



1300 Piccard Drive, Suite 203 Rockville, MD 20850  
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## **Becoming a Housing Choice Voucher Landlord with RHE**

Looking to rent your property? Increase your applicant pool and ensure consistent rental payments by becoming a Housing Choice Voucher landlord. RHE can guide you through the process and help you make an informed decision for your rental portfolio. At Rockville Housing Enterprises, Inc (RHE), the process of becoming a Housing Choice Voucher landlord is straightforward. By following the correct procedures and providing the required documentation, you can start accepting Housing Choice Voucher tenants. Discover the benefits, drawbacks, and tips for success and follow the necessary steps

### **What is Section 8 Housing?**

The Housing Choice Voucher Program, is a federal affordable housing initiative administered by the Department of Housing and Urban Development (HUD). It offers suitable housing options to low-income families, individuals, the elderly, and disabled individuals in various counties and metro areas across the United States.

Eligible rental units can include multi-family subsidized housing, townhomes, condos, and single-family homes. To participate in the program, landlords must go through an approval process with their local housing authority. Qualified applicants can then select their desired rental housing unit, provided they meet the income and eligibility requirements of the housing assistance program.

### **Roles and Obligations in Housing Choice Voucher Rental Housing**

As a Housing Choice Voucher landlord, you enter into a lease agreement with your tenants, just like with any other tenant. However, there are additional responsibilities that come with the involvement of the Housing Authority. Let's outline the obligations of landlords, tenants, and the housing office in a Housing Choice Voucher contract:

#### **Landlord's Obligations:**

1. Meet or exceed the Housing Authority Quality Standards.
2. Provide safe and sanitary housing.
3. Accept reasonable market rental rates.
4. Maintain the agreed-upon standards of living throughout the lease.
5. Provide the services specified in the lease.



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## Section 8 Tenant's Obligations:

1. Accept a minimum 12-month lease.
2. Pay a security deposit as per the lease agreement.
3. Comply with all lease terms and addendums.
4. Maintain the rental unit in good and sanitary condition.
5. Report maintenance issues promptly to the landlord.
6. Pay the tenant portion of the rent in full and on time.
7. Inform the Housing Authority and the landlord of any financial, familial, or occupancy changes.

## Housing Authority's Obligations:

- 1. Evaluate the income and family composition of voucher applicants annually.**
2. Conduct annual inspections of rental units.
3. Assist applicants in finding suitable housing.
4. Facilitate payments to landlords for the Housing Authority portion of the rent.
5. Ensure compliance with program rules by both landlords and tenant

1. Request to attend a Landlord Briefing: Attendance at a free PHA/HCV Landlord Briefing is mandatory for first-time program participants. These briefings are currently conducted virtually, and you can register for a spot by contacting us via email, phone or in person phone: 301-424-6265 ext. 102; [rniaba@rockvillehe.org](mailto:rniaba@rockvillehe.org)
2. New landlord can attend the landlord voucher briefing at any time before the unit has been leased up or after.
3. Complete Owner Certification Training: Register for the free and mandatory HCV Owner Certification Training. This training familiarizes landlords with the program's rules and responsibilities, providing practical advice for successful participation. Due to the pandemic, the training is conducted virtually, and registration is available on the Housing Authority's website. Failure to complete this training is considered non-compliance with the Housing Choice Voucher Program.



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4. Prepare Documents: Gather all required documentation specified by RHE, including but not limited to:

- Complete the landlord application form
- Provide copy of Lead Certificate
- Rental license with the City of Rockville
- Landlord's photo ID (Private Landlord only)
- W-9 form
- Direct deposit form
- Provide name of Agent acting on behalf of the owner if any.
- Provide the name contact Owner/agent contract

5. RFTA Packet completion. Follow these steps:

- Complete and submit the RFTA Packet (Request for Tenancy Approval) and the executed unexpired voucher your prospective tenant / Voucher participant provides you with.
- RFTA packet will be approved or denied
- If approved landlord and voucher participant will be notified via email
- RHE will schedule an inspection based on the proposed inspection date on the RFTA packet if possible
- If NSPIRE inspection passes, RHE will send an Inspection move in approval letter to landlord and tenant valid for only 30 days
- Client and landlord may sign the lease agreement
- Landlord will send a copy of the executed lease agreement to RHE
- RHE will generate an HAP Contract and rent breakdown for the landlord to sign
- Landlord to send back a copy of the executed HAP Contract to RHE
- RHE will release HAP payment each first week of the month