



HOUSING ALLIANCE HTX

OPENING DOORS. IMPACTING LIVES.

Dear Prospective Landlord,

I appreciate your interest in partnering with the Housing Alliance HTX, officially known as Houston Housing Authority (hereinafter the “Agency”), through the Housing Choice Voucher Program. Your participation helps provide safe, affordable housing to low-income families, seniors, veterans, and individuals with disabilities in our community.

This packet provides key information on the program's benefits, how to get started, and what to expect as a participating landlord.

We look forward to working with you.

Sincerely,

Donna Dixon

Director of Community Affairs & Customer Service



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What is the Housing Choice Voucher (HCV) Program?

The Voucher Program Operations is a publicly funded program that provides rental assistance in the private market to eligible low-income families, the elderly, and people with disabilities. Congress created the HCV Program as part of the Housing and Community Development Act. The U.S. Department of Housing and Urban Development (HUD) funds the Program and provides regulations and guidelines for the Agency.

The Program improves living conditions for participant families while making rent affordable. Through partnerships with property owners like you, the HCV Program offers voucher holders a variety of housing opportunities, including apartments, duplexes, single-family homes, townhouses, and condominiums.

Benefits of Being an HCVP Landlord

- **Reliable rent payments:** The Agency pays a portion of rent on time each month.
- **Low vacancy rates:** Voucher holders are actively seeking housing.
- **Property protections:** Optional landlord incentives and damage mitigation funds (where applicable).
- **Support:** Access to dedicated landlord liaisons and resources.
- **Community impact:** Help families find stability and improve neighborhoods.

Steps to Become an HCVP Landlord

1. **List Your Property**
 - Advertise your unit
 - Ensure your unit meets HUD Housing Quality Standards (HQS).
2. **Screen Tenants**
 - You may screen HCV applicants just as you would any other tenant (credit, background, references, etc.).
3. **Request for Tenancy Approval (RFTA)**
 - Complete and submit the RFTA form provided by the tenant.
4. **HQS Inspection**
 - The Agency will schedule an inspection to ensure the unit meets HUD standards.

5. Sign the Lease and HAP Contract

- Once approved, sign a lease with the tenant and a Housing Assistance Payment (HAP) contract with the Agency.

6. Receive Payments

- Housing Alliance Houston HTX pays its portion of the rent directly to you monthly.

Roles and Responsibilities

HUD

- Allocate HCV Program funds to the Agency.
- Develop policy, regulations, handbooks, notices, and other tools that implement and explain the housing legislation.
- Contract with the Agency to administer the HCV Program.
- Provide technical assistance and training to the Agency concerning policies and regulations.
- Monitor the Agency's compliance with policies, regulations, and Program administration through reviews and audits.

Housing Alliance Houston HTX

- Manage daily operations with fiscal integrity in accordance with federal rules and regulations.
- Meet all established goals and objectives.
- Provide prompt, professional service to property owners, managers, applicants, voucher holders, and participants.
- Determine eligibility for applicants and participants; conduct appropriate Re-Examinations for continued eligibility.
- Monitor property owners and participants to ensure HCV Program rules and regulations compliance.
- Terminate Housing Assistance Payment (HAP) Contracts and/or assistance to families for HCV Program rule violations.
- Explain all the rules and regulations to current and prospective property owners, property managers, applicants, voucher holders, and participants.
- Conduct inspections to ensure units meet federal guidelines about health and safety standards.
- Determine and pay Housing Assistance Payments to the property owner on behalf of the participant.
- Seek expanded opportunities for assisted families to locate housing outside areas of concentrated poverty.

Property Owner/Manager

- Screen families for suitability as tenants and lease the unit.
- Collect amounts due from the participant under the lease, including rent, security deposit, late fees, and other charges (e.g., for damages to the unit).
- Comply with the HAP Contract, lease, and Tenancy Addendum terms.
- Be prepared for any inspections.
- Pay for owner-supplied utilities and services.
- Make timely repairs to keep the property in good condition.
- Manage the lease, including evictions for lease violations.
- Comply with Fair Housing, landlord, and tenant laws.
- Stay informed of HCV Program updates.

Participants

- Find a suitable housing unit.
- Comply with HCV Program rules and regulations and the lease terms.
- Allow the Agency and the property owner or manager to inspect the unit.
- Pay rent and any family-supplied utilities on time.
- Provide and maintain any appliances that the property owner does not supply.
- Report income and household composition for verification and certification of eligibility at annual recertification.
- Keep the unit in good, safe, decent, and sanitary condition.

Frequently Asked Questions (FAQs)

Q: How much can I charge for rent?

A: Rent must be reasonable compared to similar units in the area and fall within HUD's Payment Standards. The Agency will conduct a rent reasonableness assessment.

Q: Can I require a security deposit?

A: Yes, but it must be consistent with what you charge non-HCV tenants.

Q: What if the tenant damages my unit?

A: You may pursue compensation from the tenant, and in some cases, apply for assistance from a landlord mitigation fund if available.