



Placer County Housing Authority

Dear Rental Property Owner:

Thank you for your interest in the Housing Choice Voucher Rental Assistance Program in Placer County. Housing Choice Voucher (HCV) applicant's that have been issued a voucher are authorized to find an apartment or home to rent in Placer County Housing Authority's jurisdiction, which includes everywhere in Placer County except the city of Roseville. Once the applicant's selected unit is approved, their rent will be subsidized through the HCV Rental Assistance program. Placer County also participates in the Department of Housing and Urban Development Veterans Affairs Supportive Housing program (HUD-VASH), which combines HCV rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). These programs are funded by HUD and administered by the Placer County Housing Authority (PCHA). Information about the HCV program is listed below.

1. The Housing Authority screens applicants for program eligibility using criteria specific to the HCV program and recertifies them each year to determine the tenant's portion of the rent.
2. Placer County Housing Authority can provide the property owner with the family's current and prior address and the name and address (if known) of the owner at the family's current and prior addresses. The Housing Authority cannot give a reference for the participant. It is the landlord's responsibility to screen the participant as they would any other tenant.
3. If a property owner decides to rent to an HCV participant, they must complete the Request for Tenancy Approval form along with the tenant and provide a copy of the proposed lease to the Housing Authority.
4. The owner must sign the Landlord Certification form, provide proof of ownership and complete the W-9 and 590 tax forms to become a landlord with the HCV program. After those items have been provided, the owner will be assigned a supplier number with Placer County, which is used for administering Housing Assistance Payments (HAP).
5. Once it is determined that the participant qualifies for the unit, the Housing Authority will schedule an inspection. Inspections will be done at initial move-in and then biennially to determine the unit meets basic health and safety standards called Housing Quality Standards (HQS). If a unit contains a life-threatening fail item, the landlord will be given 24 hours to repair it. An overview of the inspection process and a list of 24 hour fail items are located in the "A Good Place to Live" brochure.
6. The HAP contract cannot begin until the unit has passed inspection. As a courtesy to the participant and the property owner, PCHA can start the lease and contract on any day of the month. After the HAP contract and lease are signed, the first HAP payment will be made to the property owner within 7 to 10 business days.
7. The Housing Authority will prepare the lease and contract for the property owner. Owners can use their own lease as long as it includes the HUD required Tenancy Addendum. A one-year lease is preferred for the initial term. After the initial lease term, the tenant goes month-to-month. The term of the HAP contract runs concurrently with the term of the lease, including any lease term extensions.

8. At the time of move in, the participant is responsible for their portion of rent and the security deposit. PCHA does not assist with security deposits. The amount of the security deposit cannot exceed that of private market practice or amounts charged by the owner to unassisted residents.
9. The Housing Authority will prorate partial month payments using the actual amount of days in that month.
10. The landlord cannot raise the rent during the initial term of the lease. After the initial term, the owner may request a rent adjustment in accordance with the lease. PCHA will determine whether the requested increase is reasonable within 10 business days. All rent adjustments will be effective the first of the month following 60 days after receipt of the owner's request or on the date specified by the owner, whichever is later.
11. If the participant fails to adhere to the provisions of the lease, the property owner may evict the participant in accordance with State Law. PCHA will continue to make the HAP payment until the participant is physically out of the unit, providing the unit is maintained within the Housing Quality Standards. PCHA does not enter into the eviction process, but does require copies of any eviction papers served for our files.

We hope you will consider participating in the Housing Choice Voucher program as it provides many great benefits to both property owners and participants. Some of those benefits include:

- Guaranteed, timely Housing Assistance Payments (HAP) each month.
- The HAP contract and lease can start on any day of the month.
- Protection from financial loss for the property owner. If the tenant experiences a financial hardship, the amount of the Housing Assistance Payment can be increased, up to the full amount of the contract rent. The tenant may also be eligible to receive a utility reimbursement check to help them remain in the unit.
- If the tenant vacates the unit in violation of the lease, the landlord can keep the HAP for the full month.
- The HCV program offers an additional avenue for locating potential tenants and free marketing of vacant units through the Housing Authority.
- Property owners renting to voucher holders can utilize Gosection8.com to list available units for free. There is also a free rent estimator to assist with determining how much rent to charge.
- Property owners receive the benefit of having their rental unit inspected annually in accordance with HUD's Housing Quality Standards, which helps to ensure the unit is being maintained and in good repair.
- Property owners are able to charge market comparable rents as long as the amount requested is reasonable for the unit and area.

PCCHA is committed to providing great customer service and making the process of renting to our participants as simple as possible. Housing Authority staff are available during regular business hours and can be reached at (530) 889-7676 or by e-mailing PCCHA@placer.ca.gov.