



NEW LANDLORD PACKET (Change of Owner)

Forms

- Tax ID-W9
- Landlord Acknowledgement
- HQS Inspection Checklist
- Owner Info & Certification

Along with this packet, please provide a court recorded copy of your Warranty Deed or other proof of ownership change. We cannot make any changes or send out any payments without this verification.





LANDLORD ACKNOWLEDGEMENT

1. I understand that if there is already a lease in place with a client that has just received a voucher; I must not increase the rent until a year after the client has been on the program. When signing a new lease, the start date of the lease must be the date the unit passed inspection or thereafter. The lease and the Housing Assistance Payment Contract MUST have the same dates. No payment will be made until the dwelling unit passes inspection.
2. I understand the lease must be in compliance with the Housing Assistance Payment Contract and I must attach a copy of the HUD Tenancy Addendum to the lease. All provisions in the HUD required tenancy addendum must be added word for word to the owner's standard form lease that is used by the owner for unassisted households. The client shall have the right to enforce the tenancy addendum against the owner and the terms of the tenancy addendum shall prevail over any other provisions of the lease.
3. I understand that if the client moves in to the unit before the inspection, the client is responsible for the full rent until the date of the passed inspection.
4. I understand that I must collect the same security deposit as unassisted households. When the client moves out of the dwelling unit, I understand I must follow state law regarding the refund of the security deposit. I understand Housing Connect does not pay for any client damages.
4. I understand I may only have one lease agreement at a time with the client. The client can only pay the amount specified in the lease agreement and must be approved by Housing Connect. Any other agreement to pay more is considered fraud and will result in termination of the HAP contract, collection of overpayment and possible criminal prosecution for fraudulent activity to a government agency.
5. I understand that Housing Assistance Payments shall only be paid to the owner while the client is residing in the contract unit during the term of the HAP contract. Housing Connect shall not pay a Housing Assistance Payment to the owner for any month after the month when the family moves out or if a single adult person should pass away. Collecting HAP payments after the client has moved out or passed away will result in termination of the HAP contract, collection of overpayment and possible criminal prosecution for fraudulent activity to a government agency. I also understand Housing Connect reserves the right to refuse to enter into a HAP contract with an owner.
6. I understand the client is required to notify in writing, the owner and Housing Connect, a minimum of 30 days in advance before moving.
7. I understand that any client eviction notices must be sent to Housing Connect.
8. I understand rent cannot be raised during the first year. I understand I must notify Housing Connect of any changes in the amount of the rent to owner at least sixty (60) days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent determined by Housing Connect.
9. I understand if I'm considering selling the dwelling unit for business or economic reasons, I am required to give Housing Connect and the client a ninety (90) day notice of such action.
10. I certify that I have disclosed the presence of any known lead-based paint and lead-based paint hazards in the dwelling and given the client a federally approved pamphlet on lead poisoning prevention if the rental unit was built before 1978.

Owner/Manager Print Name

Owner/Manager Signature

Date



HQS INSPECTION CHECKLIST- LANDLORD

Rental subsidy can only begin when the dwelling unit passes Housing Quality Standards Inspection

CEILING, WALLS, OR FLOORS- Large cracks or holes, severe bulging or leaning or have loose or falling material. Bubbled or warped floor due to moisture. Carpet coming up or separating at seams. Exposed carpet tacks. Peeling linoleum.

WINDOWS- Badly cracked, broken, or missing panes. All windows easily accessible from the outside (i.e., basement, first floor, fire escape, or deck) and must have locks that work. Sleeping room windows must be operable if they were designed to be opened.

DOORS- Broken, missing doorknobs or lock parts, or have large holes.

WATER HEATERS- No discharge pipe on the temperature/pressure release valve or with missing burner cover doors. Discharge pipes must extend to within 12 inches of the floor.

STAIRS- Loose, broken, or missing parts or handrails. A handrail is required where there are four or more consecutive steps and on any porches, balconies or decks which are 30 inches or more above ground. Handrails must be at least 34 inches high.

SMOKE DETECTORS- Not working or that are improperly installed. Each unit must have at least one smoke detector on each level including basements but excluding crawl spaces and unfinished attics.

PAINT- Peeling or chipping either inside or outside.

APPLIANCES- Stove and refrigerator must be in the unit. Any burners that don't work or that are missing knobs or oven handles. Stove-top burner pans must be present. Stove and oven must be clean.

PLUMBING- Any type of leaks.

HOUSEKEEPING- Carpets, kitchens (sink, stove/oven, refrigerator, counters, and cabinets), bathrooms, and the rest of your house must be clean. Yards cannot have "heavy accumulation" of trash, discarded furniture, or vehicles. Grass and weeds over 6 inches tall must be cut.

ELECTRICAL HAZARDS- Missing or cracked switch and/or outlet cover plate(s). Improper connections, insulation, or grounding of any component of the electrical system. GFCI outlets that aren't working properly. A light fixture hanging from its wiring with no other firm support. If a light fixture is designed to have a cover it must have one.

BATHROOM VENTILATION- Exhaust fans must work properly. If there is no fan an openable window or a non- mechanical ventilation shaft vented to the outside, attic, or crawlspace is acceptable.

UTILITIES- All utilities must be turned on. Separate entrances, separate thermostats, and separate utility meters are required on all dwelling units. If utility meters are not separate, the utilities must be included in the rent paid by the owner.

I acknowledge I have read and understand the items required to pass HQS Inspection.

Owner Name

Owner Signature

Date

