A stylized, colorful illustration of a landscape. The foreground features rolling green hills with a brown path. On the left, there is a green tree, a purple flower, and an orange flower. A red bird is flying in the sky. The background consists of layered blue and white waves, suggesting a sky or water. The overall style is flat and modern.

Housing Choice Voucher Program

Housing Authority of Washington County
Landlord Orientation

Agenda

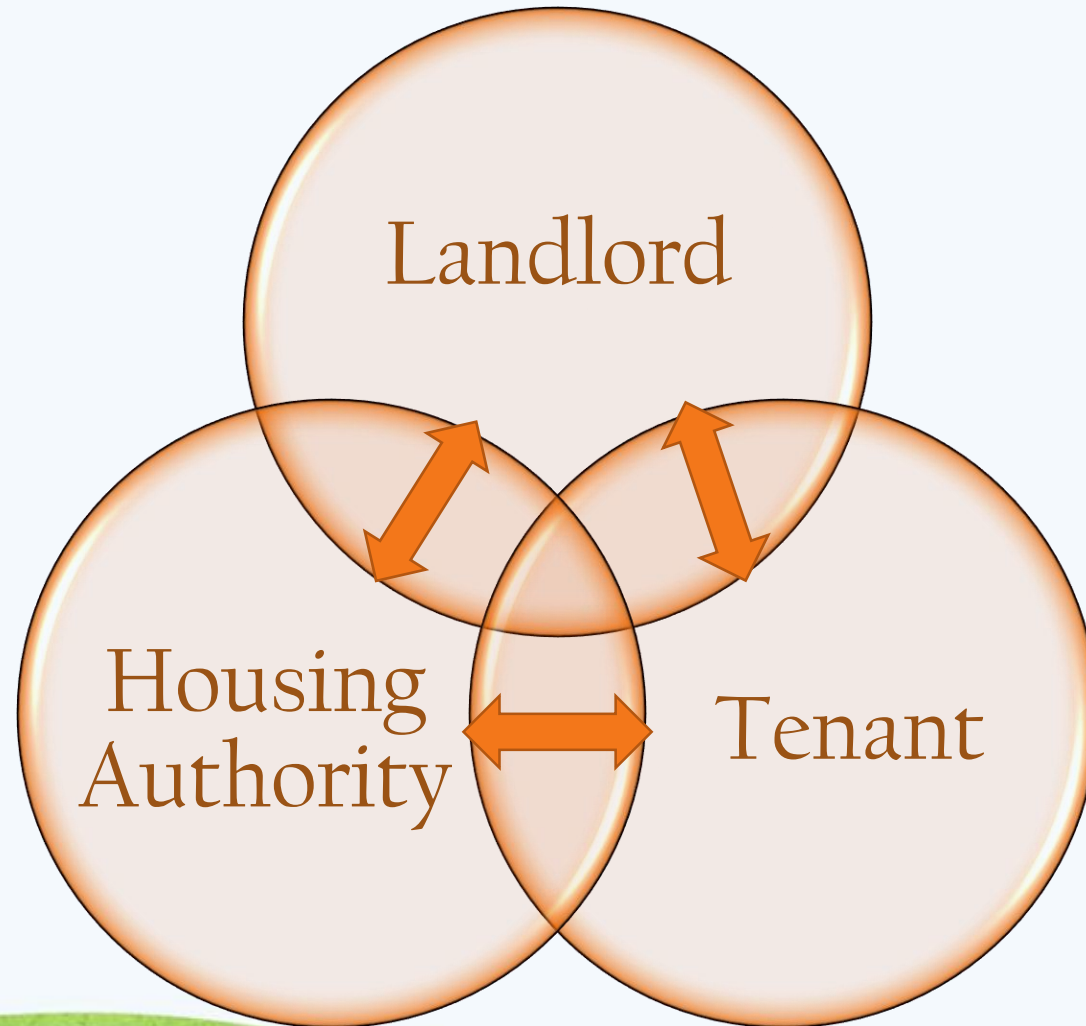
- What is the Housing Choice Voucher Program (HCV)?
- Roles of each participant
- Required paperwork
- Inspections
- Maryland landlord laws



The Housing Choice Voucher (HCV) Program was designed to:

- Improve living conditions for low-income families
- Promote housing choice
- Provide safe and affordable housing
- Integrate lower income and minority families

Three Way Partnership



Benefits of participating in HCV program

- Consistent Rent Payment by the Government
- Consistent Tenant Base
- Pre-Screened Tenants – Tenants are screened for violence, drug activity and sex offender registry
- Increased rents—Once a year, landlords are allowed to reassess rent payments they receive from tenants, meaning they can charge their HCV tenants higher rental fees.

Landlord/Owner responsibilities

- Tenant screening
- Maintain the unit (we will discuss further)
- Comply with the Housing Assistance Payment (HAP) contract
- Enforce the lease
- Follow state and federal landlord laws

Tenant Responsibilities

- Comply with the lease and HUD lease addendum
- Pay rent and utilities on time
- Take care of the unit
- Provide housing authority with any change in income and/or family composition
- Notify the landlord and housing authority with an intent to move
- Refrain from criminal activity

Housing Authority Obligations

- Determine eligibility – income and background checks
- Issue the voucher
- Determine families portion of the rent
- Inspect the unit at least annually
- Enforce program compliance of owners and families
- Pay the Housing Assistance Payment on behalf of the family
- Monitor program performance and compliance with Federal, State, and Local laws

How owners participate in the HCV program

- Screen applicants
- Complete the Request for Tenancy Approval
- Complete the W-9 form
- Complete Direct Deposit form
- Sign the Non-Relative Disclosure form

How owners participate in the HCV program *Continued*

- Ensure the property is ready to be inspected.
 - Provide the Maryland Lead Paint Certification if required
- Provide a copy of the signed lease to the HCV office
- Provide a copy of the Deed
- Attend Landlord Orientation when scheduled
- Review, sign and return the Housing Assistance Payment contract
- Strongly suggest attending all unit inspections

HCV Process

HCV applicants are screened and approved



A voucher is issued



The applicant finds a place and gives landlord
paperwork to complete



Landlord completes RFTA, W-9, Non Relative Discloser, Direct Deposit, Lead Paint Certification, provides a copy of the Deed and gives to Housing Authority prior to the tenant moving into the unit

HCV Process (continued)

Housing Authority determines if unit meets payment standards
If so, Inspection is scheduled



If inspection passed, then a copy of lease must be provided



Move in dates and payments are always the first of the month (If someone moves in before the first of the month, the tenant is responsible for the rent)



Housing assistance payments calculated and provided to landlord and tenant



Landlord must sign and return the Housing Assistant Payment (HAP) Contract

A stylized, colorful landscape illustration. In the foreground, a green hill features a purple flower with a dark stem and small white curls. The background consists of rolling hills in shades of blue and white. The text "Required Documents" is centered in a brown serif font.

Required Documents

Request for Tenancy Approval

Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 05/31/2004)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)				
3. Requested Beginning Date of Lease			4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection

9. Type of House/Apartment *

Single Family Detached
 Semi-Detached / Row House (Duplex)
 Manufactured Home
 Garden / Walkup (Four stories or less)
 Elevator / High-Rise (Five stories or more)

10. If this unit is subsidized, indicate type of subsidy:

Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development

Home
 Tax Credit

Other (Describe Other Subsidy, including Any State or Local Subsidy)

11. Utilities and Appliances
The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			

to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

Print or Type Name of Owner/Owner Representative ***		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

* For section 9, please mark the appropriate checkbox for your unit based on the following guidelines:

*Single Family residence - check *Single Family Detached*.
*Duplex - circle *Semi-Detached*.

** Owners of projects with more than 4 units must complete section 12a of the RTA form.

Section 12a of the RTA allows the owner to certify that the rent charged to the Section 8 tenant is not more than

*** Please fill out the following to ensure proper issuance of your housing assistance payment.

Print or type name of property owner, if different from party authorized to execute lease:

Rent Determination

- Owner requests rent amount
- Rent reasonableness determination made by comparing assisted unit to other similar units in the area.
- Rent amount is compared against payment standard (established by HUD based on fair market rents for the area)
- For more information visit:
<https://www.huduser.gov/portal/datasets/fmr.html>

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

All rental properties built before 1978 will be required to participate in the Maryland Lead Poisoning Program by January 1, 2015.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

The Lead Paint Addendum applies to units before 1950 or between 1950-78 (until Dec. 31, 2014). All rental properties built before 1978 will be required to participate in the Maryland Lead Poisoning Program by January 1, 2015.

Maryland Disclosure Requirements

Lead-Based Paint Disclosure Requirements: The Maryland Lead Poisoning Prevention Program (the Program) requires the owner of residential real property to deliver to tenant, before a lease is entered into and every two (2) years thereafter, a copy of a "Notice of Tenant's Rights, Lead Poisoning Prevention" as published by the Maryland Department of the Environment (the Notice), the EPA brochure entitled "Protect Your Family Lead in Your Home" (the EPA pamphlet), and a copy of the verified inspection Certificate from the Maryland Department of the Environment (the Certificate).

Tenant has acknowledged Tenant's receipt of the Notice, the EPA Pamphlet and the Certificate prior to the execution of this Lease. In the event Tenant shall continue to occupy the leased premises for two (2) years or longer, Landlord or Landlord's agent will provide Tenant with the Notice, the EPA Pamphlet, and the Certificate within two (2) years from the date of occupancy and every (2) years thereafter as required by the Program.

The Notice, the EPA Pamphlet, and the Certificate will be delivered to Tenant either by: 1. Certified mail, return receipt requested; 2. By hand delivery; or 3. By such other verifiable method as approved by the Maryland Department of the Environment.

Tenant is required by law to acknowledge the receipt of Notice, the EPA Pamphlet and the Certificate when delivered by Landlord or Landlord's agent. In the event Tenant shall fail to acknowledge, by Tenant's signature, the receipt of the Notice, the EPA Pamphlet and the Certificate, such failure shall constitute a breach of a materials term of this lease and Landlord shall be entitled to terminate this lease and pursue available legal remedies, including eviction, for Tenant's breach as provided in this lease.

Address of property: _____

Certification of Accuracy: The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor or Lessor's Agent (Owner-Landlord)	Date
Lessee (Tenant/Tenant's over age 18)	Date
Lessee (Tenant/Tenant's over age 18)	Date

RICHV REVISED DOCUMENTS/Apptant and WAH Lettlow in Padua
Revised November 5, 2017

W-9

<p>Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give form to the requestor. Do not send to the IRS.</p>
<p>Name (as shown on your income tax return)</p> <p>Business name, if different from above</p>		
<p>Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶</p>		
<p>Address number, street, and apt. or suite no.</p>		<p>Requestor's name and address (optional)</p>
<p>City, state, and ZIP code</p>		
<p>List account number(s) here (optional)</p>		
<p>Part I Taxpayer Identification Number (TIN)</p>		
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.</p>		
<p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>		<p>Social security number</p> <p style="text-align: center;">OR</p> <p>Employer identification number</p>
<p>Part II Certification</p>		
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. citizen or other U.S. person (defined below). 		
<p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.</p>		
<p>Sign Here Signature of U.S. person ▶</p>		<p>Date ▶</p>
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). Certify that you are not subject to backup withholding. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. <p>Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p>		
<p>Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> An individual who is a U.S. citizen or U.S. resident alien, A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, An estate (other than a foreign estate), or A domestic trust (as defined in Regulations section 301.7701-7). <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p> <p>The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:</p> <ul style="list-style-type: none"> The U.S. owner of a disregarded entity and not the entity, 		
<p>Cat. No. 10231X</p>		<p>Form W-9 (Rev. 10-2007)</p>

Non- Relative certifications

A parent, child, grandparent, grandchild, sister, brother or any other member of the family cannot lease your rental unit.

NON-RELATIVE CERTIFICATIONS

NOTE: On May 18, 1998, the U.S. Department of Housing and Urban Development published in the Federal Register a new regulation prohibiting a Housing Authority from approving a unit for lease if the owner is the parent, child, grandparent, sister, or brother of any member of the family of the Section 8 Voucher or Certificate holder that is seeking to rent the unit. The new policy applies to new admissions and to moves with continued assistance, and requires a signed certification by both the owner and the prospective tenant.

Owner Certification:
I hereby certify that I nor any member of my family is a parent, child, grandparent, grandchild, sister, brother or any other member of the family seeking to lease my rental unit.

Printed Name _____

Signature _____

Date _____

Tenant Certification:
I hereby certify that I nor any member of my family is a parent, child, grandparent, grandchild, sister, brother or any other member of the family seeking to lease my rental unit.

Printed Name: _____

Signature _____

Date _____

This form must be completed and returned to the Housing Authority of Washington County with the Request for Lease Approval

HP/CE/REV 8/02 - JCC/RA/MS/BJ/ST/HR/AND/MS - 03/04/04 - P.1/004

Housing Assistance Payment Contract (HAP)

- The HAP Contract is the contract between the Housing Authority and the landlord. Please review this contract carefully before signing.

<p>Housing Assistance Payments Contract (HAP Contract) Section 8 Tenant-Based Assistance Housing Choice Voucher Program</p>	<p>U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval 2577-0169 (Exp. 04/30/2018)</p>
<p>Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names and unit address, and owner's name and payment address is mandatory. The information is used to provide Section 8 tenant-based assistance under the Housing Choice Voucher program in the form of housing assistance payments. The information also specifies what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the tenant. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family or owner participation in the program.</p>	
<p>Instructions for use of HAP Contract This form of Housing Assistance Payments Contract (HAP contract) is used to provide Section 8 tenant-based assistance under the housing choice voucher program (voucher program) of the U.S. Department of Housing and Urban Development (HUD). The main regulation for this program is 24 Code of Federal Regulations Part 982.</p> <p>The local voucher program is administered by a public housing agency (PHA). The HAP contract is an agreement between the PHA and the owner of a unit occupied by an assisted family. The HAP contract has three parts:</p> <p>Part A Contract information (fill-ins). See section by section instructions. Part B Body of contract Part C Tenancy addendum</p> <p>Use of this form Use of this HAP contract is required by HUD. Modification of the HAP contract is not permitted. The HAP contract must be word-for-word in the form prescribed by HUD.</p> <p>However, the PHA may choose to add the following:</p> <p>Language that prohibits the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Such a prohibition must be added to Part A of the HAP contract.</p>	<p>However, this form may not be used for the following special housing types: (1) manufactured home space rental by a family that owns the manufactured home and leases only the space; (2) cooperative housing; and (3) the homeownership option under Section 8(y) of the United States Housing Act of 1937 (42 U.S.C. 1437f(y)).</p> <p>How to fill in Part A Section by Section Instructions</p> <p>Section 2: Tenant Enter full name of tenant.</p> <p>Section 3. Contract Unit Enter address of unit, including apartment number, if any.</p> <p>Section 4. Household Members Enter full names of all PHA-approved household members. Specify if any such person is a live-in aide, which is a person approved by the PHA to reside in the unit to provide supportive services for a family member who is a person with disabilities.</p> <p>Section 5. Initial Lease Term Enter first date and last date of initial lease term. The initial lease term must be for at least one year. However, the PHA may approve a shorter initial lease term if the PHA determines that:</p>

Housing Quality Standards (Inspections)



HCV Inspections

- HCV Inspections are focused on safety issues and as a result are often more lenient than the Washington County inspections.
- Landlords are encouraged to attend ALL inspections specifically to observe the inspection, learn about their property and any issues, and observe the condition of the property after the tenant has taken occupancy.

Housing Quality Standard Inspections (HQS)

All inspections are focused on safety

- Initial – Must be completed before a potential tenant can move in.
- Annual – Completed every year
- Complaint – conducted when there is a complaint, originating from a participant, landlord, or other concerned party.
- Emergency – Conducted when life threatening conditions, such as lack of security, major plumbing leaks, natural gas leak or fumes, inoperable smoke detectors, etc.
- Quality control – HUD requires that a sample of units be re-inspected by a supervisor to ensure HQS standards are being enforced.
- Note – We do not do move out inspections

HQS

Every unit approved under HCVP must have at least a:

- Living room
- Kitchen
- Bathroom
- Sleeping areas must have a window and two electrical outlets or one outlet and overhead light
- There must be one bedroom for every two participant members
- There must be smoke detectors on every level of the unit accessible to the tenant
- Please see handout for more specific information

Inspection failures

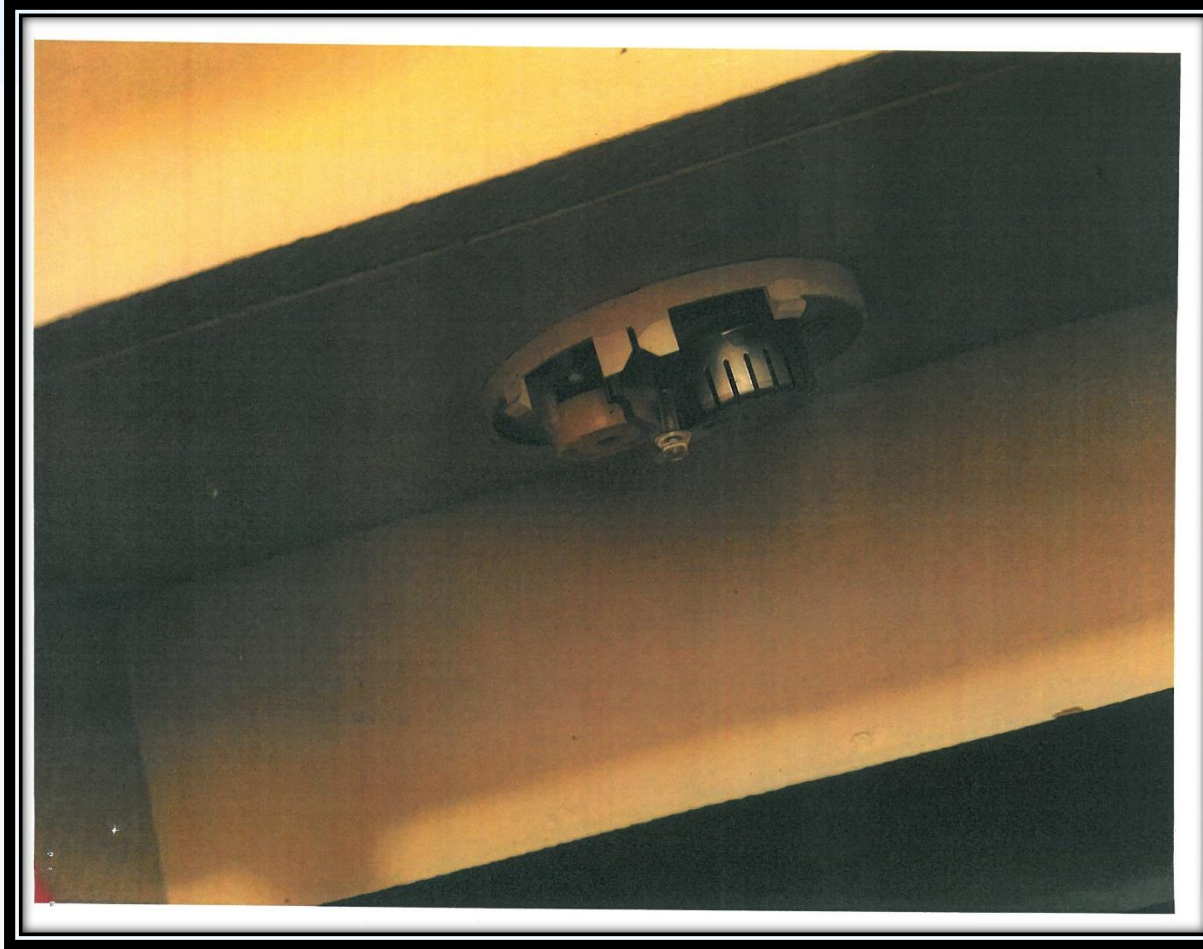
There are two kinds of failures – Emergency and Regular

- Regular – Landlords will have 30 days to repair non-emergency failures. After the 30 day follow-up inspection if items are not repaired, then the housing authority can abate subsidy payments until the repairs are made.
- Emergency – Items that are considered life threatening are to be repaired within 24 hours. If not repaired, then subsidy payments will be abated (stopped with no refund) and the tenant may be required to vacate the premises.
- The initial inspection and follow up after a failed inspection are conducted free of charge. However, if the inspector determines that there are items previously listed as failed on the initial inspection that have not been corrected, there will be a \$75 charge for each inspection thereafter.
- In order to avoid failures and fees, please make sure the unit is in compliance BEFORE the inspection occurs.

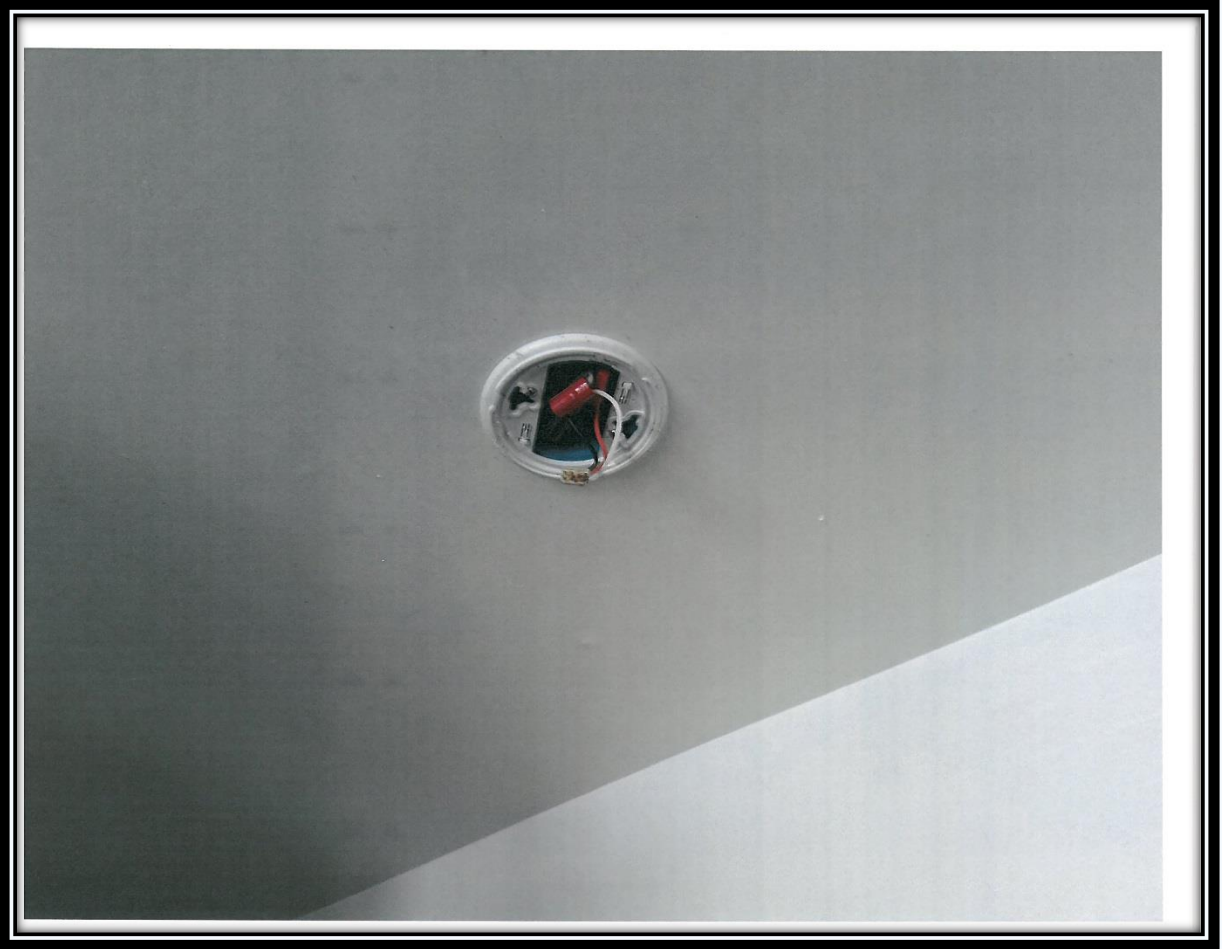
Smoke Detectors

- If a smoke detector is not functional or missing the result will be a FAILED inspection.
- Both you and your tenant will be notified both by phone and in writing of a 24 hour failure due to smoke detector.
- You have 24-Hours to complete the repair work for a re-inspection.
- Every time you are in your unit; check smoke detector(s).
- Having functioning smoke detectors will protect your tenant and your property.

Failed Inspection Examples



Non-Functioning Smoke Detector



Missing Smoke Detector

Electrical Issues

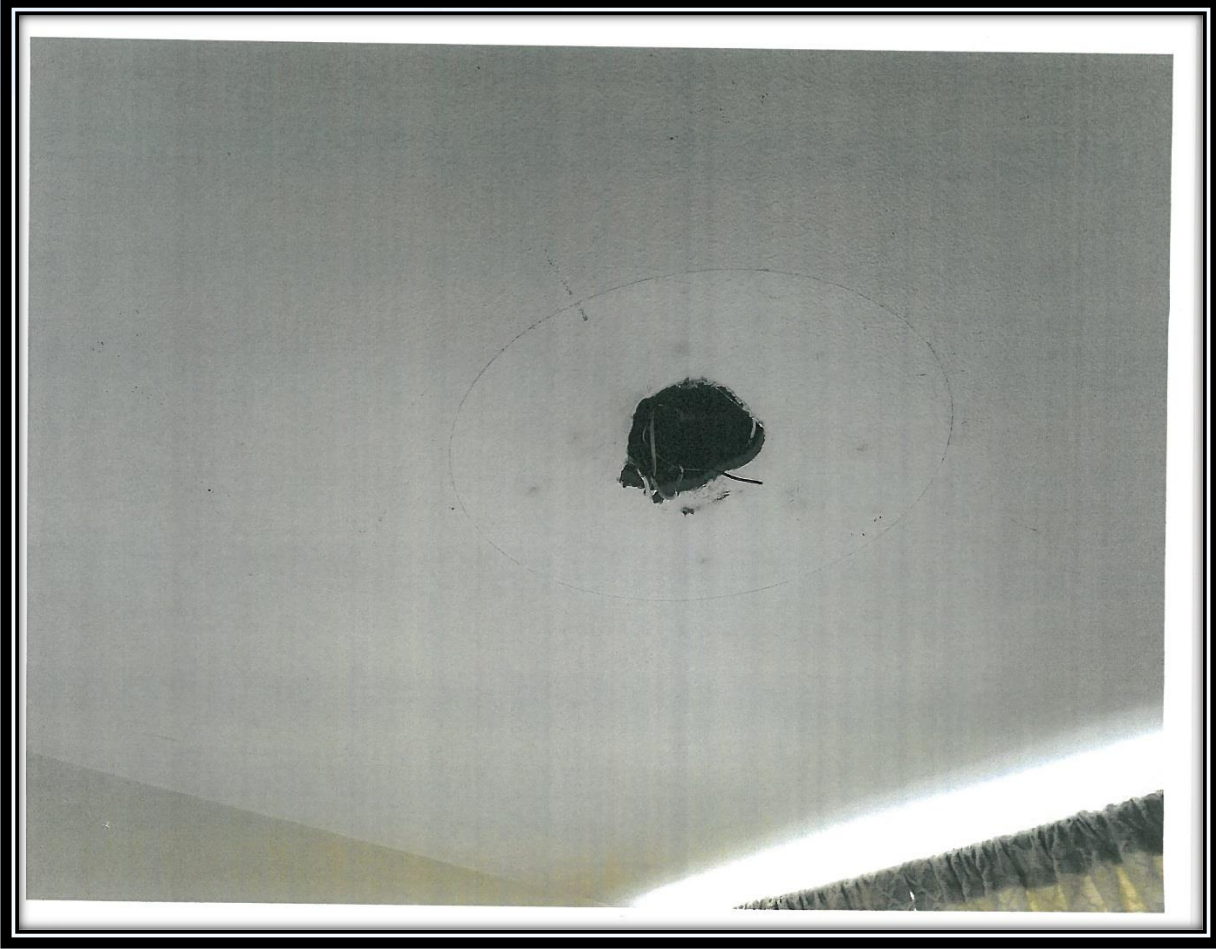
Any electrical issues are a serious matter; a fire could harm tenants and destroy units.

- Missing burners
- Fixtures hanging by wires only
- Exposed bare wires
- Missing cover plates

Electrical Issues *continued*

- GFI's need installed if within six (6) feet of any water source
- Depending on the severity of the electrical issue would result in a FAILED inspection.
- Could be a 24-Hour OR 30 days to complete the repair work for a re-inspection.

Failed Inspection Examples

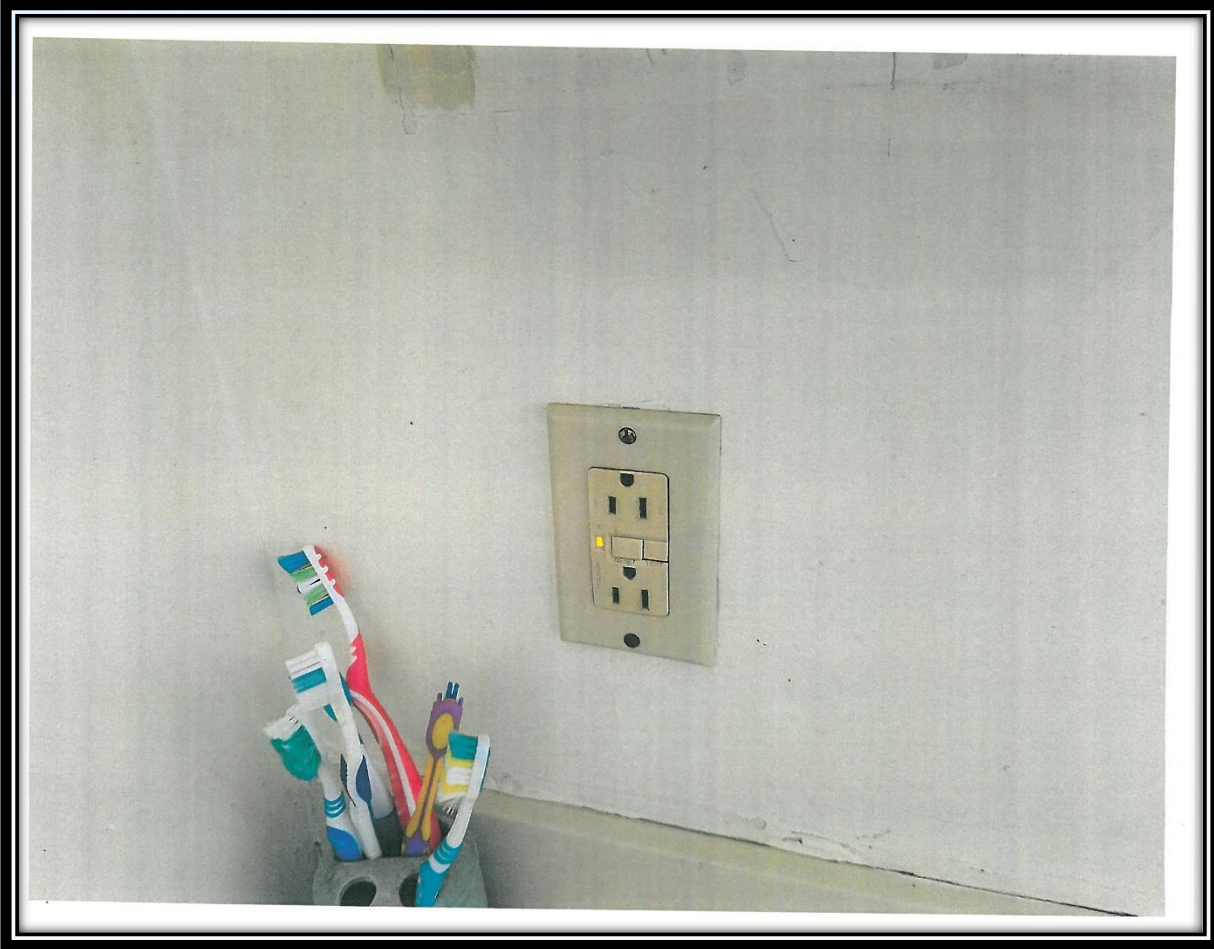


Missing Lighting Fixtures; Exposed Wires Hanging

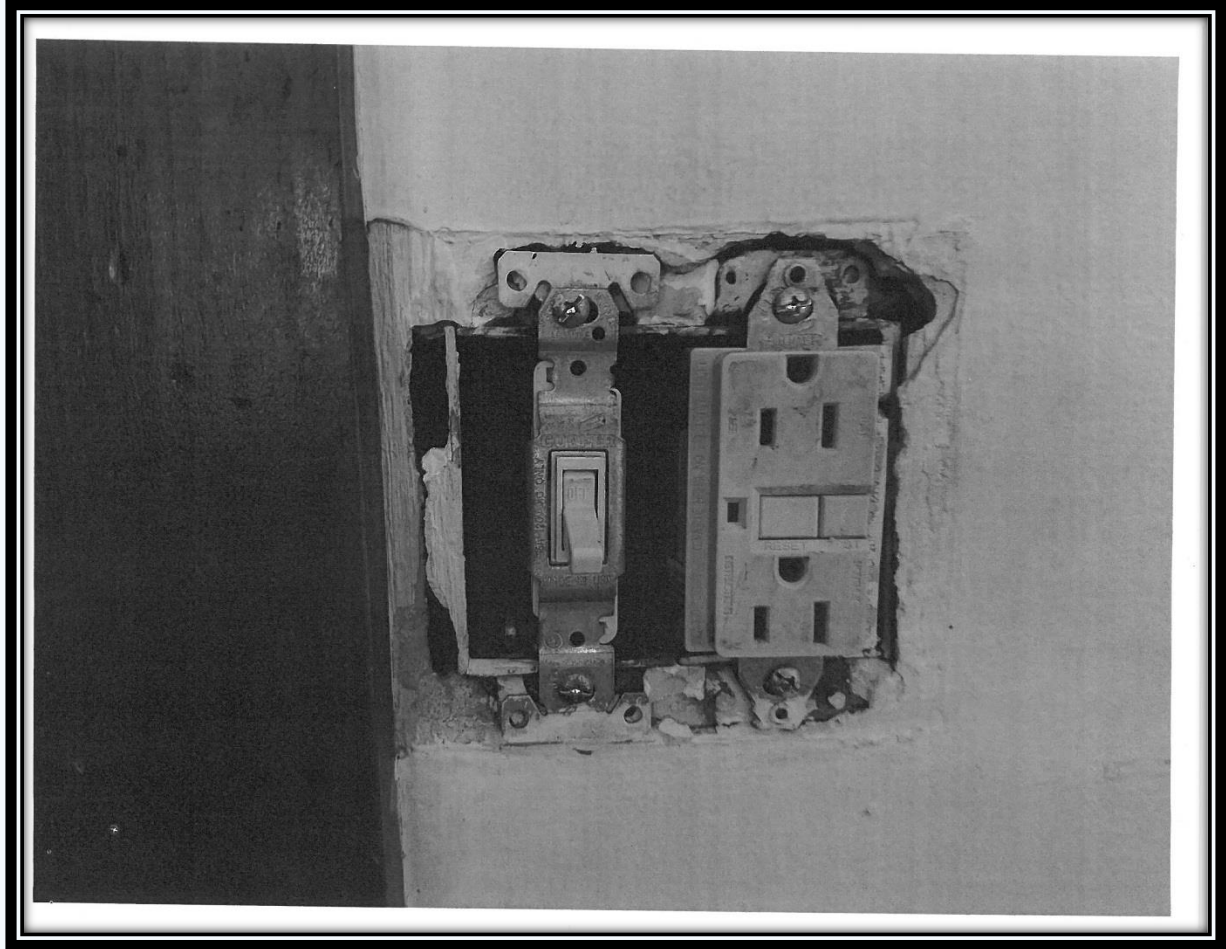


Missing Lighting Fixtures; Exposed Wires Hanging

Failed Inspection Examples



Working GFI needs to be installed if within six (6) feet from any water source.

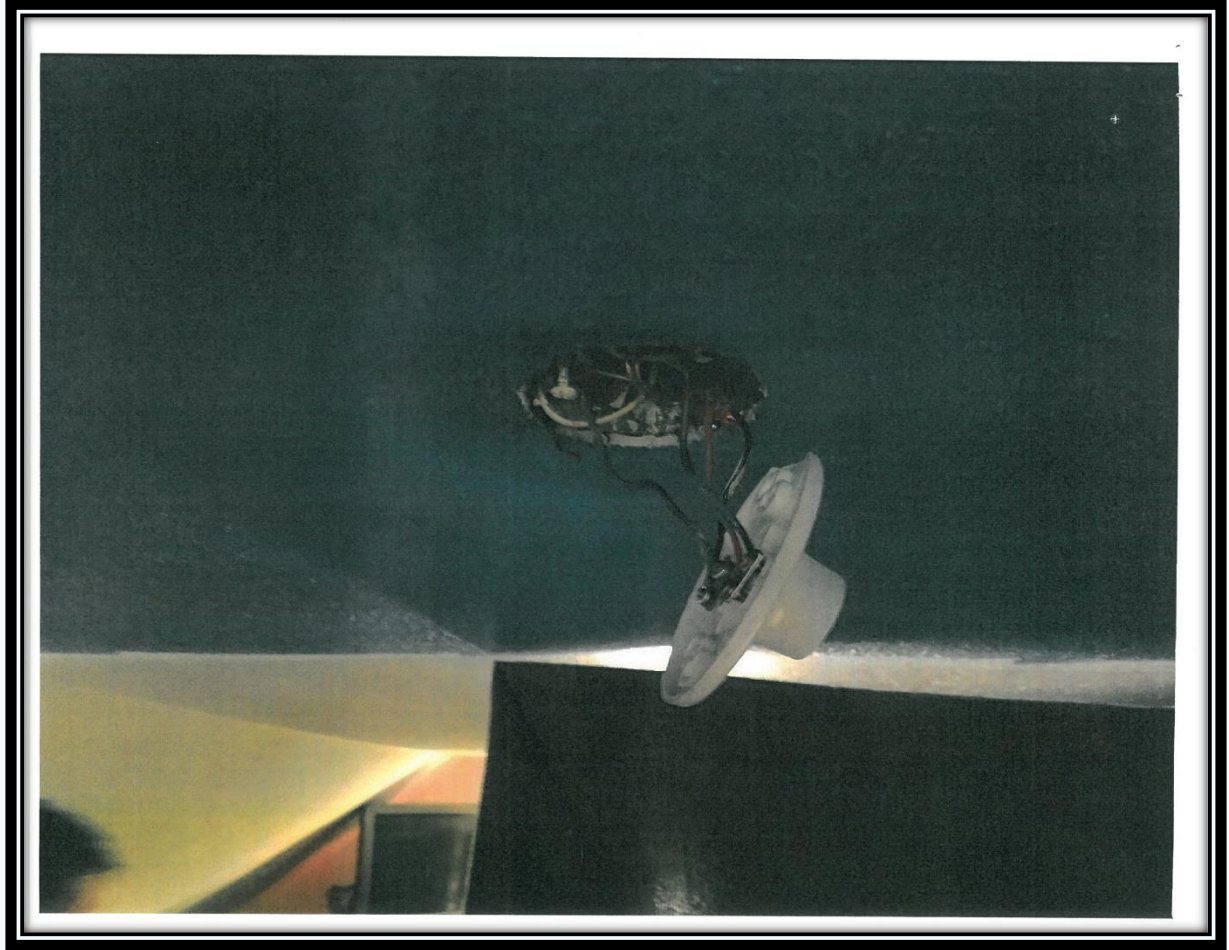


Missing Face/Cover Plate

Failed Inspection Examples



Secure and ensure that Electric Baseboard Heaters are in working order



Make sure lighting fixtures are securely installed properly

Failed Inspection Examples



Missing Lighting Fixture; Exposed Wires

Floor to Ceiling...

- These issues are not life threatening but would result in a FAILED inspection.
- You have 30 days to complete the repair work for a re-inspection.

Failed Inspection Examples

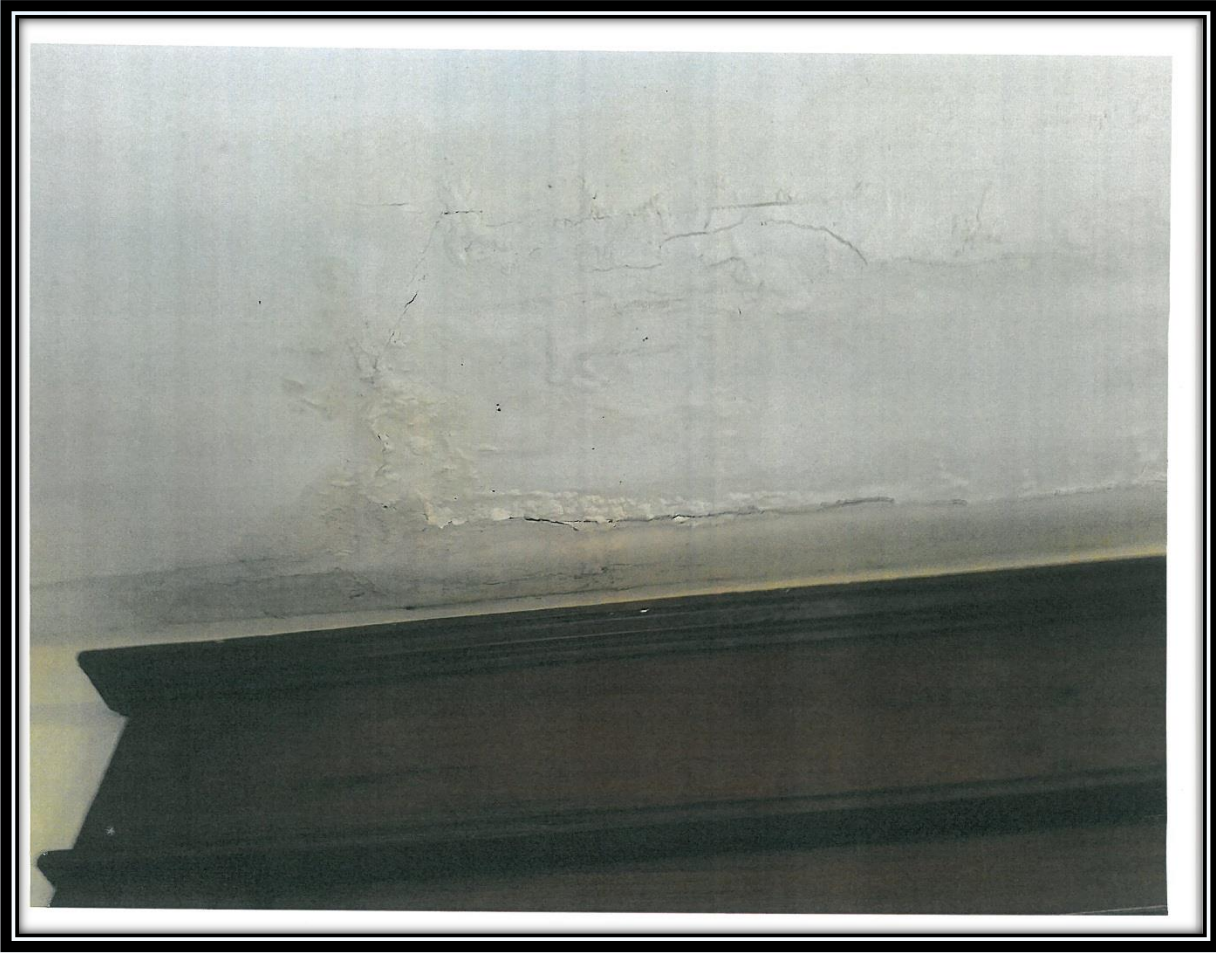


Damaged window sill

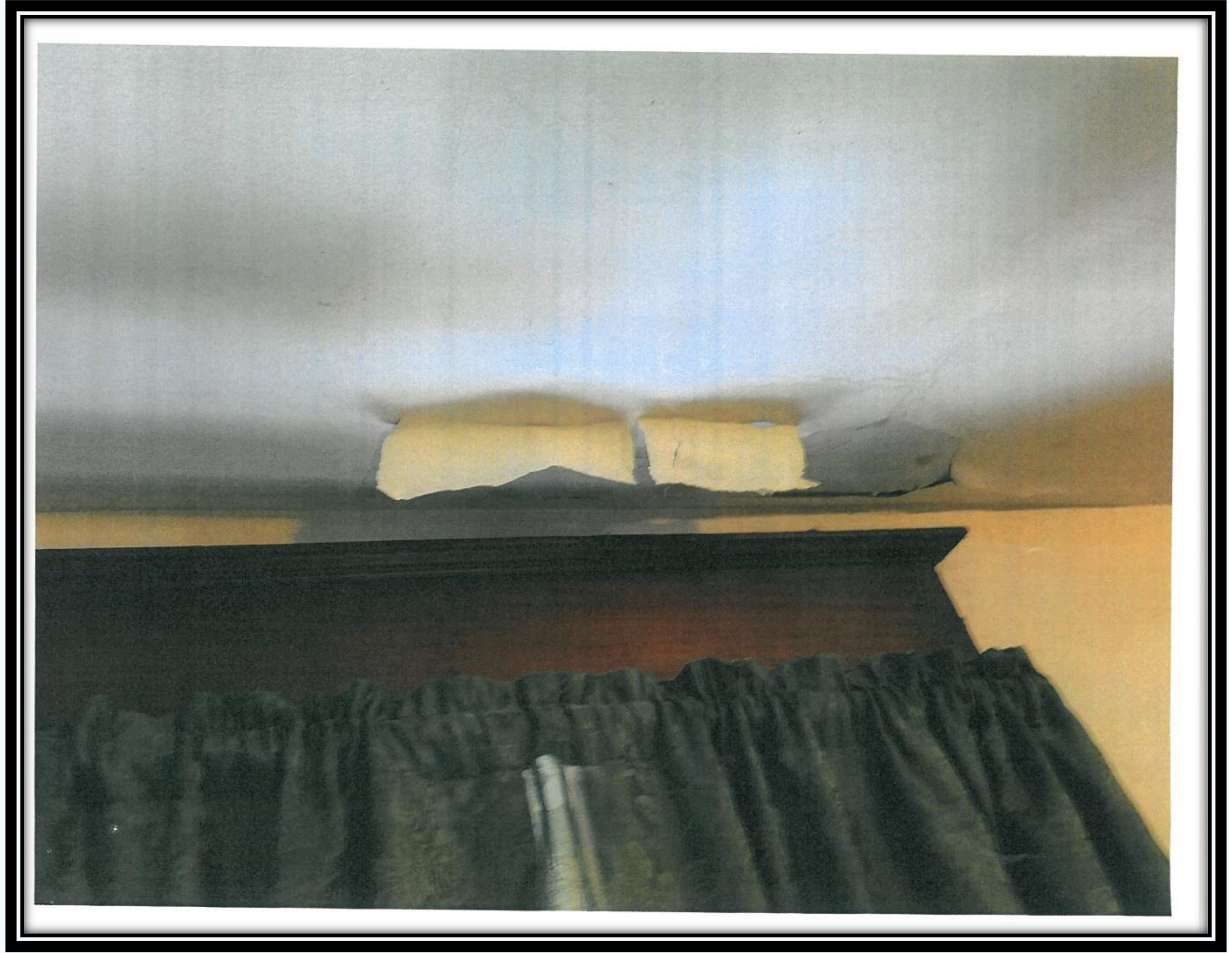


Vinyl flooring damaged

Failed Inspection Examples



Bubbling and cracked paint



Peeling paint

Failed Inspection Examples



Hole in the ceiling



Cracks developing

Failed Inspection Examples



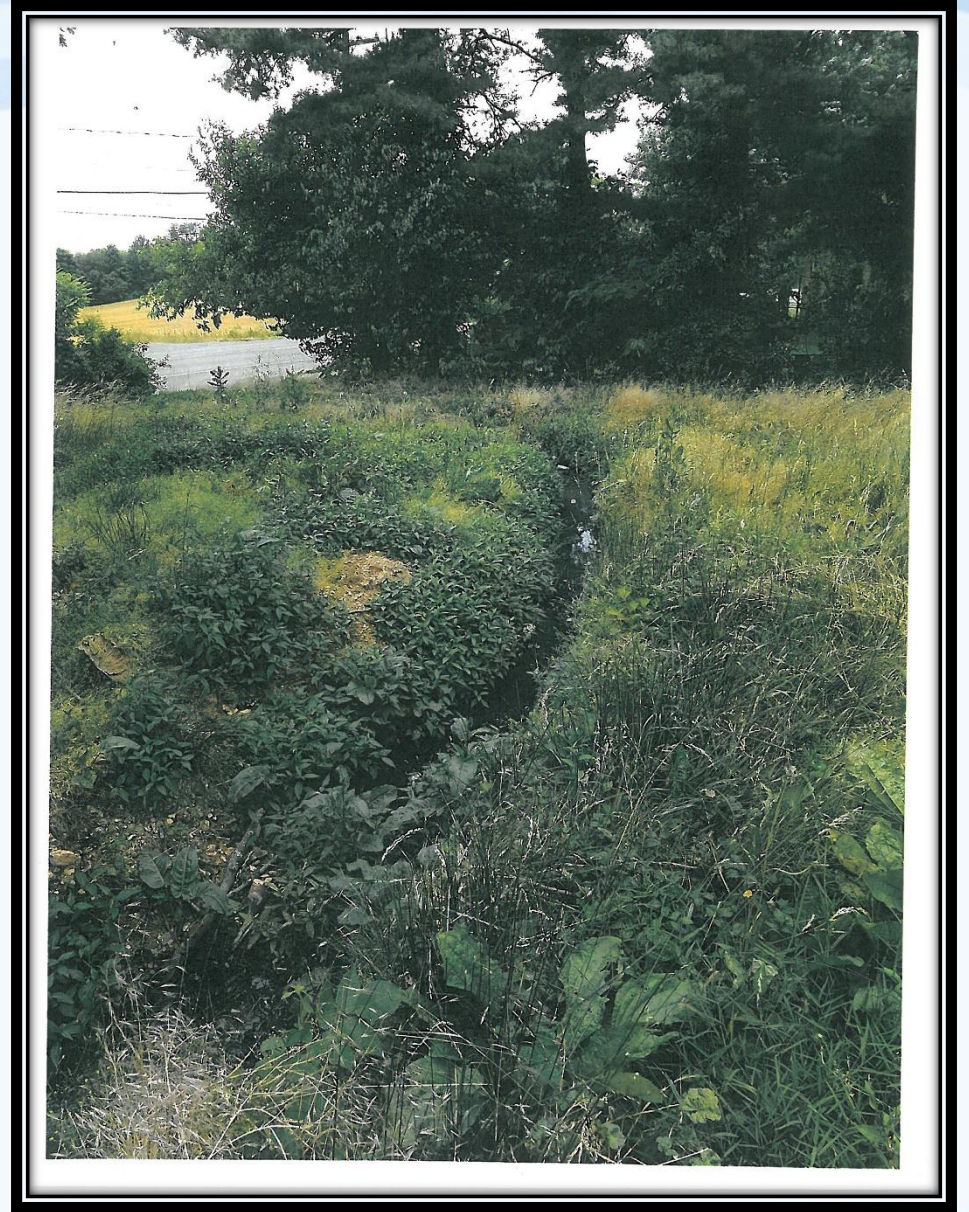
Missing door knob and damage

Septic Issues

- These issues are not life threatening but would result in a FAILED inspection.
- You have 30 days to complete the repair work for a re-inspection.



Septic tank issues



Septic tank issues

Perimeter/Exterior Maintenance Issues

- These issues are not life threatening but would result in a FAILED inspection.
- You have 30 days to complete the repair work for a re-inspection.

Failed Inspection Examples



Vinyl siding peeling away



Vinyl siding peeling away

Failed Inspection Examples



FIRE HAZARD
Vines blocking an emergency exit



Missing bottom window pane

A stylized illustration of a landscape. The foreground features rolling green hills in various shades of green. On the left, a purple and pink flower with a dark brown stem and small white curls grows on a hill. The background consists of a blue sky with wavy, layered bands of light blue and white. The text "Laws to remember..." is centered in the middle ground.

Laws to remember...

Violence Against Women Act

- Any incident of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease for termination of the assistance, tenancy, or occupancy rights of such a victim. Please note males can also be victims.
- Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence, or stalking.

Violence Against Women Act

- A PHA, owner or manager may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others.

Other laws/rules to consider

- Security Deposits must be placed in an interest bearing account with the tenants name within 30 days of receiving funds
- No more than 2 months rent can be charged for a security deposit
- All communication with the tenant should be in writing
- You cannot discriminate based on race, religion, national origin, familial status, disability, or sex.
- Do not take cash from your tenant without providing a receipt.

Other Best Practices

- Do not accept cash as payment
- Provide bills when charging tenants for utilities
- Have a move in check list and pictures of any damages that is signed by the tenant
- Instructions for turning off water & power, emergency info taped to hot water heater
- Landlords can terminate the lease and the family will risk losing assistance

Tenant/Landlord Hotline

- As the landlord, you are the one responsible for enforcing your lease. That includes non-payment, destruction of property, etc. However, please keep us informed of any issues as we can withdraw their voucher for continued violations
- If there are disputes, we recommend you contact the tenant/landlord hotline.
888-743-0023

HAWC HCV Staff

- Jennifer Drake – HCV Manager 301-791-3168 X225 – jdrake@hawcmd.org
 - Completes all Move In Packets and coordinates the Waitlist, oversees HCV Program
- Shannon Webb – HCV HQS Inspector – 301-791-3168 X301 swebb@hawcmd.org
 - Conducts all HQS inspections
- Mark McMunn – HCV Verification Specialist – 301-791-3168 X224 mmcmunn@hawcmd.org
 - Processes all annual and interim recertification's
- Mark Gugliemini – HCV Verification 301-791-3168 X204 mgugliemini@hawcmd.org
 - Completes all data entry for annual and interim recertification's
- Shelly Crate – Administrative Support 301-791-3168 X206 scrate@hawcmd.org
 - Processes all applications. Serves as front line



We look forward to partnering with you to help meet the housing needs in our community.