

## LANDLORD INFORMATION

As on the open market, the owner is responsible for screening the family on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- Payment of rent and utility bills
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Drug related criminal activity or other criminal activity that is a threat to the health, safety or property of others
- Compliance with other essential conditions of tenancy

If the tenant family has a history of tenancy with the City of Pittsburg Housing Authority and if the tenant has signed a 'release of information' form, the Housing Authority will share information pertaining to tenancy history. The City of Pittsburg Housing Authority has no liability or responsibility to the owner or other persons for the family's behavior or the family's conduct in tenancy.

At the time a tenant is awarded a Housing Choice Voucher (HCV), they are given a 'Request for Tenancy Approval' packet which is to be completed by them and the prospective landlord. When the packet has been completed, it is submitted to the Housing Authority. Required along with that submission are copies of the owner's picture identification, social security card, Grant Deed or current tax assessor's bill, management agreement, and/or Articles of Corporation, if applicable.

Upon submission of a completed Request for Tenancy Approval packet to our agency, the assigned Housing Specialist will conduct a rental survey of comparable units. The contract rent offered is the average of three comparable nonsubsidized rented properties. If the landlord does not agree with the offered rent, we are willing to negotiate. We will consider additional comparable units submitted by the landlord.

Once the rent is negotiated and agreed upon, the unit must be inspected for compliance with the Uniform Physical Condition Standards for Vouchers, (UPCS-V) in accordance with HUD regulations. If deficiencies are noted on the inspection report, the owner has 15 days to complete repairs and must contact assigned Housing Specialist to request a follow-up or re-inspection. The Housing Assistance Payments (HAP) Contract will be executed after the unit passes inspection and the landlord and tenant have signed a lease.

Please note: The Housing Authority must not approve a unit if the owner is a parent, child, grandparent, grandchild, sister, or brother of any member of the tenant family unless the Housing Authority determines that approving the unit would provide reasonable accommodations for a family member who is a person who is physically or mentally challenged.

The owner may only receive tenant rent and Housing Assistance Payments (HAP) as determined by the Housing Authority and as stated in the contract/lease. Collection of any undisclosed monies or monies above the designated and agreed upon contract rent is considered fraudulent activity. Both the tenant and landlord would be prosecuted for acceptance of such.

Our aim is to help and support those in need of reliable, good tenants as well as those in need of good, safe housing. The Housing Authority staff is dedicated to supporting both landlords and tenants in achieving this goal.