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How to become a Section 8/HCV Landlord

Thank you for your interest in becoming a landlord for the Section 8/HCV program. Without willing landlords, the HCV program in our community would not be able to sufficiently address the housing needs for low-income families, the elderly, and those with disabilities. We rely on individuals, such as yourself, and appreciate your willingness to explore this further. If you have any questions, please feel free to ask us! We view our role as the administrator of the HCV Program as one of information, support, advocacy, and engagement for both the participants and the tenants. We have generated this document to offer you basic information about the HCV program and how you can become an approved landlord with Sanford Housing Authority.

General Information

1. When an individual or family is being subsidized by an HCV voucher, generally speaking, they pay 30% of their adjusted monthly income towards the full rental amount for the unit. The HCV voucher pays the remaining agreed upon rental amount to you on a monthly basis. This payment is known as the Housing Assistance Payment (HAP). The HAP payment will be established with you, based on the fair market rent, the Section 8 rental caps, and the amenities offered along with your unit.
2. Once your unit is approved for occupancy, Sanford Housing Authority will ask that you sign a HAP Contract. The contract is a HUD generated document that outlines both your and the tenants' responsibilities while accepting Section 8 subsidy.
3. You will be asked to provide a W-9 and voided deposit slip, in order for SHA to set up automatic deposits for the HAP payment
4. You will be asked to have a lease with the tenant, and SHA will require a copy of the lease
5. Your unit(s) will be required to pass a Housing Quality Standards (HQS) inspection, prior to the tenant moving in, and any HAP payments being made. The HQS inspection is of no cost to you. Following the initial lease-up, there will be annual HQS inspections in the unit. Your presence is not required at annual inspections, but you will be informed when any inspections are scheduled. We have a document outlining what the HQS Inspection consists of created especially for our landlords. Please ask for a copy if you would like to review it
6. As the owner, there can be no outstanding concerns with the Section 8/HCV program. For example, any history of criminal activity, fraud, or bribery will disqualify a potential landlord from receiving Section 8/HCV subsidy
7. A Section 8/HCV landlord cannot rent to family members under the Section 8/HCV program

Next Steps: If you are interested in moving forward, we will establish you as a landlord of use for SHA. Our Occupancy Coordinator will reach out to you and get you set up in our system. From there, we can make Section 8/HCV voucher holders aware that you are a landlord who accepts Section 8.

Once you have identified a potential tenant, you will be required to complete a Request for Tenancy Application (RTA) packet and return it to SHA. Once returned, it will be reviewed to ensure it is fully completed, and then sent to our HQS Inspector who will



schedule an inspection with you. The inspection is typically scheduled within 2-3 days time. For a new lease up, you are required to attend the inspection. Following a passed inspection, rent reasonableness will be conducted, and a final determination of the amount of rent that can be charged will be determined. Assuming you are agreeable, the tenant will be permitted to move-in and the voucher will be considered “leased up” with a start date for the subsidy payments to begin.

Again, thank you for your interest. Please direct any questions to 324-6747, ext. 102

