

## A Three-Way Partnership Within The Section 8 Housing Choice Voucher Program

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.

<b>Responsibilities of the Housing Authority</b>	<b>Responsibilities of the Owner/Manager</b>	<b>Responsibilities of the Family</b>
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.