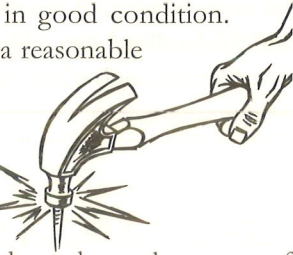


WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?

- Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Set reasonable rules about use of unit and common areas.
- Do not enter a unit without tenant's permission and proper notice except for emergencies or tenant requested repairs.
- Collect appropriate security deposit as directed under the program and use it only as directed by state law.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under the lease.
- Expect your tenant to:
 - Pay rent on time
 - Keep unit clean
 - Avoid illegal activity
 - Permit access for repairs
 - Avoid damage to property
 - Refrain from disturbing others
 - Allow only those occupants on the lease to reside in the unit
- Comply with terms and conditions of lease and HAP contract.
- Take action through Magistrate's Court to evict when tenant violates the lease.



For information in your area:

Bucks County Housing Authority
240 Levittown Parkway
Levittown, PA 19054
(215) 945-6110

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LANDLORD INFORMATION SECTION 8 HOUSING



Housing Choice Voucher Program

WHAT IS SECTION 8?

The Section 8 program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards and the rent must be approvable within HUD Fair Market Rents and market rate comparable (copy of HQS available).

HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may call the Leased Housing office to have the unit listed on our list of available units. You may also advertise in the newspaper with the phrase "will accept Section 8." Our families look for those listings.



WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

LANDLORD SCREENS TENANTS

You must screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you their income eligibility for the program. We cannot provide a reference as to their expected behavior as tenants. You may use any or all of the following screening procedures:

- Credit Check
- Landlord References
- Criminal Check
- Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.

REQUEST FOR TENANCY APPROVAL

When you have selected a tenant, he/she will have a "Request for Tenancy Approval" form for you to complete. When the tenant submits the form to our office, a housing representative will contact you to schedule an inspection.

INSPECTION AND RENT

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

LEASE AND CONTRACT

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

CAN I COLLECT A SECURITY DEPOSIT?

- Yes
- The Housing Authority prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.



WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed for a specified time period (ex., month-to-month, six months, etc.). The tenant may vacate with a notice after the term of the lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually, at which time the landlord may request an annual adjustment rent increase which must be approved by the Housing Authority. This request must be submitted in writing to the Housing Authority and tenant sixty days prior to renewal.



ROLES – THE TENANT, THE LANDLORD, THE HOUSING AGENCY, AND HUD

Once the Housing Authority approves an eligible family's lease and housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the HA sign a housing assistance contract which runs for the same term as the lease. This means that everyone – tenant, landlord and the Housing Authority – has obligations and responsibilities within the voucher program.

Tenant's Role: When a family selects a housing unit, and the Housing Authority approves the unit and lease, the family signs a lease with the landlord for at least one year. The tenant may be required to pay a security deposit to the landlord. After the first year, the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease. When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition and notify the HA of any changes in income or family composition.

Landlord's Role: The role of the landlord in the voucher program is to provide decent, safe, and sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program's housing standards and be maintained up to those standards as long as the owner receives housing assistance payments. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the HA.

Housing Authority's Role: The HA administers the voucher program locally. The HA provides a family with the rental assistance that enables the family to seek out suitable housing and the HA enters into a contract with the landlord to provide rental assistance

payments on behalf of the family. If the landlord fails to meet his/her obligations under the lease, the HA has the right to terminate assistance payments.

HUD's Role: To cover the cost of the program, HUD provides funds to allow HAs to make housing assistance payments on behalf of the families. HUD also pays the HA a fee for the costs of administering the program. When additional funds become available to assist new families, HUD invites HAs to submit applications for funds for additional rental vouchers. Applications are then reviewed and funds awarded to the selected HAs on a competitive basis.

For information in your area:

**Bucks County Housing Authority
240 Levittown Parkway
Levittown, PA 19054
(215) 945-6110**

APPLICANT/RESIDENT INFORMATION SECTION 8 HOUSING



*Housing Choice
Voucher Program*

WHAT IS SECTION 8?

The Section 8 program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

HOW CAN I BECOME A PART OF THIS RENTAL ASSISTANCE PROGRAM?

Eligibility for a rental voucher is determined by the local Housing Authority based on the total annual gross income and family size and is limited to U.S. citizens and specified categories of noncitizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. Median income levels are published by HUD and vary by location. The HA serving your community can provide you with the income limits for your area and family size. During the application process, the Housing Authority will collect information on family income, assets and family composition. The Housing Authority will verify this information with other local agencies, your employer and bank, and will use the information to determine program eligibility and the amount of the rental assistance payment.

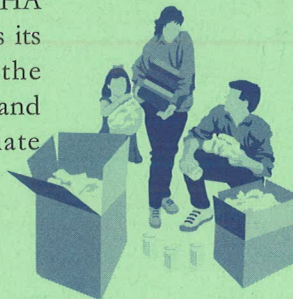
If the Housing Authority determines that your family is eligible, the Housing Authority will put your name on a waiting list, unless it is able to assist you immediately. Once your name is reached on the waiting list, the Housing Authority will contact you and issue to you a rental voucher.

WHERE CAN I LIVE?

Once your family has been issued a Housing Choice Voucher by the Housing Authority, you can search the private rental market in your community for a housing unit that is decent, safe and sanitary according to Housing Quality Standards (HQS) established by HUD and the local Housing Authority. (Request a copy of the HUD booklet "A Good Place to Live!," available from the local Housing Authority or HUD to guide you in finding a unit that meets these Standards.) When you have found a suitable unit and the owner agrees to lease the unit to your family under the housing choice voucher program, the Housing Authority will inspect the unit to assure that it is suitable. After the unit passes HQS inspection and the rent has been approved, the landlord and tenant enter a lease for an initial term of one year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on your behalf. You will be responsible for the monthly payment of the difference between the total rent and the Housing Assistance Payment.

CAN I MOVE AND CONTINUE TO RECEIVE THIS ASSISTANCE?

A family's housing needs change over time with changes in family size, job locations, and for other reasons. The Housing Choice Voucher Program is designed to allow families to move without the loss of rental assistance. Moves are permissible as long as the family notifies the HA ahead of time, terminates its existing lease within the appropriate provisions, and finds acceptable alternate housing.



Under the voucher program, new voucher holders may choose a unit anywhere in the United States if the family lived within the jurisdiction of the HA issuing the voucher when the family applied for assistance. Those new voucher holders not living within the jurisdiction of the HA at the time the family applies for rental assistance must initially lease a unit within that jurisdiction for the first twelve months of assistance. A family that wishes to move to another HA's jurisdiction must consult with the HA that currently administers its rental assistance to verify the procedures for moving.

WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed for a specified time period (ex., month-to-month, six months, etc.). You may vacate with a notice after the term of the lease expires. If you remain in the unit, you are recertified for eligibility and the unit is inspected for Housing Quality Standards annually, at which time the landlord may request an annual adjustment rent increase which must be approved by the Housing Authority. This request must be submitted in writing to the Housing Authority and to you sixty days prior to renewal.



HOW DO I APPLY?

If you are interested in applying for a voucher, contact the Housing Authority on the back of this brochure. For further assistance, contact the HUD office nearest to you.