

Owner Responsibilities

Housing Choice Voucher Program

1. Maintain the unit in accordance with housing quality standards and provide normal maintenance.
2. Provide information required by our office.
3. Collect any security deposit and your tenants share of rent.
4. Collect any charges for damage caused by your tenant, a member of your tenant's family, or their guests.
5. Enforce family obligations under the lease.
6. Pay for utilities and services under the lease.
7. Owner may not violate:
 - a. Fair Housing Act
 - b. Federal Equal Opportunity requirements
 - c. Obligations under a housing assistance payments contract
8. The Owner may not:
 - a. Commit fraud, bribery or any other corrupt or criminal act in connection with a Federal Housing program
 - b. Engage in drug trafficking
9. Owners are permitted and encouraged to screen families on the basis of their rental history. An owner may consider family's background with respect to such factors as:
 - a. Payment of rent and utility bills
 - b. Caring for a unit and premises
 - c. Respecting the rights of others to the peaceful enjoyment of their housing
 - d. Drug related criminal activity or other criminal activity that is a threat to life, safety or property of others
 - e. Compliance with other essential conditions of tenancy
10. The agency must give the owner:
 - a. The family's current address as shown in our records
 - b. Name and address (if known) of the landlord at the families current and prior addresses

Owner

Date

Family (head of household)

Date