



Section 8 Information For Landlords



THE PROGRAM: The Section 8 Voucher Program, a voluntary program for both landlords and tenants, it is a Federally Funded effort designed to assist eligible, very low-income families with their monthly rental housing payments.

INCOME LIMITATIONS AND PAYMENT STANDARDS (In order to be eligible for this program tenants' income cannot exceed the Low-Income Limits. Please see Income Limits Document.

PAYMENT STANDARDS BASED ON BEDROOM SIZE

The payment standard is the amount that HUD designates for rent and utilities for a unit based on bedroom size. Please see Payment Standards Document. It is important to note that the payment standard used for the household will be based on the household composition AND the actual number of bedrooms in the unit.

These limits include rent and tenant paid utilities. If the rent does not include utilities, tenant-paid utilities are calculated based on a schedule of monthly averages for Juneau County. Using this schedule we calculate the utility allowance for the unit.

The rent plus the utility allowance is the Gross Rent for the unit. If the gross rent exceeds the payment standard, the program participant pays up to 40% of the household's adjusted monthly income. For example,

- If the gross rent (rent plus utility allowance) is at or below the payment standard, the tenant pays 40% of the household's adjusted monthly income toward the gross rent.

The tenant cannot pay more than 40% of the household's adjusted monthly income or the unit will not qualify for the program.

Since each participant's share is the result of a unique calculation, it is impossible to quote a rental amount without applying required personal information to the formula.

PROCESSING STEPS

1. Applicant contacts landlord in regards to wanting to rent a unit the landlord has advertised and advises the landlord that they hold a Section 8 Voucher with the City of Mauston Housing Authority.
2. Landlord must do their own screening/ background check of the prospective tenant and set-up a time for prospective tenant to see the rental unit.

*** Please note -- the Mauston Housing Authority only determines the income eligibility of the family!**

3. Prospective tenant will then give the landlord a form called a tenancy of approval that the prospective tenant and landlord must fill out and the tenant must return the form back to the housing authority.
4. The housing authority will then take the tenancy of approval form and based on the information do rental calculations to make sure that the unit will work with the tenant's income and HUD's 40% guideline.
5. If the unit will work with the income and 40 % guideline, the housing authority will then set-up a time and date with the landlord to do an HQS (Housing Quality Standard) inspection on the unit. (A Good Place to Live Brochure on the Main Page will explain what is being looked at during the inspection),
6. If the unit fails the landlord and the prospective tenant will be notified and the landlord will be given 30 days to make the unit compliant. If the unit passes the housing authority will go back and complete the move-in process for the prospective tenant to rent from the landlord.
7. The landlord and the tenant will then be brought into the housing authority to execute the appropriate contracts.

LANDLORD REQUIREMENTS & PROCEDURES

The following are the requirements and procedures for landlords who wish to participate in the Section 8 Program.

Requirements:

- Provide us with your Social Security Number or Taxpayer ID Number on a Federal W-9 Form. (Name and Tax ID or SS# must belong to the owner or person claiming income from unit on taxes)
- Complete Request for Tenancy Approval (obtained from tenant)
- If applicable, please provide a letter authorizing your manager to sign documents pertaining to lease/contract.
- Submit a signed lease between you and the tenant.
- Submit a Lead-Based Paint Disclosure form.
- Owners and agents must conduct their own prospective tenant screenings.
- Collect tenants' portion of the rent from the tenant
- Units must pass a Housing Quality Standards Inspection in order to be on the program and in order to have rental assistance issued.
- Landlords cannot rent to families, that they are related too.
- Owners are able to charge the same security deposit as they would normally collect from tenants on the open market.
- Landlords are obligated to return paperwork signed and filled-out in a timely fashion to the housing authority.
- If a tenant moves out the landlord is to notify the housing authority immediately.
- If the landlord is evicting the tenant the landlord needs to notify the housing authority immediately and give the housing authority a copy of the eviction notice.
- If the tenant moves and breaks the lease, and/or leaves behind damages, or past due rent. The landlord is to notify the housing authority as soon as possible in order to prevent the tenant from transferring the voucher (subsidy) to a new unit, unless arrangements for re-payment have been made with the original landlord.
- Maintenance of the rental unit
- Enforcing the lease
- Having working smoke alarms in the unit at all times.

HOUSING AUTHORITY PROCEDURES

- The housing authority does not pay security deposits
- The housing authority mails out the rental assistance checks the 1st business day of every month or does direct deposit.
- The housing authority can do rental adjustments to increase their payment portion to the landlord, if a tenant's income decreases.
- The housing authority will be doing annual inspections on the property to make sure the landlord and tenant are properly maintaining the rental unit.
- If landlords would like their names added to a rental list for prospective tenants' they can call the housing authority and asked to be placed on a list that the housing authority uses for individuals whom come into the office looking for rental units.
- The housing authority can only issue rental subsidy to units in the Juneau County area.
- The housing authority reserves the right to cancel any HAP (rental assistance) contract if the landlord or tenants are in violation of the Section 8 Program requirements.

TERMINATION OF HAP PAYMENTS

Housing Assistance Payment (HAP) terminates if:

- The lease terminates.
- The HAP contract terminates.
- The Mauston Housing Authority terminates assistance for the family.

If the family moves out of the unit, the Mauston Housing Authority can not make any housing assistance payments to the owner for any month after the month when the family moves out. The owner may keep the housing assistance payment for the month that the family moves out of the unit.

TENANT CONTINUATION OF ASSISTANCE

A family may move with continued assistance if:

- The lease for the old unit has terminated.
- The Mauston Housing Authority has terminated the HAP contract for owners' breach.
- The lease has terminated by mutual agreement of owner and tenant.
- Section 8 subsidy is terminated if the owner has given the tenant a notice to vacate, or has commenced an action to evict the tenant for non-compliance, or has obtained a court judgment or other process allowing the owner to evict the tenant. (The tenant is entitled to a hearing). The Mauston Housing Authority will determine if tenant loses their rental assistance or is able to move with continued assistance.
- The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner, for owner breach or otherwise).

INFORMAL HEARING PROCEDURES

If a landlord disagrees with an action or decision by the housing authority the landlord has 10-days to put into writing the reason for the disagreement and submit it to the housing authority office

Housing Choice Voucher Program

General Lease-Up Process for Landlords, Public Housing Authorities (PHAs) and Tenants

