



117 Lane Drive Ste. 18 Rosenberg, TX 77471 | 281.342.1456 P | www.rosenbergha.org

HOUSING CHOICE VOUCHER PROGRAM

A PROPERTY OWNER'S GUIDE TO HCV LEASE-UP

Due Date for Information:



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Property Manager:

The Rosenberg Housing Authority (RHA) has recently extended its jurisdiction to include the following zip codes: 77406, 77459, 77469, 77471, 77477, 77478, 77479, 77489, and 77498. Thank you for your interest in leasing to a Housing Choice Voucher Program (HCV) 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 the Rosenberg Housing Authority

You must complete all the 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 at least 15 calendar before the Requested Lease Date in Box 3. **If the date is in Box 8 is less than 15 calendar days, the lease may not start on the Requested Lease Date.**
 - Must be signed by both the owner and the HCV client.
- (2) Landlord Certification
- (3) Completed W-9 for the Owner
- (4) Lead-based Paint Disclosure for pre-1978 Units

In addition, If you have never participated in the HCV program with the RHA, you must provide the following documents located in the back of this Packet:

- (1) New Owner Identification Form
- (2) Warranty Deed (filed and recorded - all pages)
- (3) Proof of Owner’s Social Security number or EIN number (Form SS-4)
- (4) Copy of Valid Government Issued ID
- (6) Protecting Tenants at Foreclosure Act of 2009
- (7) VAWA



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All of the documents listed above must be returned to the Rosenberg Housing Authority before the deadline on the front of this packet. 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, RHA 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 Inspector will contact you to schedule an inspection to be conducted within 10-15 business days. If you still reside in the unit, then RHA 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 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 for the execution of the HAP Contract.

Step 4: Allow the Client to Move In

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. 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. You will receive your first HAP payment within 15-20 days of the execution of your HAP Contract. All subsequent payments will be made on, or around, the 5th 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.
- If windows have multiple locks, all locks must work. No safety locks.

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.
- Stove temperature knobs not readable
- Stove not level
- Drip pan and burner not flush and secure

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.

Exterior

- Wooden fencing is broken
- Missing slab.
- Front & Back yards not mowed

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.
- Apartment numbers not visible