**A Three-Way Partnership**

**Within The Section 8 Housing Choice Voucher Program**

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| **Responsibilities of the Housing Authority** | **Responsibilities of the Owner/Manager** | **Responsibilities of the Family** |
| Determine if an applicant is eligible for rental assistance. | Conduct all tenant screening, selection and leasing activities. | Provide complete and accurate information to the Housing Authority. |
| Explain all the rules of the program to all qualified families. | Perform and comply with all the owner’s obligations under the HAP Contract, lease, and Tenancy Addendum. | Make a best effort to find a place to live that is suitable and qualifies for the program. |
| Issue a Housing Choice Voucher and, if necessary, assist the family in finding a place to live. | Prepare and furnish to the PHA information required under the HAP Contract. | Cooperate in attending all appointments scheduled by the Housing Authority. |
| Approve the unit, the owner, and the lease. | Enforce the family obligations under the lease. | Not engage in criminal activities. |
| Make housing assistance payments to the owner in a timely manner. | Pay for utilities, maintenance, and services (unless paid by the tenant under the lease). | Comply with the terms of the lease with the owner. |
| Ensure that both the family and the unit continue to qualify for the program at least annually. | Maintain the unit in accordance with housing quality standards, except for conditions that are the tenant’s responsibility. | Comply with the Family Obligations of the Housing Choice Voucher. |
| Provide families and owners with prompt and professional service | Comply with all Fair Housing, Equal Opportunity, and VAWA requirements. | Take responsibility for the care of the assisted housing unit; repair HQS breach caused by the family. |
| Ensure that owners and families comply with the program rules and the owner complies with the contract. | Performs all management and rental functions for the unit. Which includes:Collect from the tenant any security deposit and tenant share of the rent. | Obtain permission from the landlord and the PHA prior to allowing someone to move in. |
| Upon request, provide a reasonable accommodation to a disabled family member. | Agree to allow reasonable modifications for a disabled family at the disabled family’s expense. | Report within 10 days to the Housing Authority changes in income, assets, and family composition. |

A landlord who participates in the program enters into a three-way partnership. The partnership is between the landlord, the Housing Authority, and the assisted family. The partnership is formalized by the contract between the landlord and the Housing Authority; the lease between the landlord and the assisted family; and, the Housing Choice Voucher between the assisted family and the Housing Authority.