



Strengthening Homes, Communities and Lives

Housing Choice Voucher/Section 8: Guidelines for Landlords

At RUPCO, we strive to provide rental assistance to eligible, low-income families to obtain decent, safe, sanitary and affordable housing. This is just a friendly reminder of some of the obligations and expectations participating landlords of the Housing Choice Voucher Program must adhere to.

Lease Agreements

- Please read and familiarize yourself with the guidelines in the Housing Assistance Payments (HAP) Contract, and retain a copy for reference. If you need a copy sent to you, please contact our office.
- If you are responsible for unit utilities and you fail to provide them, we reserve the right to withhold payments to you.
- You must have a written and signed lease agreement with your tenant
- You must also provide your tenant and our office with a copy of the lease agreement.
- Please adhere to the rental amounts of your tenant's current payment letter. If you wish to increase the contract rent or reassign utility responsibilities for the assisted unit after the initial year of the lease, you must make a request **in writing at least 60 days before it will go into effect.** We reserve the right to deny a rent increase if we determine it to be an unreasonable rent request.
- You may not, under any circumstance, charge your tenant any additional amounts beyond what we have determined the tenant portion to be.
- We must have a Landlord/Tenant Recertification Form completed and signed by the landlord each year, even if there are no changes to the rent or utilities.

House Inspections



- The unit must be inspected and pass inspection prior to housing assistance payments being made. We will only begin payment on either the 1st or the 15th of the month. If the tenant moves in prior to us beginning subsidy, it is up to the landlord to prorate the rent, if they choose to do so.
- The unit must be inspected at least once a year. If the unit fails our Housing Quality Standard inspection, we will notify you of repairs which need to be made. We will stop payments on the subsidized unit if we have not been notified that the appropriate repairs have been made.

Follow us on:



Please Contact Us Immediately if . . .

- You plan on changing bank accounts and your direct deposit is going to change
- You sell your property
- Your property is going into foreclosure
- Your contact information has changed (address, phone number, e-mail, etc.)
- Your tenant is violating their lease. These violations may include:
 - non-payment of rent
 - having unreported household members
 - tenant or any member of tenant family not residing in the unit
 - tenant or any member of tenant family engaging in drug-related or violent criminal activity.
- Your tenant passes away
- Your tenant vacates the unit without providing a proper 30-day notice.

We are not responsible for screening tenants for occupancy or assisting with security deposits.

If you have any questions, contact our office at:

(845) 331-2140

Hours: Monday-Friday, 8:30am - 4:30pm

Thank you for choosing to participate in the Housing Choice Voucher Program.