

# *Lynchburg Redevelopment And Housing Authority*



## **Landlord Informational Packet**

### **Welcome**

The Lynchburg Redevelopment and Housing Authority is pleased to have you participate with us in an effort to improve the quality of living for the residents of Lynchburg, Virginia.

This booklet is designed to give you a basic overview of the Section 8 Program, as well as the landlord/agent requirements.

We encourage you to thoroughly review the handbook and exhibits, to become familiar with the Program.

As you review this information, should you encounter a situation not expressed or understood, please do not hesitate to call.

Once again, we welcome you to the Section 8 Housing Choice Voucher Program administered by

The Lynchburg Redevelopment and Housing Authority

## **Section 8 Housing Choice Voucher Program**

*By choosing to participate in the Section 8 program you are making a difference in your community. Whether your property is designated for a family, a senior citizen, or a physically-challenged individual you're helping to affect positive change in someone else's life and future.*

*Everyone deserves a safe, clean place to live.*



**We Do Business In  
Accordance With the  
Federal Fair Housing Law**

**For a free Listing of your  
property use:**



**1948 Thomson Drive  
Lynchburg, VA 24501**

**434-485-7200 office  
434-845-9144 fax  
800-828-1120 TTY**

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- *The Section 8 Housing Choice Voucher Program is the federal government's major program for assisting very low-income families, the elderly, and the physically-challenged to afford decent, safe and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.*
  - *Any decent, safe and sanitary rental apartment or single family house that complies with Housing Quality Standards may be used provide the rent does not exceed the fair market rent published annually by the U.S. Department of Housing and Urban Development (HUD). The initial lease must be for a one-year period and thereafter, the lease may be on a month to month basis.*
  - *Section 8 Housing Choice Voucher Program is a federally funded Housing Assistance Payment Program (HAP). It is different from other subsidized Housing Programs. The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.*
  - *Housing choice vouchers are administered locally by LRHA. The funds to issue the vouchers are received from the U.S. Department of Housing and Urban development (HUD).*
  - *People who receive Section 8 vouchers find their own rental housing and use the vouchers **they receive from their housing agency to help pay the rent. Basically, the voucher means that the Federal Government will pay specific amount of the rent.***
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***If you wish to rent to Section 8 Choice Housing Voucher holders, you should inform LRHA of the availability of your property. You should also indicate in your advertising that you welcome Section 8 Vouchers holders. It is the responsibility of LRHA to determine that your property meets Housing Quality Standards. It is ultimately the voucher holder's decision whether or not to rent your property. The landlord retains the right to select a tenant from among eligible participants. The landlord also must not discriminate on the basis of race, color, creed, sex, national origin, physically-challenged or familial status. Landlords are urged to screen applicant to determine if they are suitable tenants.***

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## **Housing Authority, Tenants & Landlords/Property Managers**

### **The parts we all play**

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#### ***Housing Authority***

- 1. Ensure that all units meet HQS***
  - 2. Make initial inspection in response to Landlord request***
  - 3. Encourage participants and owners to maintain units***
  - 4. Provide special inspection at the request of the owner or participant***
  - 5. Execute a Housing Assistance Payments Contract (HAP contract) between Landlord and LRHA***
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#### ***Tenant***

- Comply with terms of the lease***
  - Keep the dwelling safe and sanitary***
  - Notify the owner of any necessary repairs***
  - Allow inspection of unit at reasonable times after reasonable notice***
  - Notify owner and LRHA in writing before moving***
  - Notify LRHA of any income and/or family composition changes***
  - Pay utility bills and supply appliances that the owner is not required to supply***
  - Live in harmony with neighbors, keep noise to a minimum and avoid conflicts***
  - Avoid any unlawful activity***
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#### ***Landlord /Property Managers***

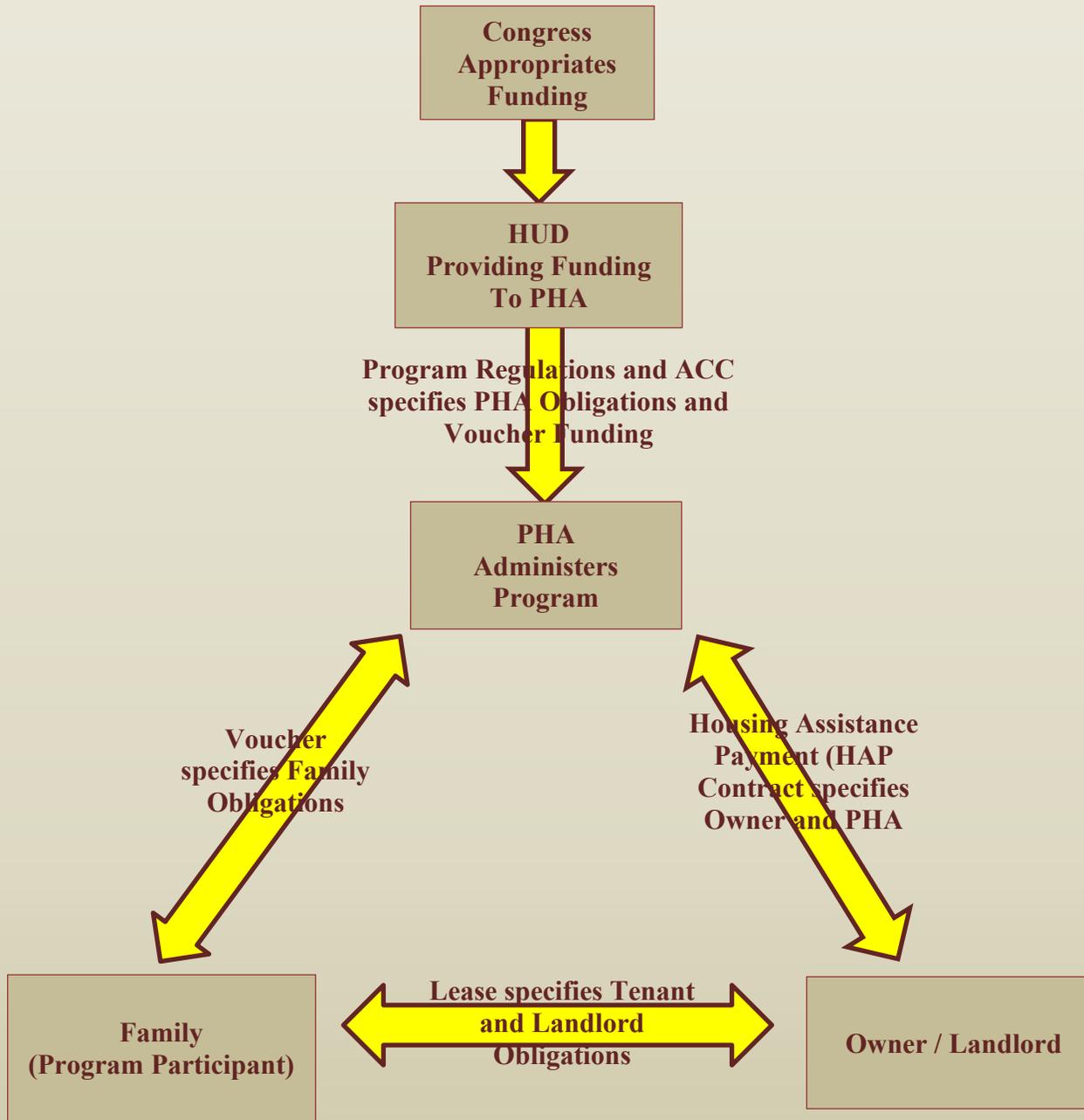
- 1. Comply with the terms of the lease***
  - 2. Keep the dwelling unit safe and sanitary***
  - 3. Make necessary repairs within the prescribed timeframe***
  - 4. Comply with Fair Housing Laws***
  - 5. Collect your security deposit, rent, and other charges***
  - 6. Do not commit any criminal act in connection with any federal housing program***
  - 7. Landlords are encouraged to carefully screen prospective tenants***
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***NOTE:*** *The selection of the tenant is the sole responsibility of the Landlord. Therefore, the Section 8 Housing choice Voucher Program requirements do not assume responsibility for the selection process. The Landlord is urged to thoroughly screen each Section 8 participant application.*

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# The HCV Relationship



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# *Inspections*

## *(Housing Quality Standards)*

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### Initial Inspections

Once a voucher holder has selected your property for tenancy, LRHA will perform an initial inspection. An inspection staff member of LRHA will determine if your property meets all Housing Quality Standards (HQS) as set forth by HUD. If standards are met, the tenant may begin with move-in procedures. Should there be deficiencies, you will be notified in writing of the items that need correction in order for tenant to occupy. Upon you notice to LRHA that all corrections have been made, a re-inspection will be conducted.

### Annual Inspections

LRHA is required by HUD to perform annual inspections of all properties housing Section 8 Choice Voucher Holders. Both you as the landlord and the tenant will be notified by mail of the inspection date. As the landlord, you are not required to be present during this inspection; however you may attend any inspections to your property. The property will be inspected per Housing Quality Standards. Should deficiencies be found that require correction by the landlord or tenant, a letter of re-inspection will be forwarded to both parties. This letter will outline the deficiencies and the responsible party for correction and provide the date of the re-inspection of the property. All correction must be completed within thirty days.

### Re-Inspections

A Re-inspection will be made to confirm that all deficiencies listed during the Annual Inspection are now in compliance with Housing Quality Standards. Should any deficiencies still be out of compliance, the property will be abated. This stops payment from LRHA to the landlord. Upon notification that the corrections are completed, the abatement will be removed. Should these deficiencies not be corrected within thirty days of notification of abatement, LRHA contract with the landlord will be terminated.

### Special Inspection

Special Inspection can be requested by either the tenant, the landlord or LRHA. These inspections can take place at any time.

### Quality Control Inspection

These inspections are required by the Federal Regulations, and are randomly selected. This inspection will be performed to determine compliance under Housing Quality Standards as set forth by HUD.

## Virginiahousingsearch.com - Section 8 Rental Housing & Apartments Listing...

**virginiahousingsearch.com** is a website for landlords, tenants, and housing authorities who participate in the **section 8** program. Find a **section 8** rental, landlords, tenants...

## List Your Property for Free!

VirginiaHousingSearch.com is a housing locator service that was launched across the Commonwealth of Virginia in June 2009. Sponsored by the Virginia Housing Development Authority, VirginiaHousingSearch.com provides detailed information about rental properties and helps people find housing to best fit their needs. The service can be accessed at no cost online 24 hours a day or through a toll-free, bilingual call center at 1-877-428-8844, available M-F, 9:00 am - 8:00 pm EDT.

The fast, easy-to-use FREE search lets people look for rental housing using a wide variety of criteria and special mapping features. Housing listings display detailed information about each unit. The service also provides links to housing resources and helpful tools for renters such as an affordability calculator, rental checklist, and information about renter rights and responsibilities.

Property owners and managers, including Housing Authorities and private landlords, can use this service to manage their property listings FREE of charge. Listings can include pictures, maps, and information about nearby amenities. Property owners and housing authorities can register and manage their listings online or via phone and fax.

The site uses software created by Socialserve.com, a national non-profit provider of housing locator services. Socialserve.com is responsible for maintaining the site and providing toll-free call center support. For additional information, contact Socialserve.com at 1-877-428-8844 or info@socialserve.com.



VirginiaHousingSearch.com

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**Contact information**

**Housing Authority**

**1948 Thomson Drive**

**Lynchburg, Virginia 24501**

**Office**

**434-485-7200**

**Fax**

**434-845-9144**

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**Mary Mayrose.....Executive Director**

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**For Question about Housing and Fair Housing  
Please Contact:**

**Lynchburg Redevelopment and Housing  
Authority**

**434-485-7200**

**[www.lynchburghousing.org](http://www.lynchburghousing.org)**