



INFORMATION FOR RENTAL PROPERTY OWNERS ON THE HOUSING CHOICE VOUCHER PROGRAM

The Housing Choice Voucher Program is a federally funded program administered by the Town of Union Department of Planning that provides housing assistance to eligible low-income families. The program enables families to obtain decent, safe and sanitary housing by subsidizing a portion of the tenant's monthly rent and paying it directly and promptly to you, the property owner.

The Town selects families who meet income and eligibility requirements. An eligible family receives a Housing Choice Voucher with a fixed amount of assistance and is authorized to look for housing which meets program requirements. Because the amount of assistance is fixed, based on family size and income, the family must decide how much they are able to spend on their share of the rent. A participating family may choose to remain in their current unit or move to another unit.

If you decide to rent your unit to a program participant, you and the tenant will submit a Request for Tenancy Approval and a proposed lease to the Town. A Town Housing Inspector will inspect the unit for compliance to Housing Quality Standards. You and the tenant will then be notified whether or not the unit meets program requirements. If so, you and the tenant will sign the Lease, then you and the Town sign a Housing Assistance Payments Contract, and housing assistance payments are sent directly to you on or about the 1st of each month with funds provided by the federal government. The tenant pays the difference between the amount of the Housing Assistance Payment and the Contract Rent.

Advantages of Participation

- ❖ Monthly Housing Assistance Payments paid directly to you.
- ❖ Owner sets rent (subject to HUD's definition of affordability).
- ❖ Tenant may stay in present unit without looking for a new unit.
- ❖ Owner maintains normal management rights and responsibilities including rent collection, screening and selection of tenants.
- ❖ Owners retain their right to evict tenants.
- ❖ Owners can fill vacancies through referrals from the Town.

Responsibilities of Owners

- ❖ Owner is expected to charge a reasonable market rent (as determined by the Town of Union) based on size, location & amenities.
- ❖ Keep unit decent, safe, and sanitary.
- ❖ Cooperate with the Town to accomplish inspections and repairs.
- ❖ Landlords in the Town of Union must have taxes paid current. If they are not, owners are offered the option of entering into an agreement to have Town rent portion escrowed toward taxes.

Your participation offers expanded opportunities for rental assistance to very low-income income families by affording them a broader range of housing and neighborhoods from which to choose.