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HQS New Landlord Orientation Procedures

The HQS Inspector primarily ensures any rental units on the HCV program meet housing quality standards at initial lease up, and on an annual basis thereafter. The inspector also processes rental unit increases, and negotiates with the landlord on initial rental unit charges and payments, if it exceeds the current payment standards.

New Landlord: any landlord who is not currently established as a landlord with SHA will be directed to the Deputy Director who will set up a meeting to go over all of the expectations and requirements for being a landlord who accepts Section 8/HCV.

During the initial meeting, the following documents will be shared with the landlord:

- Property Owner Responsibilities
- How to become a Section 8 landlord
- Understanding the Section 8 Program
- Landlord Housing Quality Standards Letter

Additionally, the current payment standards and utility allowances will be reviewed. This is an effort to inform new landlords ahead of time of the maximum rent they may charge, so they can make an informed decision prior to engaging with a prospective tenant.

An RTA (request for tenancy approval) packet will be reviewed, offering opportunity for the landlord to ask any questions.

The new landlord will be informed of the monthly Landlord Association Meeting, and be encouraged to attend.

The new landlord will be introduced to the HQS Inspector near the end of the meeting.

Established Landlord: once established as a landlord with SHA, the HQS Inspector will assume oversight of rental unit increase requests and conducting annual inspections.

