

CAMPBELL COUNTY DEPARTMENT OF HOUSING

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SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The Section 8 Program is a rental assistance program that assists low-income families with rental payments. The Section 8 program is federally funded through the Department of Housing and Urban Development, and is administered by state, metropolitan, and local public housing agencies (PHA's). Campbell County Department of Housing (CCDH) is the housing authority that administers the program for Campbell and Pendleton Counties, excluding the City of Newport, as Newport is under the jurisdiction of Newport Housing Authority.

How the Program Works:

- A person or family interested in receiving assistance submits a pre-application to the CCDH. If they meet eligibility requirements (based on their income and their criminal history), they are admitted to the waiting list.
- When an applicant reaches the top of the waiting list for the county in which they have applied (Campbell or Pendleton) they are scheduled for an orientation and/or an orientation/eligibility appointment.
- If the family qualifies they are issued a Housing Choice Voucher, which allows them to begin their search for a rental unit where they will receive rental subsidy.
- The family must locate a unit (apartment, duplex, townhome, condominium, mobile home, or house) which is appropriate for their household composition and is not owner-occupied or owned by a family member.
- If the owner of the property is agreeable to participating in the Section 8 Program they must complete a Request for Tenancy (RTA). The RTA must be signed by both the property owner and their prospective tenant and the original RTA must be submitted to the PHA for review with a copy of a blank (unsigned) lease.
- If, upon review, the RTA is approved an inspection is scheduled. CCDH will conduct the inspection within 15 calendar days of receipt of the RTA, provided the unit is available for inspection during that time.
- If the unit is in compliance with Housing Quality Standards (HQS) the unit will pass. If the unit is not in compliance the owner may have up to 30 days to bring the unit into compliance before a re-inspection is conducted.
- Once the unit is in compliance with HQS a rent comparison will be conducted to determine whether the contract rent requested by the owner is reasonable. The comparison is made by using three unassisted units in the area that offer the same features and accommodations as the proposed unit.
- Once a reasonable rent is determined the PHA will contact the owner with the approved amount of the contract rent. Provided the PHA and owner agree, the PHA and owner will enter into a Housing Assistance Payment (HAP) contract. The HAP contract authorizes payment for the inspected unit on behalf of the family that submitted the RTA for the unit. Typically, the family is responsible to pay 30% of their monthly adjusted income directly to the owner, while the housing authority subsidizes the remaining rent.

- The family will pay their share of rent to the owner in the manner and time-frame specified in the lease agreement they enter into with the owner. The PHA will pay the remainder to the owner by Direct Deposit by the fifth of the month for which it is due. Payment for move-ins may be prorated.
- Each year the family must participate in the recertification process. During the recertification process the family's income is recalculated to determine continued eligibility. CCDH provides at least 10 days advance written notification of annual inspections to both the tenant and the landlord.

Security Deposits:

Owners that participate in the Section 8 program may determine the amount of security deposit and collect it from their tenant. The amount of security deposit must be reasonable and may not exceed the amount collected from unassisted tenants.

Tenant Selection:

Owners are responsible to screen prospective tenants for suitability. The PHA is only responsible for determining the family's eligibility for subsidy.

Unpaid rent, damages, eviction:

If a tenant does not pay their portion of rent or causes damage to the unit the owner may choose to evict the tenant. Amounts owed for unpaid rent or damages may be applied toward the security deposit. The PHA will not reimburse owners for their loss; however, the family may be terminated from the Section 8 program for violations of their Family Obligations to the program.

Lease Agreements:

The lease is to be provided by the tenant and the landlord. Only the landlord and the tenant(s) sign the lease, and the owner is responsible for enforcement of the lease. The PHA must be provided a signed copy. A tenancy addendum, provided by the PHA, must be attached to the tenant's lease once it is signed. Page 3, 14 b., of the tenancy addendum states: *In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of HUD-related tenancy addendum shall control.*

CCDH strongly recommends that property owners and tenants familiarize themselves with the Kentucky Revised Statute Uniform Residential Landlord and Tenant Act for specifics regarding the rights of both parties.