

ROLES AND RESPONSIBILITIES

TENANT

When a family selects a housing unit, and the PHA approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year, the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

1. Families who participate in the Section 8 rental assistance program have the following responsibilities:
2. Comply with Family Obligations of the Housing Choice Voucher and the terms and conditions of the Lease.
3. Promptly report all changes in family size and household income in writing to the Housing Authority.
4. Notify the owner of any change in family size.
5. Pay the family portion of the rent to the owner on time.
6. Make the unit under lease the family's principal place of residence.
7. Must not sublet any portion of the unit.
8. Must not have any ownership or financial interest in the unit.
9. Allow the Housing Authority to inspect the unit at reasonable times with reasonable notice.
10. Provide the owner and Housing Authority a 30 day notice in writing prior to vacating the unit.

LANDLORD

The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing quality standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the PHA.

1. Comply with the terms and conditions of the Housing Assistance Payment Contract and the Lease.
2. Maintain Housing Quality Standards, making repairs in a timely manner.
3. Collect the family's portion of the rent as indicated in the Contract, and not request or accept any additional rent monies from the family.
4. Pay the utilities and services that are indicated in the contract as being owner responsibility.
5. Do not reside in the assisted unit. Do not receive correspondence and checks at the assisted unit.
6. Comply with federal, state and local equal opportunity requirements.
7. Advise the Housing Authority of address changes for correspondence and checks. The written request must include the owner's name, Social Security number or Tax I.D. number and owner's signature.

8. Advise the Housing Authority in writing when there is a change in ownership to units in the Section 8 Program.

AHA

The AHA administers the voucher program locally. The AHA provides a family with the housing assistance that enables the family to seek out suitable housing and the AHA enters into a contract with the landlord to provide housing assistance payments on behalf of the family. If the landlord fails to meet the owner's obligations under the lease, the AHA has the right to terminate assistance payments. The AHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum housing quality standards.