



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive Houston, Texas 77057 | 713.260.0600 P | 713.260.0547 TTY | www.housingforhouston.com

HOUSING CHOICE VOUCHER PROGRAM

A PROPERTY OWNER'S GUIDE TO HCVP LEASE-UP

OCCUPANCY TECHNICIAN: _____

PHONE NUMBER: _____

A Fair Housing and Equal Employment Opportunity Agency.
For assistance: Individuals with disabilities may contact the 504/ADA Administrator
at 713-260-0528, TTY 713-260-0547 or 504ADA@housingforhouston.com

Revised 04/30/08; Effective 05/01/08



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Property Manager:

Thank you for your interest in leasing to a Housing Choice Voucher Program (HCVP) participant. Once you have determined that a tenant is a suitable candidate to lease from you, please adhere to the following steps to determine whether the client will be eligible to receive subsidized assistance at your unit:

Step 1: Return RTA Packet to Houston Housing Authority

You must complete the following documents from the attached Request for Tenancy Approval (RTA) Packet:

- (1) Request for Tenancy Approval
 - Box 8 “Date Unit Available for Inspection” should have a date within 10 calendar days from the day this RTA is submitted to Houston Housing Authority.
 - Must be signed by both the owner and the HCVP client.
 - If you list the unit as “all bill paid”, you will not be able to change this during the term of the HAP Contract. In addition, all utility bills **must** remain in your name and a copy of the utility bill(s) must be attached with the RTA packet.
- (2) Certification of Additional Amenities
- (3) Acknowledgement of Rent Responsibility
- (4) Completed W-9 for the Owner
- (5) Lead-based Paint Disclosure for pre-1978 Units
- (6) Completed W-9 for Property Management (if applicable)

In addition, you must provide the following documents that are not found in the RTA Packet:

- (1) Proposed Tenant Lease Agreement (all pages)
 - Does not need to be signed or have an effective date.
 - Does need to list all occupants, must include the proposed rental amount, a completed utility section showing which utilities will be provided by the owner and the tenant, and any attachments or addendums.
 - **Please note that you must actually use the lease approved by the HHA or you will be violating Federal law and regulations.**
- (2) Warranty Deed (filed and recorded - all pages)
- (3) Proof of Owner’s Social Security number or EIN number
- (4) Management Agreement (if applicable)
 - Proof of Property Management’s Social Security or EIN number (in addition to the owner’s)
 - Copy of Valid Picture Government Identification

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All of the documents listed above must be returned to the Houston Housing Authority before the client's voucher expires. Please note that the name and EIN/Social Security number listed on the owner's W-9 must match the warranty deed. When the RTA Packet and the other documents listed above are returned, HHA staff will review them for completeness and accuracy. If the contents of the packet are not complete or not consistent, the packet will not be accepted. If the documents have been completed correctly, the inspection department will contact you to schedule an inspection to be conducted within 10-15 business days. If you still reside in the unit, then HHA will not be able to perform the inspection.

Step 2: Prepare the Unit for Inspection

The unit that you list in the enclosed RTA Packet will be inspected to ensure that it meets the federal standards for subsidized units on the Housing Choice Voucher Program. Your unit must pass this inspection, known as the Housing Quality Standard (HQS) Inspection, before the Authority can execute a Housing Assistance Payment (HAP) Contract with you. Enclosed in this packet is a document called "The Top Reasons Why Units Fail HQS Inspection" (see pg. 3-4) that you can refer to as a guide to ensuring that your unit is ready for the HQS inspection.

Step 3: Wait for the HAP Contract

If your unit passes the HQS inspection, the proposed rent that you listed on Box 6 of the RTA Packet will be reviewed by the Authority's market analysts for reasonableness. You may be contacted by a market analyst to resolve any discrepancies related to the rent amount. After the appropriate rent amount is established, the RTA will be forwarded to an occupancy technician who will contact you to arrange for the execution of the HAP Contract.

Step 4: Allow the Client to Move In

The following is a new policy: The Authority will no longer make HAP (Housing Assistance Payments) Contracts retroactive. You should not allow a client to move-in before you have an executed a HAP Contract with the Houston Housing Authority. If you allow a client to move in on the date your unit passes inspection, or any other date before the HAP contract is executed, the client will be responsible for the full rent. On the effective date of your executed HAP contract and lease agreement (they must match), you should allow the client to move into the unit. You will receive your first HAP payment within 30-45 days of the execution of your HAP Contract. All subsequent payments will be made on, or around, the 1st business day of each month.

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THE TOP REASONS WHY UNITS FAIL HQS INSPECTION

Owners should pay particular attention to the following items when preparing their units for inspection. Use of this document will help you pass the HQS Inspection

Windows

- Severe deterioration or windows allowing drafts and weather inside the unit.
- Broken and missing windowpanes or boarded up windows.
- No window in the living room.
- The bedroom doesn't have at least one window that opens.
- Bathroom does not have either a working vent fan or a window that opens.
- No locks on 1st floor windows or other windows accessible from the ground.

Doors

- Lack of weather-stripping.
- Inoperable locks or locks installed that require a key to open from the inside, including security doors.
- Doors that do not close properly preventing the lock from working.

Walls and Ceilings

- Bulging plaster or wallboard, damp plaster from leaks, holes.

Paint (units built before 1978 and occupied by child under age 6)

- Peeling, chipping, flaking, chalking paint on any painted surface in unit, common areas or exterior.
- Rotting or deteriorated substrate under painted surface.

Electricity

- Outlets and overhead/wall mounted fixtures that do not work or were improperly installed.
- Missing covers on outlets and switches. Exposed, cracked, frayed wiring or wiring not properly secured.
- Electrical boxes missing knockouts or open spaces in boxes without breakers or blanks.
- Utilities are not turned on.
- Electric outlet(s) with open ground.

Safety

- Unit lacks an operable smoke detector in one or more sleeping room or other required spaces, such as common areas.
- Presence of gas leaks or fumes.

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Floors, Decks, Porches and Exteriors

- Holes in floors allowing drafts or entry by vermin.
- Tripping hazards, such as protruding nails or holes in carpets.
- Roof leaks.
- Fences or garages that are unsound and have safety hazards.

Plumbing Leaks

- Leaking faucets, toilets, or fixture drain pipes.

Appliances

- Missing appliances that are listed as “provided by owner” in the lease.
- Stoves and refrigerators that do not work or are missing manual shut off for gas range.
- Stove burners that do not work or have missing knobs.
- Oven not working or oven door not closing properly.

Handrails and Guardrails

- No handrails on steps with 4” or more risers.
- No guardrails around decks or porches that are 30” or more inches off ground level.

Water Heaters and Heating Equipment

- No pressure relief valve or no discharge line within 6” of ground on the hot water heater. No manual shut off valves on heating and hot water equipment fired by fuel.

General

- Some fixtures or facilities within the unit are not clean.
- Trash and/or debris in yard or premises.
- No screens on windows and doors when refrigerated air is not available.

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