require that the conditions be corrected within a specific time period to be determined by the PHA as follows:

- a. If there are serious deficiencies which present an immediate danger to the health and safety of the family, the PHA must require the owner to correct those deficiencies within 24 hours. If the owner does not take the required action within the 24-hour time period, the PHA must either stop the housing assistance payments until such time as the owner corrects the deficiencies, or terminate the HAP Contract. The Housing Assistance Payments may be resumed once the deficiencies are fully corrected, but the PHA should not make payments for the period the unit was not in compliance.

- b. If there are other deficiencies which could affect the health and safety of the occupants, the owner must correct the items within 30 days or less. If the owner does not take the required corrective action within the specified 30-day time period, the PHA must determine if the extensions of time are warranted depending upon the nature of work to be completed and the PHA's determination of reasonable deadline. If an extension is not granted, the PHA must either stop the Housing Assistance Payments or terminate the HAP Contract. If the HAP Contract is terminated, the PHA must issue a new voucher to the family and provide the family with as much assistance as possible in locating an eligible unit, unless the family is no longer eligible.

c. The PHA must reinspect the unit at the end of the 30-day correction period to ensure that all HQS deficiencies have been corrected prior to execution of a renewed or new HAP Contract and possible annual rent adjustment. However, due to the WCHA's jurisdiction of two counties (Wayne and Pike), covering 1,318 square miles, the reinspection date of the unit might not occur within the 30-day correction period.

E. Reinspection Procedures

If the owner does not make repairs during the period specified, the abatement will begin the first business day after notice to the owner. If the owner then completes the repairs and the tenant intends to stay in the unit, abatement will end the first business day after the unit passes inspection.

The owner or tenant must be present at the time appointed by the Housing Authority or its agent. Failure to be present will result in abatement of HAP Payments to the owner or termination of the HAP Contract until an inspection of the unit is conducted. No retroactive payments may be made for the period the unit was not in compliance. Prorated HAP Payments may be provided to the owner when HQS or HAP Contract Requirements are met. Therefore, it is vitally important for the owner or tenant to be present for uninterrupted and continued rental assistance.

The WCHA may accept invoices, receipts or photos as proof that deficient items have been repaired and/or completed.

F. Extension Procedures

The owner of a unit may request an extension of time, in writing, to repair cited deficiencies due to extenuating circumstances such as inclement weather (on outside repairs), major remodeling, or "back order" of items to complete repairs.

G. Inspections Which Reveal Tenant Noncompliance

If an annual or special inspection reveals that a unit is no longer in a decent, safe and sanitary condition according to the applicable HQS criteria because of the tenant's lack of maintenance, the owner is still responsible for taking appropriate action to correct deficiencies. In addition to contacting the owner, in writing, on any deficiencies and corrective actions needed, the PHA should also advise the family of its responsibilities with respect to any lease requirements and also point out the possible consequences of noncompliance. If the owner is unable to obtain compliance from the family but does not take appropriate steps to evict the family, the PHA shall either stop the HAP Payments or terminate the HAP Contract.

H. Termination of Payments and Contracts

If the PHA has decided to stop making housing assistance payments to an owner in accordance with the HAP Contract, the owner must be sent advance written notification. The PHA must also promptly notify the family of this action and apprise them of their responsibilities. Housing assistance payments may be stopped until:

1. The owner corrects the deficiencies; in which case the housing assistance payment may be resumed; or

2. termination or expiration of the HAP Contract.

The PHA must not resume HAP Payments until the owner has corrected the deficiencies. No retroactive payments may be made for the period the unit was not in decent, safe and sanitary condition. When the deficiencies are corrected, however, a prorated housing assistance payment may be provided to the owner.

If the PHA has decided to terminate the HAP Contract according to its term, both the family and owner must be notified, in writing, of the reasons for termination and the date upon which it will take effect. The family must be notified that if it chooses to be rehoused in another unit, the PHA will issue another voucher so that the family can locate another as soon as possible, provided the family is still eligible for participation.

I. Adjustments and/or Held Checks

Prior to the HAP check run, if the unit is not inspected, the deficiencies are not completed or the check is being prorated or held for any reasons, the amount the landlord is entitled will not be released until the following month.

J. Remote Video Inspections

The Housing Authority may provide the option for an inspection using Remote Video Inspections (RVIs) using video streaming technology via a person at the inspection site who serves as a proxy. The Housing Authority is responsible for conducting the inspection, and any judgments made about whether a condition is a violation of HQS is made by the inspector.

The proxy for the inspection, which can be the landlord, property representative, tenant or any adult associated with the tenancy, will be instructed on the proper technology and equipment necessary to complete an inspection. The Housing Inspector will provide adequate privacy to safeguard any Personally Identifiable Information (PII).

Once the RVI is scheduled, the Housing Inspector uses the WCHA's designated streaming web-based platform to contact the proxy. The Housing Inspector uses the same inspection form currently used to record any deficiencies.

If the unit passes inspection, the Housing Authority follows its same procedure to process HAP for initial inspections or proceed with Annual Recertifications. If the unit fail, the Housing Authority follows its procedures as outlined its plan. When possible, the Housing Inspector will document items that fail with a file photo. The Housing Authority will allow clear pictures to be submitted for consideration of repairs made to cited items to pass inspection.

K. Quality Inspections

The Housing Authority must conduct supervisory Quality Controlled Inspections of files drawn in an unbiased manner of units which are subsidized under the voucher program. The minimum number of files drawn will be in accordance with 985.2 of the HUD Regulations. The inspections are conducted on a monthly basis from a random "drawing" of inspected units that were previously inspected and passed the previous month by our contracted inspector. The quality inspections are conducted by the Director, Voucher Coordinators and/or another designated person appointed by the Director. The Housing Authority will perform additional Remote Video Inspection Quality Control in addition to the required percentage under SEMAP.

L. Over/Under-Crowding Unit Policy

1. Violation of HQS Space Requirements

a. If the Housing Authority determines that a unit does not meet the HQS space standards because of an increase in family size or a change in family composition, the Housing Authority must issue the family a new Voucher, and the Housing Authority and the family must try and find an acceptable unit as soon as possible.

b. If an acceptable unit is available for rental by the family, the Housing Authority must terminate the HAP Contract at the end of the calendar month that follows the month in which the Housing Authority gives notice to the owner.

c. If any acceptable unit is not available for rental by the family, the Housing Authority must terminate the HAP Contract at the end of the lease renewal.

GENERAL GUIDELINES FOR HOUSING QUALITY INSPECTIONS

The following are typical items required by HUD Housing Quality Standards. We find some landlords overlook these items and this requires costly re-inspections. This list may assist you in having your unit pass our inspection standards without difficulty.

KITCHEN - Water – Electric- Gas – etc. must be turned on in unit and working at time of inspection
Both hot & cold water required
No leaks in faucet allowed
Refrigerator required and must be plugged in and working at time of inspection
Range- with all burners working required -plugged in and working at time of inspection
Sink required
Cabinet & counter space must be provided
(Also, see general references)
GFI (Ground Fault Interrupters) outlet needed on outlets near sink

BATHROOM - Both hot & cold water required
No leaks in faucets allowed
Tub or shower stall must be provided
Basin required
Toilet required
Window or exhaust fan must be provided
GFI (Ground Fault Interrupters) outlet needed on outlets near sink

GENERAL - OTHER ROOMS (Living, dining, bedroom, etc.)
Two working outlets must be provided for each room, or 1 outlet and 1 overhead light
Windows must open in a stationary position and must have locks
No broken or cracked glass is allowed
All exterior doors must operate and have locks
Ceilings & walls - no cracks or peeling paint
Floors - no weak areas or fraying in carpet
Exposed wires must be covered
Handrail must be provided on interior and exterior steps
Furnaces and hot water heater must have relief valves extended 6" above floor
Working smoke alarms or smoke detector required on each level of the unit and in each individual bedroom or room used for sleeping
Fire escape needed & also Fire Ladder (discretion of inspector)
No debris in or around unit allowed
Two tie-down devices for trailers required and two smoke alarms
No presence of chipped and peeling paint on the interior or exterior of the unit
No unvented gas heaters are allowed

The basement and, if necessary, the attic is also inspected to ensure the safety of the unit even if the tenant never enters these areas. Smoke alarms are required in these areas.

Please be reminded the above are only general guidelines, and each individual unit may have other items which are necessary to pass inspection requirements.

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and

Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read A Good Place to Live. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

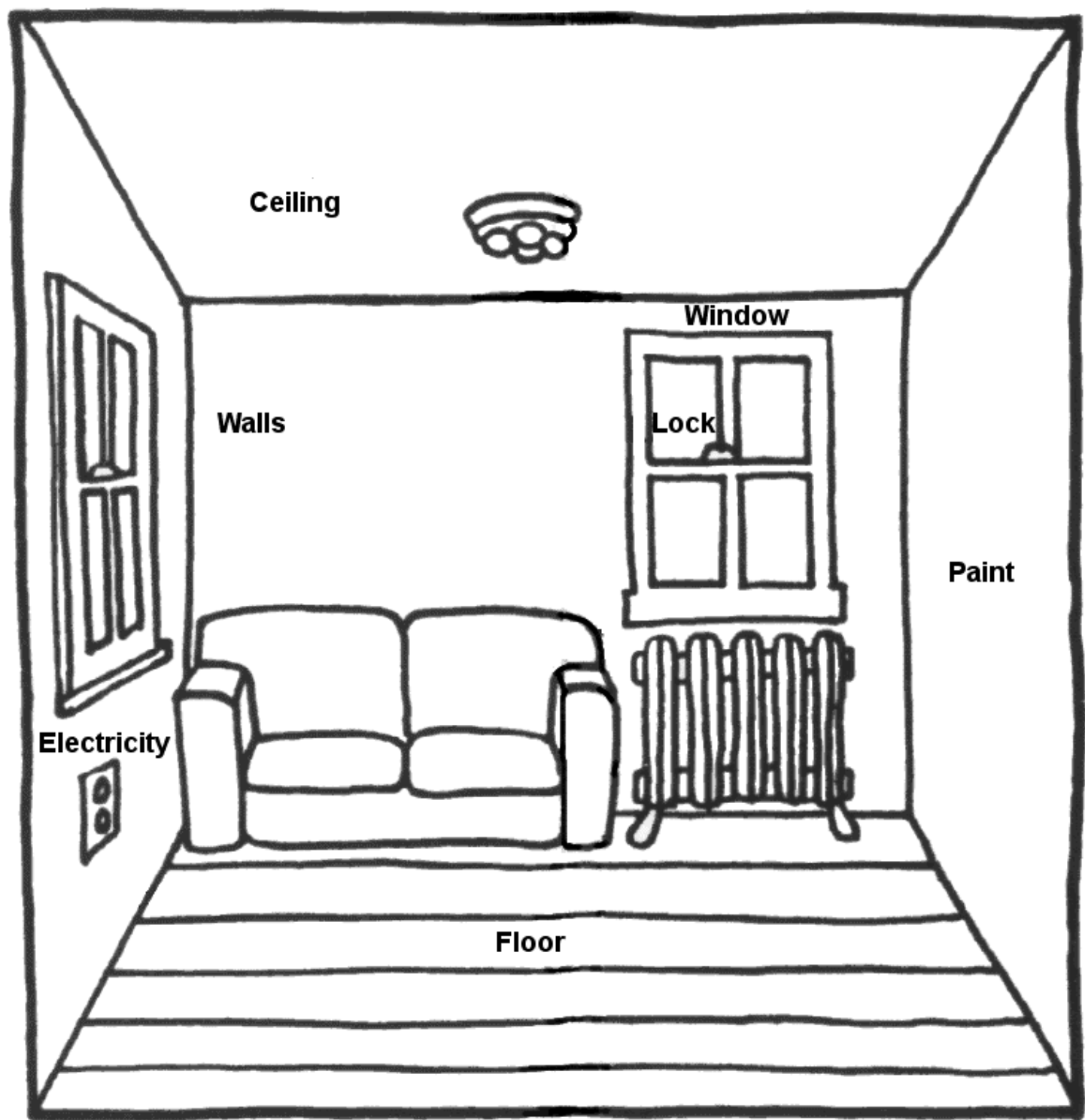
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

- The types of locks on windows and doors
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?



2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

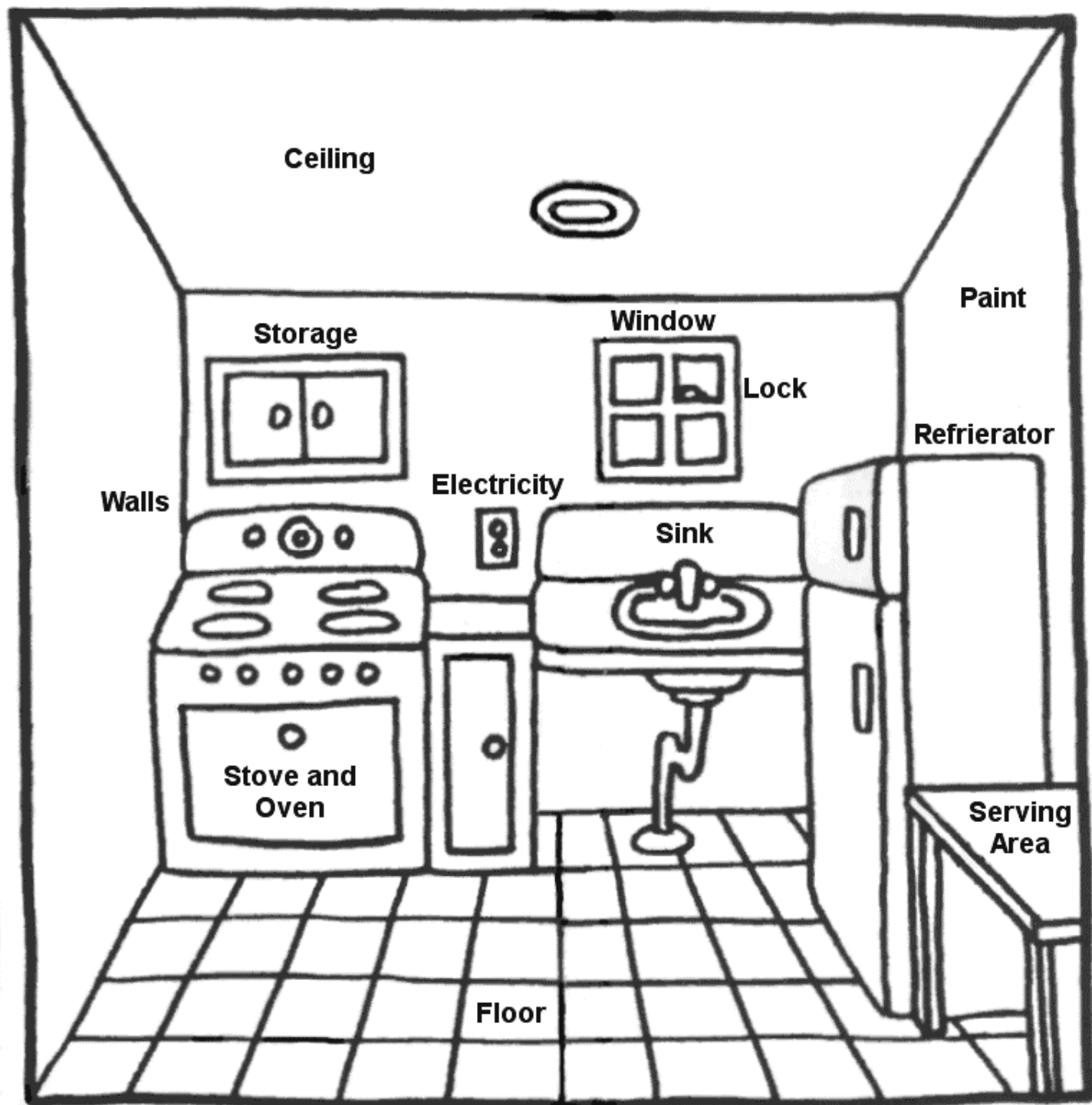
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

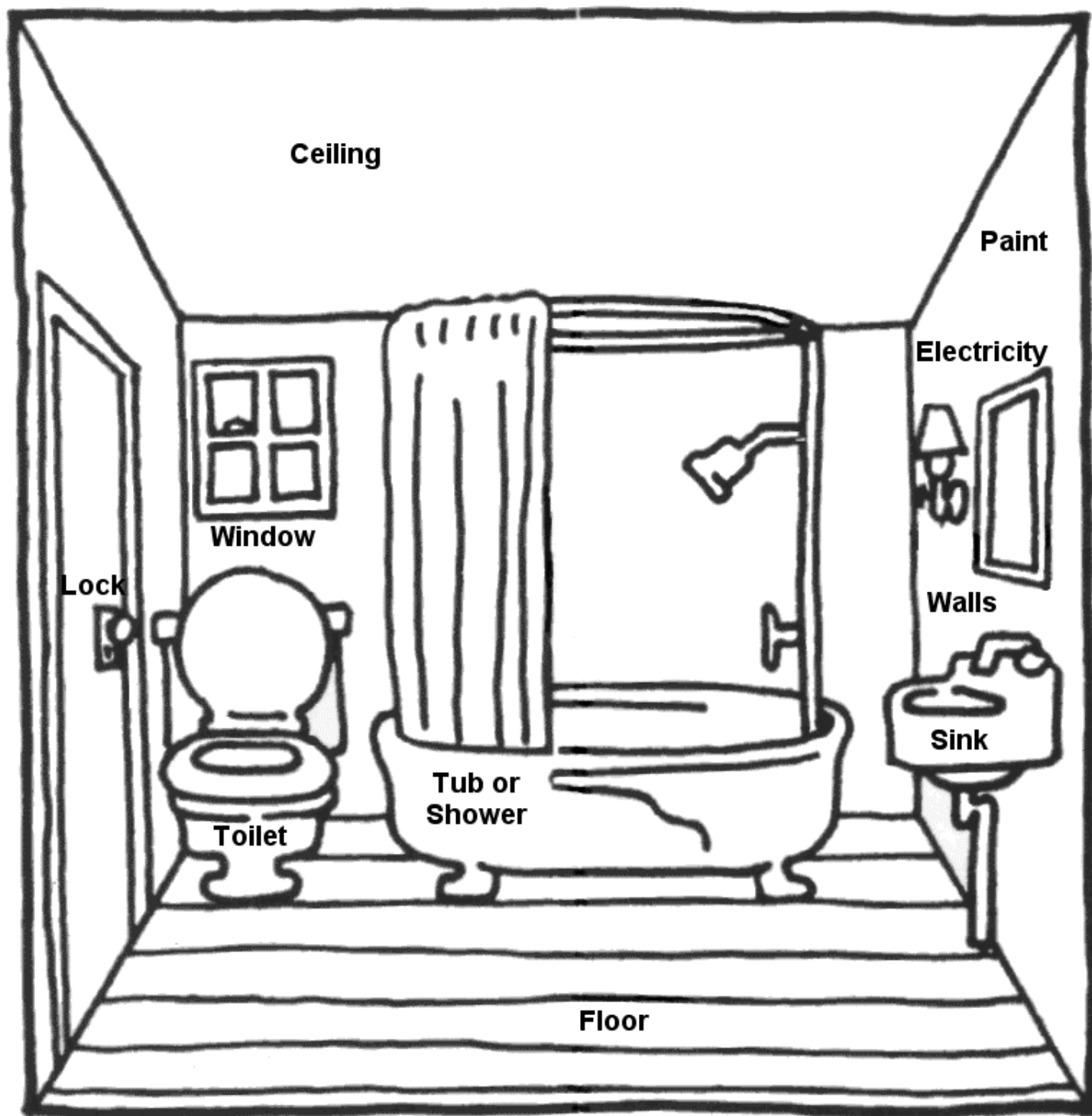
Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

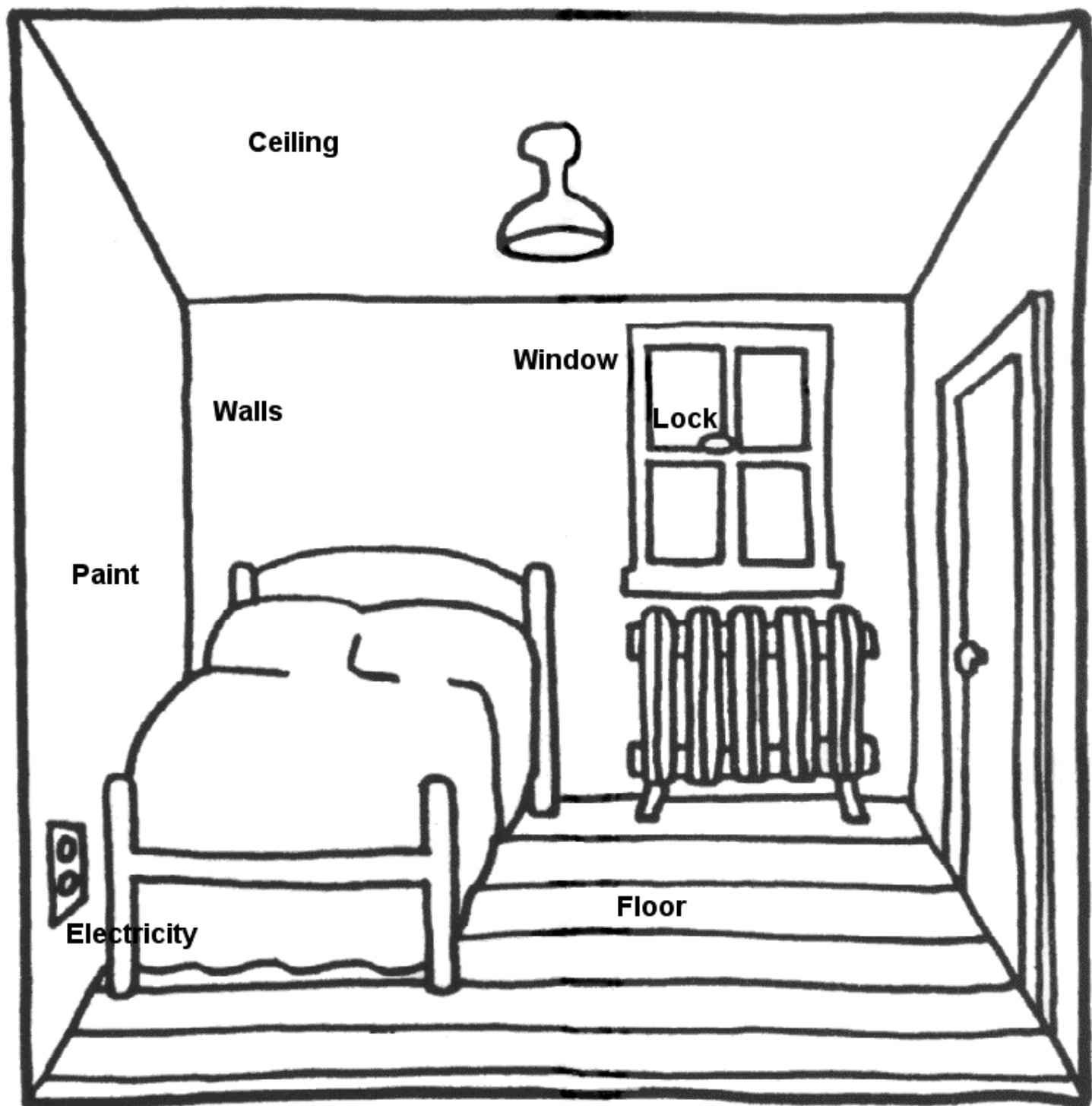
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?



5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

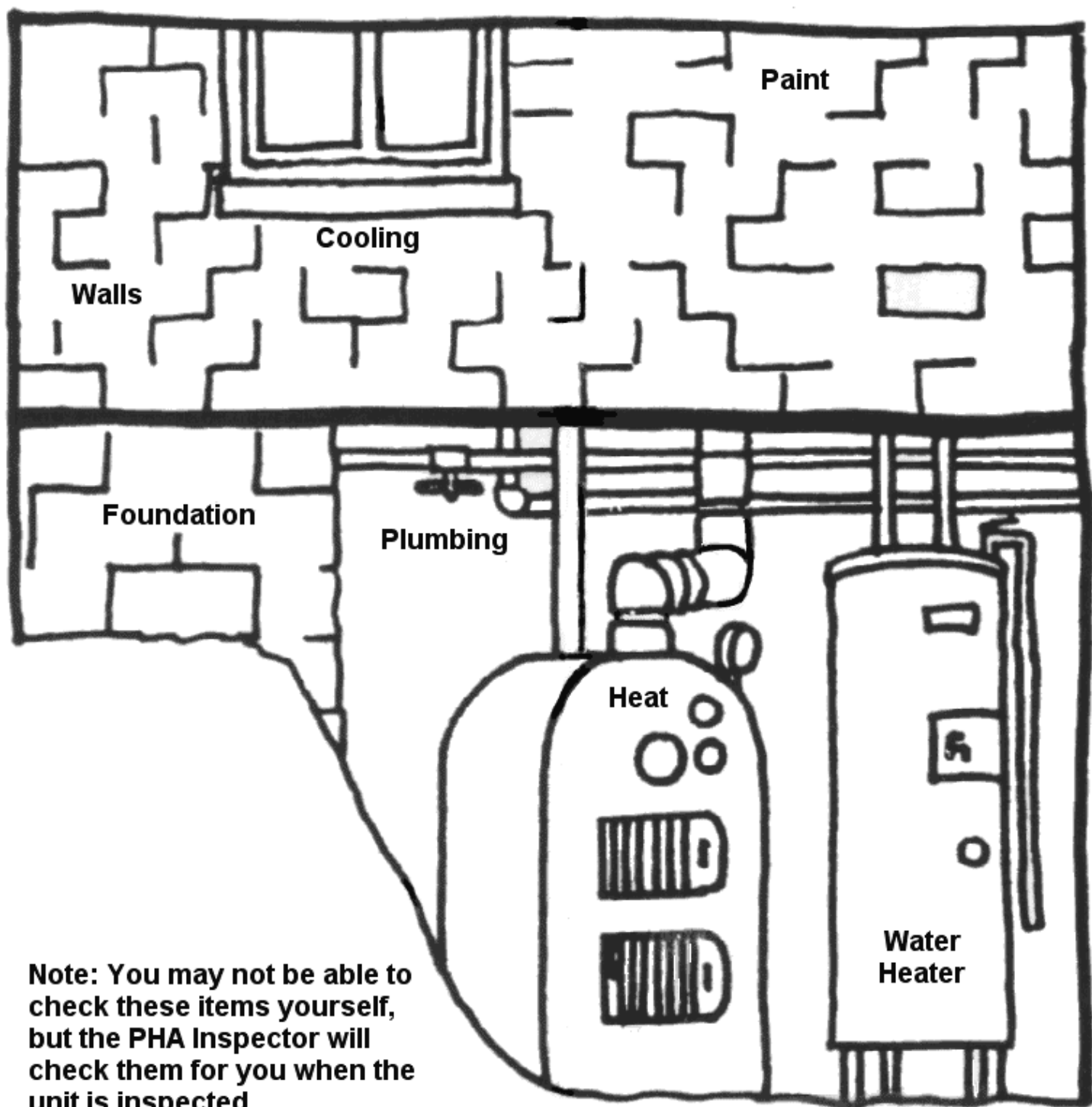
Heat

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?



6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution

No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin

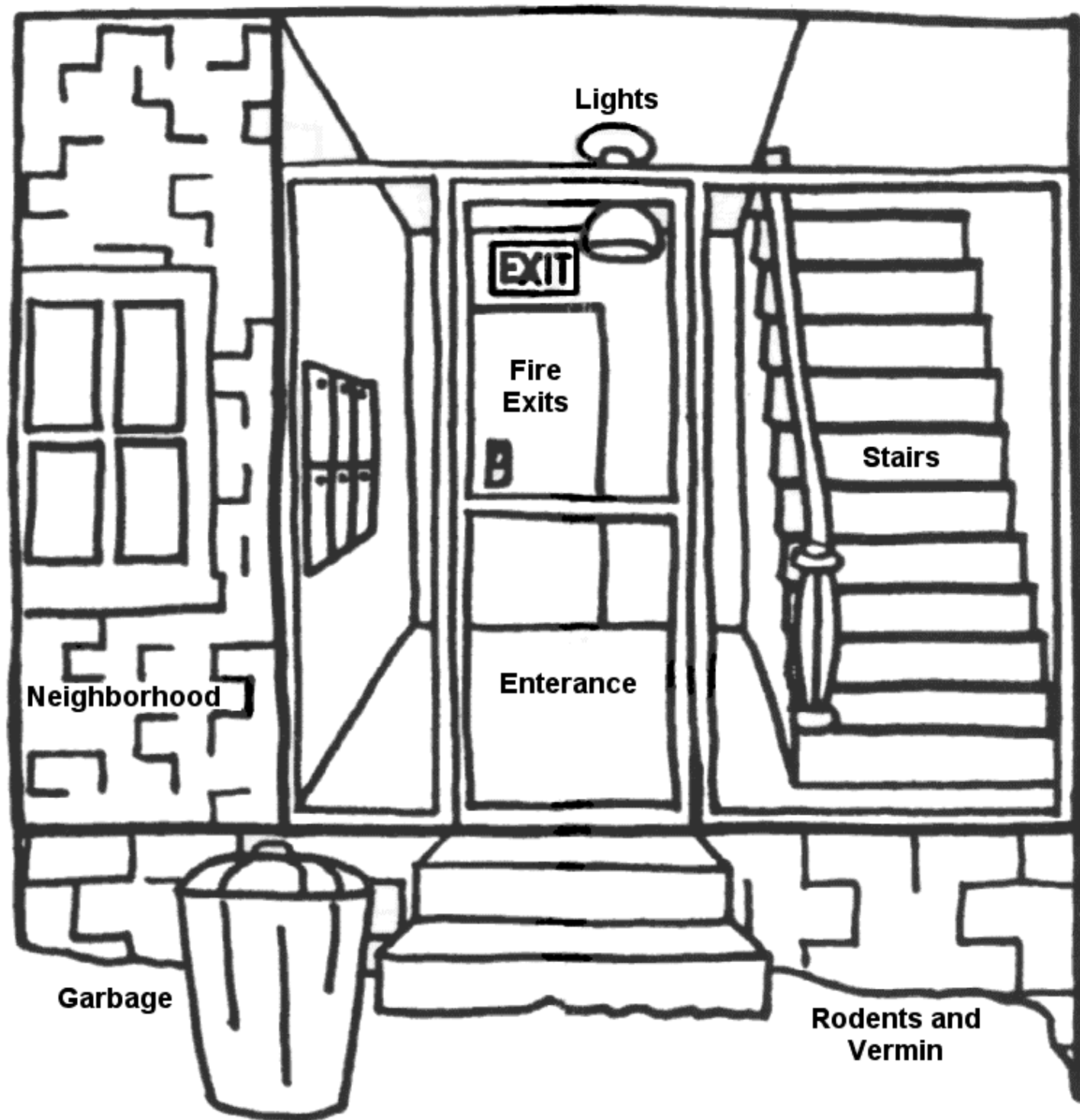
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
 - Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
 - Are there stores nearby?
 - Are there schools nearby?
 - Are there hospitals nearby?
 - Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.