



FAYETTEVILLE METROPOLITAN HOUSING
AUTHORITY
1000 Ramsey Street
PO Drawer 2349
Fayetteville, North Carolina 28302

Expect your tenant to:

- ◆ Pay rent on time.
- ◆ Keep unit clean and avoid damage to property.
- ◆ Avoid illegal activity.
- ◆ Permit access for repairs.
- ◆ Allow only occupants listed on the lease to reside in the unit.
- ◆ Take action through the Magistrate's Court to evict when tenant violates lease or does not pay.

Thank you for your interest in the Housing
Choice Voucher Program.

**THE HOUSING
CHOICE VOUCHER
PROGRAM**

**OWNER/AGENT
INFORMATION**



FAYETTEVILLE METROPOLITAN
HOUSING AUTHORITY

1000 Ramsey Street
PO Drawer 2349
Fayetteville, North Carolina 28302

Phone/TDD
910-483-3648

For further information contact:

Phone: 910-483-3648

Fax: 910-483-3426

Email: faymetha@embarqmail.com

What is the Housing Choice Voucher program?

The Housing Choice Voucher Program (HCV), commonly referred to as Section 8, is a federal government subsidized program. Housing assistance payments (HAP) are allocated by the Department of Housing and Urban Development (HUD) on behalf of low-income families. It is our mission to provide decent, safe and sanitary and affordable housing to eligible families.

What are the requirements for renting a unit to an assisted family?

The tenant must be a HCV recipient. The unit must meet HUD Housing Quality Standards (HQS) and rent requested must be within HUD's Fair Market Rents (FMR) and market comparable rates.

How are units made available to HCV participants?

You may contact FMHA at (910)-483-3648 to have your unit posted to our 'available units' listing. You may also advertise in the newspaper, please be sure to include the phrase "will accept Section 8."

What to do if a HCV recipient becomes interested in renting your unit?

Tenant Screening

If contacted by a prospective tenant, the owner/agent is solely responsible for screening the tenant to assure they're suitable. Please be advised that this agency is not permitted to provide any information regarding the tenant other than their eligibility status for the HCV program. You are permitted to use any or all of the following screening procedures:

Credit check

Landlord reference check

Criminal background check

Home visit

We encourage all of the above screening methods as long as you refrain from illegal discrimination. Discrimination includes any tenant selection based on race, color, religion, sex, national origin, age (including children), disability or familial status.

Request for Tenancy Approval

Once you have selected your tenant they will have a "Request for Tenancy Approval" form that you must complete. This form must be returned to this agency along with a copy of your proposed lease. An inspection will be scheduled for your unit; provided that all utilities are turned on.

Inspection and Rent

The unit will be inspected to assure that it meets HUD's HQS. Required repairs and the requested rent will be discussed with you by a leasing coordinator. After the unit passes inspection and the contact rent has been approved, the tenant is allowed to sign the lease and take possession of the unit. A copy of the signed lease agreement between the landlord/owner and tenant must be submitted to this agency. PLEASE BE ADVISED THAT IF THE TENANT MOVES INTO THE UNIT BEFORE IT PASSES INSPECTION, THE TENANT IS SOLEY RESPONSIBLE FOR THAT RENT. Once the tenant moves into the unit a Housing Assistance Payment contract is then executed between the owner/agent and this agency.

Can I Collect a Security Deposit?

Yes, you may collect a security deposit the same as for your open market tenants. FMHA does not assist with the paying of security deposits. You cannot charge a HCV tenant more than you would charge an unassisted tenant.

Who Pays the Rent?

The tenant's portion of rent is based on 30% of their monthly income, less utilities. FMHA does not act as housing managers or landlords. Therefore owner/agents are responsible for collecting the tenant's portion of rent. The portion paid by FMHA will be directly deposited into the account of the owner/agent. Please be advised that the tenant is NOT permitted to pay any rent exceeding the amount determined by FMHA as their portion of the contract rent.

What are the Terms of the Lease or Contract?

After the initial year the owner/agent may initiate a new lease or it becomes month-to-month as long as the tenant remains eligible and the unit meets HQS requirements. Either party may terminate the lease after one year with a thirty (30) day notice. During the initial lease period the owner/agent must show just cause to terminate the lease and evict the tenant. The tenant is recertified once a year to determine continued eligibility. At this time an annual HQS inspection will be performed and the landlord/owner may request a reasonable rent increase.

What are my Rights & Responsibilities as a Landlord?

- ◆ Maintain upkeep of property.
- ◆ Complete repairs in a timely manner. 24 hours for emergencies.
- ◆ Set reasonable rules regarding use of unit and common areas.
- ◆ Do not enter a unit with prior permission of tenant except for emergencies or tenant requested repairs.
- ◆ Collect appropriate security deposit as directed under the program and use it only as directed by NC law.