

**LANDLORD AGREEMENT  
AMENDMENT TO HAP CONTRACT**

The Section 8 Program has been authorized by Congress to assist low-income families, elderly and persons with disabilities with rental assistance in privately owned dwelling units. These programs preserve the landlord/tenant relationship while subsidizing the tenant rent.

The program is designed to allow eligible participants to seek private dwelling accommodations with rental assistance approved by the Department of Housing and Urban Development (HUD) and administered by a Public Housing Authority (PHA). Any type of dwelling unit may be subsidized as long as it meets required Housing Quality Standards (HQS) and Fair Market Rent limits. Single family, Multi-family and mobile homes are acceptable as dwelling units.

As the owner:

- you are not giving up any of your rights or responsibilities as a landlord;
- you are responsible for collecting the tenants portion of the rent;
- you are responsible for screening your tenant(s), we strongly encourage checking, landlord references (we can assist you if needed);
- you are required to provide housing that is decent, safe and sanitary;
- you should conduct a move-in inspection separate from the HQS inspection that our office performs;
- the contract rent is the maximum rent that you may receive as stated in the Housing Assistance Payment Contract;
- the contract rent can only be increased at the anniversary date of the lease. You must request the rent increase in writing sixty days prior to the recertification date.
- you will receive our portion of the rent by mail. Our checks are cut and mailed between the 1<sup>st</sup> and the 10<sup>th</sup> of each month;
- you may collect, from the tenant, a damage deposit that is consistent with local standards;
- you are required to execute a lease with the family. The initial term of the lease shall be for one year. You may use your own lease, with our lease addendums, or you may elect to use the lease that is provided by our office;
- you are required to notify the PHA or Program Administrator of lease violations and subsequent eviction. You do not need PHA approval to proceed with a legitimate eviction;
- you are required to notify the PHA or Program Administrator, in writing, if you know that the tenant has vacated your unit;
- you will be notified by letter, if the tenant is not in compliance with any family obligation that can cause termination of the tenants rental assistance;
- you will be notified, by letter, if the tenants rental assistance is terminated;
- you are required to comply with the HAP Contract;
- you are required to comply with the Equal Housing Opportunity Requirements.

I have read and understand the above statements and agree to the conditions of the terms listed above.

\_\_\_\_\_  
Signature (Agent/Owner)

\_\_\_\_\_  
Date