

# FAQ's for Landlords

## **Does the Scottsdale Housing Agency (SHA) have a listing of rental units available for voucher holders?**

Yes, there is a courtesy property listing available to voucher holders and the general public.

## **I have a house/apartment that I would like to rent to Housing Choice Voucher (HCV) holder(s) - (Section 8) What do I do?**

You may contact Valerie Sarver at 480-312-2520 or [vsarver@scottsdaleaz.gov](mailto:vsarver@scottsdaleaz.gov), she will ask some pertinent questions before placing your property on our courtesy property listing.

## **How do I determine what rent to charge?**

Use available resources such as websites, local newspapers, and comparable units in the area to establish an asking rental rate. If the asking rental rate is too high for a specific client or area, you will be contacted to see if you want to negotiate a new rental rate. The rental rate you charge the program participant should be the same rental rate you charge non-program participants.

## **What is the HUD 'rent comparable' (or rent reasonableness) policy?**

Contract rent must be reasonable or comparable to non-assisted units in the vicinity of the unit available for lease. SHA has a computerized database that determines rent reasonableness.

## **What kind of information do I have to provide to the SHA?**

- Proof of ownership
- Social Security Number or Tax ID Number (TIN)
- Copy of Management Agreement (if applicable)
- Copy of Tax Assessor's website showing property is registered as a rental (Category 4)

## **What documentation do I sign with the SHA?**

You will sign a Housing Assistance Payment (HAP) Contract with the SHA. This is the binding contract between both parties.

## **Do I need to do a background check on a Voucher holder (Section 8)?**

If you process background checks on other rental prospects you would do the same with the voucher program participant. The SHA does **not** screen participants for tenancy purposes.

## **How long does it take for the tenant to move in?**

Once the paperwork is completed and the unit has passed the HQS Inspection, the tenant can sign the lease and move in. A copy of the signed lease should be provided to the SHA staff within 24 hours. The move in process is very quick once all paperwork is provided to the SHA. Inspections are normally processed within 7 business days of the unit being available for inspection.

## **Who pays the security deposit?**

If you require a security deposit, the tenant is financially responsible for that fee. The SHA has no responsibility for security deposits, damages, and unpaid tenant rent, or other claims you might have against the tenant.

## **When will I get my first check? How are payments made?**

Depending on the lease-up date and the receipt of required paperwork, it will take from 14 to 30 days to receive the initial payment. Thereafter, the payments will automatically be mailed to the landlord and normally be received on or before the first day of the month. At this time SHA does **not** offer automatic direct deposit of rent.

## **There is an error in my monthly rent payment or I did not receive a check from SHA. Who do I call?**

Contact the SHA case worker for your tenant. The program participant is not responsible for the Agency's portion of the rent. If you do not know who the case worker is you may also fax your concern to 480-312-7761 or call the SHA at 480-312-7717.

### **My tenant has not paid his/her portion of the rent. What do I do?**

You would proceed as you would with a non-subsidized tenant. Copies of any notices or correspondence you give to the tenant should be provided to the SHA. SHA will counsel the tenant based on the notices you provide.

### **I need to raise the rent. What do I do?**

After the initial 12 month contract ends, you may request a rent increase with a 60-day written notice of the proposed rent increase to the tenant and to the SHA (Example: Contract ends April 30th, Notice of Proposed Rent Increase has to be sent to the tenant and SHA no later than March 1st.). SHA must research and approve the rent increase. You will be notified in writing if your request is approved or denied.

### **My tenant's sister (or mother, brother, boyfriend, etc...) is staying in the unit also. Now what? Is this permitted?**

Only those persons authorized by the SHA and listed on the Housing Assistance Payment (HAP) contract and lease may reside in the unit. It is the landlord's responsibility to enforce the terms of the HAP contract and the lease agreement. The landlord should take proper steps to correct the situation.

### **My tenant has damaged the unit. What do I do? Will SHA pay for the damage?**

If a tenant damages the unit or violates a lease agreement, the landlord is to treat that tenant as they would any non-subsidized tenant. One difference is that the landlord needs to provide copies of all legal notices to the SHA. The tenant is financially responsible for all damages; however, the landlord should report documented damages to the SHA. The SHA is not responsible for any damages.

### **My tenant moved out without notification. What do I do?**

Send SHA written notification immediately by fax, email or mail. Follow the same rules as you would with any non-subsidized tenant. For free legal notices and information on how to proceed with eviction you may find the website, [www.doctorevictor.com](http://www.doctorevictor.com), a useful tool. Please remember SHA does not endorse this site or provide legal advice.

### **What should I do if my tenant moved but his/her belongings are still in the unit?**

Serve proper notice and proceed to obtain legal advice. For free legal notices and information on how to proceed with eviction or other landlord/tenant matters you may find the website, [www.doctorevictor.com](http://www.doctorevictor.com), a useful resource. Please remember SHA does not endorse this site or provide legal advice.

### **When can I start court eviction proceedings against my Section 8 tenant?**

Normally, the same time frame you would use for non-subsidized tenants. You may choose to start eviction proceedings against your Section 8 tenant when you determine your tenant has failed to comply with the terms of the lease agreement. However, you need to supply proper notices to both the tenant and SHA. You may want to refer to legal counsel for further direction.