

Understanding the HAP Contract & HCV Program Requirements

Introduction

Thank you for participating in the Housing Choice Voucher (HCV) Program, also known as Section 8. As a landlord in this program, you play a vital role in providing safe, affordable housing to low-income families. This document explains the key components of the Housing Assistance Payments (HAP) contract and the rules and responsibilities you must follow.

What is the HAP Contract?

The HAP contract is a legal agreement between the Public Housing Agency (PHA) and you, the landlord. It governs the terms under which the PHA will pay housing assistance on behalf of a tenant who has a voucher.

Key Points

- The HAP contract is separate from your lease with the tenant.
- The PHA pays its portion of rent directly to you each month.
- You must not collect more rent from the tenant than what is approved by the PHA.

HAP Contract Requirements

A. Unit Approval

- The unit must pass a Housing Quality Standards (HQS) inspection.
- Any deficiencies must be corrected before the HAP contract becomes effective.

B. Rent Reasonableness

- The rent you charge must be comparable to similar unassisted units in the area.
- Rent increases must be approved by the PHA in advance.

C. Lease Agreement

- You must use a lease that complies with state/ local laws and includes the HUD-required Tenancy Addendum.
- The initial lease term must be at least one year.

D. Timely Repairs

- You are responsible for maintaining the unit in accordance with HQS.
- Repairs must be completed within specified timelines. Serious violations may stop HAP payments.

E. No Side Payments

- You may not accept any extra or unauthorized payments from the tenant.
- The tenant is only responsible for their approved portion of the rent and utilities.

Landlord Responsibilities

- **Comply with the lease:** enforce the lease agreement as you would with any other tenant.

- **Maintain the unit:** keep the property in good, safe, and sanitary condition.
- **Notify the PHA:** inform the PHA about changes in rent, ownership, tenant status (example: moving out or lease violations).
- **Screen tenants:** you are responsible for tenant screening (background checks, references, etc).

Public Housing Agency (PHA) Responsibilities

- Determine tenant eligibility and income
- Inspect the unit before and during occupancy
- Calculate and pay the housing assistance amount each month
- Monitor compliance with HCV rules

Common Violations to Avoid

- Charging more rent than allowed
- Failing to complete repairs
- Not notifying the PHA of tenant vacating the unit
- Harassing or discriminating against tenants
- Accepting side payments or bribes

Termination of the HAP Contract

The HAP contract may be terminated if:

- The tenant moves out
- The unit fails inspection and is not repaired in time
- You breach the contract (examples: illegal charges, unapproved rent increases)
- The tenant is evicted for cause

Fair Housing Compliance

You must comply with all federal, state, and local fair housing laws. Discrimination based on race, color, religion, sex, national origin, disability, or familial status is strictly prohibited.

Contact the PHA

If you have questions or need assistance:

- City of Thibodaux Section 8
- 985-446-7217
- cdbg@ci.thibodaux.la.us
- <https://ci.thibodaux.la.us/>

Thank You for Participating!

By providing quality, affordable housing through the HCV Program, you're helping to improve lives and strengthen your community.



OFFICE OF HOUSING & COMMUNITY DEVELOPMENT
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NEW LANDLORD BRIEFING CERTIFICATION STATEMENT

I, _____, certify that I have received and reviewed the briefing information provided to me.

Signature

Date

