

## Three – Prong Partnership

The Housing Choice Voucher (HCV)/Section 8 program is a three-prong partnership between the Wichita Falls Housing Department, the tenant and the landlord.

### Housing Dept. Responsibilities

- Determine applicant eligibility.
- Explain rules of the program to the tenant.
- Approve the unit, landlord and tenancy.
- Make payments to the landlord.
- Ensure the tenant and landlord comply with the program.

### Tenant's Responsibilities

- Provide the Housing Dept. with complete and accurate information.
- Take responsibility for the care of the unit.
- Comply with the terms of the Lease.
- Comply with the Family Obligations on the voucher.

### Landlord's Responsibilities

- Screen Tenants.
- Comply with Fair Housing Laws.
- Comply with the terms of the Housing Assistance Payments Contract.
- Collect rent due by the tenant.
- Enforce the lease.



*Helping families find independence  
by providing housing assistance and  
nurturing family stability  
throughout Wichita County.*

## CONTACT US

### HOUSING CHOICE VOUCHER PROGRAM

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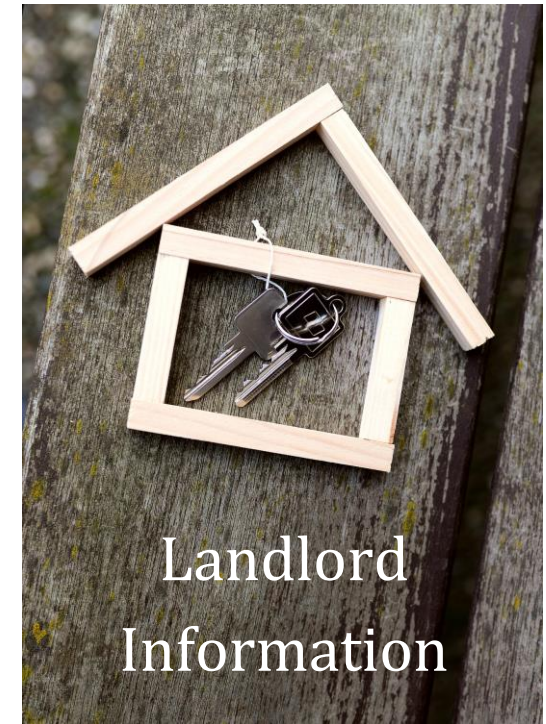
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Landlord  
Information

Wichita Falls

Housing Choice  
Voucher  
Program

<http://www.wichitafallstx.gov>

# LANDLORD BENEFITS

There are **several** benefits to renting to a Housing Choice Voucher tenant:

## Consistent Rent Payments by the Housing Department

After an applicant has been determined eligible for assistance, they are granted a Housing Choice Voucher. The Voucher allows the family to search for decent, safe, and sanitary housing anywhere within Wichita County.

## Free Marketing

The Wichita Falls Housing Department monitors a waiting list for people needing housing. Owners that participate in the Housing program are maintained on a list and this list is provided to all voucher holders thereby providing owners with an endless supply of possible tenants.

## Long-Term Tenants

Many HCV tenants, after being approved for the program and finding a place to rent, tend to stay in the same unit for a while. It is a requirement when a tenant leases into a unit that they sign a 1-year lease agreement. After the year, you may decide to renew or not renew the tenant. At this time, you may also request an increase in the contract rent.

## Direct Deposit

Payments made by the WF Housing Department are direct deposited so there is no more waiting for the mail to arrive or worrying about the possibility of your monthly subsidy being lost in the mail.

## Becoming a Participating Landlord

Becoming a participating landlord is **easy!** Follow the steps below and you will be leasing in no time!

### Step 1 – Landlord Finds and Approves a Tenant

Contact us! We can add your name and information to our participating landlord list! *We will do the marketing for you!* You are also welcome to attend our briefing classes where you can hand out flyers and promote your property with other landlords!

Screen HCV tenants as you would any other tenant. Fill out the Request for Tenancy Approval form (RFTA) with the tenant.

### Step 2 – The Housing Department Approves Tenancy and Unit

The Tenant submits the RFTA to Housing and Housing schedules the inspection with the owner. During the inspection, Housing will check to make sure the unit is safe and sanitary. That there are no hazards and that everything in the unit is in working condition. If there happens to be an issue that needs to be repaired it is no problem. The owner will have 30 days to make the repairs and have the unit re-inspected.

### Step 3 – Contract and Lease are Signed

Once the inspection is passed, the Housing Dept. will enter into a Housing Assistance Payments (HAP) contract with the landlord, and the tenant will enter into a lease agreement with the landlord.

### Step 4 – Housing Assistance Payments are made to the owner!

That's it! The Housing department makes regular monthly HAP payments as long as the tenant continues to meet eligibility and the unit meets HQS standards.



## Landlord Obligations

Most of the responsibilities of the landlord are specified in the HAP Contract

They include:

- All management and leasing functions including family selection: leasing functions, enforcement of tenant obligations under the lease, collection of any security deposit and tenant contributions, and regular maintenance of the unit.
- Provision of all utilities and services required under the lease.
- Maintaining Housing Quality Standards.
- Lease the unit only to the family specified in the lease for use solely as their principal place of residence.
- Not commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- Not requiring extra "side" payments in excess of the family's share of rent.
- Not receive payment for a unit in which the family has an interest.
- Not engaging in drug trafficking.
- Adhere to HUD and state procedures for security deposit and security reimbursement, and termination of tenancy; permit Housing Department/HUD access to premises and records; not transfer the contract without prior written consent of the Housing Dept.