



## **Responsibilities of the housing authority, owner, and assisted families:**

The Housing Choice Voucher (HCV) Program depends on a cooperative relationship between the housing authority, assisted family, and owner/property manager. The program is designed to maintain the regular owner and tenant relationship. Our main purpose is to subsidize families' rents; all other aspects of the lease agreement must be resolved between the landlord and tenant. The following summarizes the responsibilities of each party.

### **The Housing Authority's Responsibilities:**

- Reviews all applicants to determine families' eligibility for the program.
- Explains the rules of the program to families and property owners/managers.
- Issues vouchers to families.
- Inspects the housing assisted units for compliance with housing quality standards.
- Approves the unit, owner, and lease.
- Makes housing assistance payments to the owner in a timely manner.
- Re-examines the family's income and composition annually and adjust the rent and process changes in rent portions when the income of the family composition changes.
- Ensures owners and families comply with the program rules.
- Provides prompt, professional service to owners and tenant families.

### **The Owner:**

- Thoroughly screens and interviews families who apply.
- Maintains the property by making necessary repairs in a timely manner.
- Collects application fees, security deposits, and the tenant's monthly rent portion.
- Manages the property and enforces the lease.
- Complies with the terms of the Housing Assistance Payment Contract and HUD Tenancy addendum.
- Complies with all fair housing laws and not improperly discriminate against any family.
- Notifies the housing authority if a tenant vacates the unit and return the housing assistance payments received after a family vacates a unit.
- Notifies the housing authority of any owner change immediately so payment to the new landlord will not be delayed.
- Provides the Housing Authority all copies of correspondence with the tenant (eviction notices, rent increases, notice to comply etc.)

### **The Family:**

- Provides the housing authority with complete and accurate information pertaining to the family income and composition.
- Reports changes in income and family composition that happens throughout the year.
- Locates a suitable unit and pay the security deposit and application fee to the owner.
- Attends scheduled appointments and return documents on time.
- Maintains the property and minor repairs.
- Complies with the terms of the lease.
- Pays their portion of the rent on time to the owner.
- Complies with all family obligations under the Housing Choice Voucher Program.
- Provides the Housing Authority all copies of correspondence with the tenant (eviction notices, rent increases, notice to comply etc.)

