



PITTSBURG PUBLIC
HOUSING AUTHORITY

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Pittsburg Public Housing Authority Rental Assistance Programs

Guidance Manual For Owners/Landlords

Landlords and Pittsburg Public Housing Authority Services – A Community Partnership

Landlord Packet

Rental Subsidy Programs

What is the Section 8 Housing Choice Voucher Rental Assistance Program?

The Section 8 Housing Choice Voucher (HCV) Rental Assistance Program is funded by the U.S. Department of Housing and Urban Development (HUD) to allow low-income families and individuals to lease safe, decent, and sanitary housing at an affordable cost to them. The family may choose any type of dwelling, as long as it meets Housing Quality Standards (HQS). The landlord retains private property rights, including management, tenant selection, and maintenance. HUD determines the rules and regulations for the Section 8 HCV program.

Owners/Landlord will potentially receive two payments, one from the Pittsburgh Public Housing Authority (PHA) and the other from their tenant for any family responsibility.

The Section 8 program using two contracts. The Pittsburgh Public Housing Authority signs a Housing Agency Payment (HAP) contract with the owner/landlord that outlines the obligations of the PHA and the owner/landlord. The tenant is not a party to this agreement. Then, the owner/landlord and the Section 8 program participant signs a lease that outlines the obligations of the owner/landlord and tenant. The PHA is not a party to this agreement.

Owners/Landlords participating in the Section 8 program are responsible for screening and selecting tenants and for enforcing the lease.

What is the Tenant Based Rental Assistance (TBRA) Program?

The Tenant Based Rental Assistance Program is funding by the Kansas Housing Resource Corporation (KHRC) and is administered under HUD HOME rules and regulations. Currently, it is used solely to assist with Security Deposit Assistance. KHRC allows the Pittsburgh Public Housing Authority to pay security deposit up to \$700 on behalf of eligible tenants. The family may choose any type of dwelling, as long as it meets Housing Quality Standards (HQS) and within the city limits of Pittsburgh.

Owners/Landlords will receive a payment directly from the Pittsburgh Public Housing Authority.

Owners/Landlords participating in the TBRA program are responsible for screening and selecting tenants and for enforcing the lease.

What is the Emergency Solutions Grant (ESG) Program?

The Emergency Solutions Grant is funding by the Kansas Housing Resource Corporation (KHRC). Currently, it is used solely to assist individuals or families that are homeless or at risk of becoming homeless within 21 days. KHRC allows the PHA to assist families or individuals with up to 3 months of assistance to eligible participants. Assistance can include; rent, rental arrears, security deposit, and utility assistance. The goal of this program is getting these individuals or families into permanent housing. The PHA can assist anywhere in Crawford County. Payment would come directly from the City of Pittsburgh.

Owners/Landlords participating in the ESG program are responsible for screening and selecting tenants and for enforcing the lease.

How to become a Section 8/TBRA/ESG Landlord:

You do not have to do anything until a program participant wants to rent your unit.

Owners/Landlords may advertise that they are participating in the Section 8, TBRA, or ESG programs by listing their properties online or in the newspaper and including the phrase “will accept Section 8, TBRA, and ESG.”

Owners/Landlords may also request the PHA to add them to their Landlord List that is given out by contacting the Pittsburgh Public Housing Authority at 620-232-1210.

Step 1:

A family contacts owner/landlord to express interest in a listed property. The owner/landlord should ask to see the Voucher and check the expiration date. If the date is current the applicant is eligible for assistance. The applicant can request a one-time thirty (30) day extension if necessary; check with the PHA to verify the extension.

Step 2:

It is the responsibility of the owner/landlord to screen the family for suitability as a tenant. The PHA only verifies family income and composition for eligibility.

After the owner/landlord approves the family, the family and landlord complete the Request for Tenancy Approval (Form HUD-52517) which the family should have if they have a Voucher. It must be completed in its entirety and signed by both landlord and tenant. When the PHA receives the Request for Tenancy Approval, the assumption will be made that the owner/landlord has screened and approved the applicant as a tenant. The Request for Tenancy Approval is not a contract; it is a request for the PHA to review the property.

The PHA staff will review the signed Request for Tenancy Approval and determine if the rent is affordable based on the family's income and if it is reasonable when compared to units in the private market (Rent Reasonableness).

Step 3:

Once Step 2 has been completed the unit is determined affordable and meets Rent Reasonableness requirements, owner/landlord and tenant (if tenant resides in the unit) will receive a letter notifying them of the inspection date and time. The PHA must have access to the interior and exterior of the unit to conduct the inspection and it is recommended that the owner/landlord be present at the time of inspection. If the applicant currently lives in the unit the tenant, owner/landlord, or another adult must be present. All utilities must be on for the inspection.

If the unit does not meet HQS requirements, owner/landlord will receive a list of repairs and will be given thirty (30) days to make the repairs before re-inspection. If the owner/landlord chooses not to make the repairs, the owner should notify the PHA and the tenant will be unable to receive rental assistance at that unit.

If the unit passes inspection, the PHA will enter into a Housing Assistance Payment (HAP) Contract with the owner/landlord and the family will enter into a lease with the owner/landlord. The family may move into the unit at any time that the owner/landlord and family have agreed

to. However, the payments from the Pittsburg Public Housing Authority to the owner/landlord will not start until the HAP contract and lease have been executed and all HAP contract requirements have been met.

The Pittsburg Public Housing Authority will begin to process payments to the owner/landlord for the Section 8 portion of the rent.

Responsibilities of the Pittsburg Public Housing Authority Representative

- The PHA must comply with U.S. Department of Housing and Urban Development and Kansas Housing Resources Corporation regulations and other requirements, and the PHA's administrative plan
- Perform HQS inspection prior to move-in, annually and upon reasonable request of a tenant
- Respond to landlord concerns or complaints about unauthorized persons living in the unit, care of the property and/or any violations of the lease by the tenant
- Pay the PHA's share of the rent directly to the landlord no later than the fifth (5th) day of each month unless a delay is beyond the control of the PHA
- Provide the landlord with up-to-date information and regulations pertaining to various program rules and regulations

Responsibilities of the Landlord

- Owner and tenant may not be immediate family
- The landlord is responsible for performing all of owner's obligations under the HAP contract, lease, and other applicable laws/regulations
- Maintaining the unit in accordance with HQS, including performance of ordinary maintenance, painting, and extermination as well as maintenance of owner owned appliances
- Performing all management and rental functions for the assisted unit, including selections a program participant to lease the unit and deciding if the family is suitable for tenancy of the unit
- Complying with Equal Housing Opportunity regulations and Fair Housing requirements
- Preparing and furnishing to the HA information required under the HAP contract
- Collecting from the family any security deposit, unless it is paid through the TBRA program, tenant portion of rent and any charges for unit damage caused by the family
- Enforcing tenant obligations under the lease
- Paying for utilities and services (unless paid by the tenant under the lease agreement)
- Notifying the PHA immediately upon their knowledge that a tenant has moved
- Cooperating with inspectors, and having a representative present at the unit, so the inspection can be conducted as scheduled
- Set reasonable rules about use of unit and common areas
- Do not enter a unit without tenant's permission or proper notice. Exception: owner/landlord may enter a unit without tenant's permission in the case of an emergency or for tenant requested repairs

- Owner/landlord must abide by Kansas Residential Landlord and Tenant Act (K.S.A. 58-2540 to K.S.A 58-2573)

Responsibilities of the Family

- Owner/landlord and tenant may not be immediate family
- Keeping the unit and yard clean
- Complying with ALL obligations of the Housing Choice Voucher
- Cooperating with Housing staff in completion of program paperwork
- Complying with the terms of the lease agreement with the owner/landlord
- Paying the tenant portion of rent to the owner/landlord each month on time
- Taking care of the property: repair or reimburse the owner/landlord for any damaged items; report any needed maintenance items to the owner/landlord
- Paying for those utilities not provided by the owner/landlord, and keeping utility services connected at all times
- Keeping family owned appliance in good working order
- Providing written notice to owner/landlord and Pittsburg Public Housing Authority (PHA) of a proposed move
- Cooperating with inspections and having a representative present at the unit, so that the inspection can be conducted as schedule
- Reporting all household and income changes in writing to PHA within ten (10) days of such changes

Advantage to the Pittsburg Public Housing Authority Representative

- An abundance of participating owners/landlords insures a higher lease-up rate of Housing Choice Vouchers and increased rental opportunities for participating families
- Provides affordable, decent and safe housing for low-income families and individuals
- A working partnership between owner/landlords and the PHA helps to insure family unity and community involvement

Advantages to the Owner/Landlord

- The owner/landlord will receive the PHA portion of the rent to owner/landlord before the fifth (5th) day of each month, unless beyond the control of the PHA
- The PHA will not allow a family to move with continued assistance during the first year of the lease without a mutual rescission of the lease signed by both family and the owner/landlord, unless violations of the HAP contract occur, VAWA, or beyond the tenant's control
- The PHA may assist owner/landlords in addressing family breaches of the lease agreement in an attempt to prevent eviction and termination of assistance
- PHA staff is available to the owner/landlord to address any questions or concerns they may have
- The owner/landlord is not responsible for a breach of contract of the HQS that is not caused by the owner/landlord, and for which the family is responsible. However, the PHA may terminate assistance to a family because of HQS breach caused by the family