

## Roseville Housing Authority

### HOUSING CHOICE VOUCHER PROGRAM

Are you a landlord interested in participating in the Housing Choice Voucher Program with Roseville Housing Authority? This sheet provides an overview of the program and its benefits. Please call us at the phone number above with any questions. We, the staff of Roseville Housing, look forward to working with you!

#### What is the Housing Choice Voucher (HCV) Program?

The Housing Choice Voucher (HCV) Program provides rental assistance/housing assistance payments to very low-income individuals and families to enable them to afford decent, safe, and sanitary housing in the private rental housing market. The Roseville Housing Authority provides vouchers that can be used in Rocklin and Roseville, including vouchers for veterans.

#### Why join as a landlord accepting the Housing Choice Voucher (HCV) Program?

##### **Benefits for Property Owners:**

- Steady Rental Income- The Roseville Housing Authority (RHA) will make on-time reliable payments towards the rent, based on an affordable tenant payment. If a tenant loses income, RHA will increase its payment amount to rent and/or tenant-paid utilities to ensure ongoing affordability for the tenant.
- Direct Deposit- Roseville Housing Authority offers direct deposits for ease and convenience of payments.
- Competitive Rents- Rental assistance assists low income households in paying competitive market rate rents.
- Excellent Customer Service- The Roseville Housing Authority is committed to providing excellent customer service to interested and participating property owners/managers.
- Prompt Response- Housing Technicians are available for questions Monday-Friday and return calls promptly. RHA process paperwork quickly and works to facilitate quick lease-up and move-in of participants.
- Finding Tenants- RHA offers a reliable referral service by maintaining an available rental list. Any owner/manager can call our office to add your unit to the list and you have an immediate pool of prospective tenants.

##### **Benefits for the Community:**

HCV has a positive impact on the community, by providing for a basic need (shelter). The program helps keep families housed or rehoused individuals and families who have experienced homelessness, enabling them to have stable safe housing so that they can move forward with furthering education and job training, increasing income, and providing new opportunities to their children. HCV ensures affordable housing for very low-income families, seniors, persons with disabilities, and veterans that is disbursed throughout the community, ensuring income-diverse neighborhoods.

#### Who might be a Housing Choice Voucher holders?

Housing Choice Voucher holders are very low income families and individuals. They are members of our community. Voucher holders come from many backgrounds and experiences. A voucher holder could be:

- A senior living on a fixed income of social security
- A homeless veteran looking for housing
- A single parent heading back to school for a better job
- The two-parent family, living on minimum wage and surviving paycheck to paycheck
- A barista at the neighborhood coffee shop
- A teacher at a local preschool program
- An adult with a disability working at Pride Industries and/or living on disability income

## **Will voucher holders take care of my property?**

Just like with any other tenant, the landlord/owner/manager is responsible for selecting the tenant and enforcing their lease. Thorough screenings and clearly communicated property rules and expectations will help reduce tenant-landlord conflicts. A voucher holder who does not abide by their lease and damages the property has more to lose than a conventional tenant, as HCV tenant participants risk being terminated from the HCV Program and not receiving rental assistance. Many voucher holders have case managers and/or family who may help intervene and work with the tenant to help ensure they are abiding by the property rules and lease agreement. RHA makes service referrals to participants, as needed.

## **How much can I charge for rent?**

A landlord can set the rent for his/her unit. RHA reviews the rent based on the following factors:

- The Payment Standard (maximum voucher/rental assistance amount) for the area and based on number of bedrooms in the unit (these are listed on the Roseville City Website)
- The tenant's income and ability to pay rent while maintaining affordability
- Tenant-paid utilities costs, using a Utility Allowance, based on local standard utility costs
- Rent comparison to similar units in the area: The HCV Program requires the rent to be comparable to similar units in the area and make sure the tenant's portion of rent plus the utility allowance is less than 40% of the family's adjusted annual income. This helps ensure the tenant is able to pay his/her portion of the rent.

## **What happens after I choose a tenant?**

After you choose a tenant that has a voucher, he/she will provide you with a Request for Tenancy Approval (RFTA) form. The RFTA is the formal documentation that is completed to begin the process with the HCV Program.

1. Once all relevant sections of the RFTA are completed and signed by BOTH the tenant and the landlord/owner/manager, the packet must be submitted to RHA.
2. The completed RFTA is reviewed and, once approved, an inspection of the unit is scheduled.
3. When the unit has passed a Housing Quality Standards (HQS) inspection, as required by HUD, the tenant may sign the separate lease with the landlord/owner/manager and move into the unit. A contract is then executed between the landlord/owner/manager and RHA, which will enable the owner to receive the housing assistance payment (HAP) directly from the Roseville Housing Authority.

## **How long is the initial term for the lease-contract?**

The preferred initial term is one year. After the initial lease contract has expired, you may initiate a rent increase or make other payment modifications to utilities.

## **What are the Landlord/Owner/Manager obligations?**

The role of the landlord/owner/manager 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.

## **How will I be paid?**

Once the contract is executed, the landlord/owner/manager will setup direct deposit with The Roseville Housing Authority. The tenant will be responsible for paying his/her/their portion of the rent (between 30-40% of the family's adjusted annual income) to the landlord/owner/manager. The Housing Authority will pay the housing assistance payment based on the tenant's affordable payment calculation.

## **How do I start accepting vouchers?**

Please contact the Roseville Housing Authority at (916) 774-5270 or [housing@roseville.ca.us](mailto:housing@roseville.ca.us). We would love to answer your questions and refer potential tenants to you!