

WELCOME TO THE PHILLIPSBURG SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

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HAVE YOU EVER WONDERED ABOUT BECOMING A SECTION 8
LANDLORD? THE FOLLOWING INFORMATION WILL HELP
ANSWER QUESTIONS YOU MAY HAVE.



What is the Housing Choice Voucher Program?

The Housing Choice Voucher Program (HCV) is funded by the United States Department of Housing and Urban Development (HUD) and is administered locally by the Town of Phillipsburg Section 8 HCV Program. We provide rental subsidy to eligible low-income families, the elderly and the disabled to afford decent, safe and sanitary housing in the private housing market within the Town of Phillipsburg's municipality.

Many low-income families in our community rely on owners like you who are willing to participate in the program. The rental subsidy that comes with the Section 8 HCV Program helps families to rent affordable units with the rise in rental housing costs.

How do I become involved with the program?

A Landlord or Owner who wishes to participate in this program and has an available unit to rent to eligible voucher holders, may complete a Notice of Available Unit form and submit it to our office. <https://www.phillipsburgnj.org/wp-content/uploads/2020/10/Notice-of-Available-Unit.pdf>

What is a Housing Assistance Payment (HAP)?

The HAP contract is a form that the landlord and the Public Housing Agency (PHA) complete that governs the housing assistance payments under the Housing Choice Voucher Program. It is an agreement between the PHA and the owner of a unit occupied by an assisted family.

https://www.hud.gov/sites/dfiles/PIH/documents/Housing_assistance_payments_contract.pdf

What is a Request for Tenancy Approval Form (RFTA)?

The RFTA is a form that the family gives to the Landlord to complete and return to the PHA to initiate the process of family move-in.

https://www.hud.gov/sites/dfiles/PIH/documents/Request_Tenancy_approval52517.pdf

WHAT ARE MY RESPONSIBILITIES AS A SECTION 8 LANDLORD?

Comply with HUD/PHA requirements

Screens and selects tenants (Phillipsburg Section 8 HCV only determines program eligibility)

Maintains property in compliance with Housing Quality Standards (HQS)

https://www.hud.gov/sites/documents/DOC_9143.PDF

Comply with completing annual inspection repairs within required time specified by the Phillipsburg Section 8 HCV Program.

Obtains annual Certificate of Habitability in compliance with Town of Phillipsburg's Ordinance.

Annually registers rental property with the Town of Phillipsburg's Inspections Dept and pays registration fee of \$100 per unit. <https://www.phillipsburgnj.org/our-town/departments/inspections/phillipsburg-RENTAL-registration-form/>

Enforces the Lease

Provides proof of ownership to the Housing Agency and completes W-9 form

*The Housing Agency (HA) cannot approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother or any member of the family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with a disability



STEPS FOR THE HOUSING QUALITY STANDARD INSPECTION & APPROVAL PROCESS



Initial Inspections: When a family finds a unit that they wish to rent and reaches an agreement with the landlord over the lease terms, the housing agency must inspect the dwelling and determine that the unit meets Housing Quality Standards(HQS).

Landlord and tenant complete the Request for Tenancy Approval(RFTA) and submits it to the housing agency

The housing agency determines that the unit meets rent reasonableness standards for the area that the rental is located

Landlord and tenant receive date for unit inspection

The housing agency conducts an initial HQS inspection

If the unit passes inspection the landlord enters a Housing Assistance Payment (HAP) contract with the housing agency and begins to receive HAPs

If the unit does not pass inspection, the housing agency notifies the landlord of the deficiencies

The Landlord is given a date by which the repairs must be completed

If the unit passes after re-inspection, the landlord enters a Housing Assistance Payment (HAP) with the housing agency and begins to receive HAPs

HOUSING AGENCY'S RESPONSIBILITIES:

Provide the family with housing assistance that enables the family to seek out suitable housing

Ensure the unit is inspected by the PHA and meets Housing Quality Standards (HQS). For Initial lease-ups, the unit must pass inspection prior to the commencement of the HAP Contract.

Determine the rent charged by the owner is reasonable.

Establish the family's portion of the rent, which is based on 30% of household adjusted gross income.

Approves the unit and lease

Conducts annual re-examinations of family income and family composition and unit inspections.

Issues payment to the landlord. *our office does not offer direct deposit*



For more Landlord information and resources please visit

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord