

INFORMATION FOR FALL RIVER HOUSING AUTHORITY PARTICIPATING LANDLORDS

Please read the following in its entirety to familiarize yourself with our program.

1. The Housing Authority has up to the 1st **five business days** of each month to deposit funds into the account on file with our office. It is your responsibility as the landlord to keep the office updated on any banking information changes.
2. It can take up to **two weeks** to get a unit inspected after receipt of all required paperwork. Once the apartment has passed inspection, the clerk assigned to the tenant will receive a phone call from their worker and give them an appointment to come in and have their share of the rent calculated. Once that is complete the landlord will be notified that their signature is needed for the HAP contract.
3. Should your tenant vacate the premises it is up to you whether or not you would like to rent to another Section 8 tenant or rent privately.
4. You can evict a Section 8 tenant as you would a private tenant.
5. Inspections of the apartment are done on a biennial basis (besides “special” inspections at the tenant’s request for issues in the unit). ***It is crucial that violations are corrected within the time frame.** If violations are not corrected by the deadline, payment is **abated** and you will not recoup those funds. It is illegal to charge a tenant for any abated rent the Housing Authority does not pay due to a failed inspection.
6. If for any reason you should have to send a notice to the tenant please forward that notice to the Fall River Housing Authority Leased Housing office as well. You as the landlord have a lease with the tenant, we as the Housing Authority have a HAP contract with you. Tenants have rules and regulations to abide by while being on our program. If tenants are violating the rules, it could be grounds for termination. If you see fraud being committed please contact our fraud department.
7. Rent increases can be requested **yearly** as long as the rent is “**reasonable**” you will receive the increase. We have forms you can access in our lobby using our Kiosk, via email or in person at our office. The forms must be submitted 60 days prior to when you want the increase to be in effect. ***Please be advised all rent increases are determined by comparable units in the area, amenities, square footage, whether utilities are included, etc.**
8. Utilities **cannot** be changed until the tenant’s lease is up for renewal. We have a form that needs to be filled out and signed by both parties prior to submission. A new lease is required to reflect the changes.
9. Always screen your tenant well when choosing a new tenant for your unit. We advise landlords to run credit checks, call housing court for evictions, and contact present and prior landlords.
10. **If you have purchased a property from an existing Section 8 landlord please be advised it is their responsibility to provide you with the lease and the HAP contract.**

A Transfer of Ownership packet is required to be completed and you can access this packet online, via email, in our lobby using our Kiosk or in person at our office.

11. If the building was built prior to 1978 and there are children 5 years of age and under you have to provide the Housing Authority with a lead certificate. Should someone in the household become pregnant, adopt a child, or gain custody of a child 5 years of age and under we will require that you provide the Housing Authority with a lead certificate.
12. The lease must be for one year on the first year of occupancy.
13. The landlord **cannot** be an immediate family member of the tenant.
14. Tenants **cannot** pay more rent to you than the agreed upon amounts given by the Housing Authority. It is **illegal** for families to pay extra as a tenant on this program and illegal for you as a landlord to accept or expect any extra payment. It is against federal government rules and regulations and both parties could be terminated from the program.
15. Should your tenant decide to move they must notify you in writing then they will receive a voucher to move. You will be notified when their voucher will be going into effect. They family has **60 days** from the date of issuance and they can request an additional **60 day** extension if needed. So long as they remain in your apartment the housing authority will continue to pay you the HAP payment each month until they vacate the unit. When your tenant receives their voucher they will also receive a **key form** which is to be signed and dated by you **the day you receive the keys**. We encourage all landlords to meet the tenant to make sure all of their belongings are removed from the apartment. The day you sign and date the key receipt form will be the last day of payment from the Housing Authority.
16. If you are aware that the tenant has vacated the unit you must notify the Housing Authority **immediately**. If a tenant should pass away and is the sole member of the household then you are only entitled to payment for that month. Should a tenant pass away the last day of the month regardless of furniture and belongings in the unit, **per HUD regulation**, payment stops that day.
17. Should you terminate the lease with your tenant the HAP contract terminates as well and you will no longer receive HAP payments from the Housing Authority.

Should you have any questions or concerns regarding any of the above please feel free to contact our office at 508-675-3595. Thank you for your participation with the Fall River Housing Authority's Section 8 HCVP Program.