

**BRIEF SUMMARY OF OWNER INFORMATION FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

The Program

The Housing Choice Voucher Program was designed by the Department of Housing and Urban Development (HUD) to assist low-income families in obtaining decent, safe and sanitary housing. Eligible families will pay a portion of the rent based on family income. The Housing Authority of Clackamas County will pay the remaining balance of the monthly rent on behalf of the family directly to the owner. To receive detailed information on the Housing Choice Voucher Program you may want to attend a Voucher orientation class or go to our website Landlord Handbook at: www.clackamas.us/housingauthority. If you wish to attend class, please contact Debbie Greene at (503) 650-3150.

Eligible Families

A family who has been issued a Housing Choice Voucher is eligible under this program and will be responsible for finding a suitable dwelling and requesting the owner's participation in the program. The family will be issued a Housing Choice Voucher at the time of the annual inspection shown on the attached letter.

Lease

The initial lease agreement is for one year. After the first year, the lease changes to a month-to-month agreement.

Deposits

An owner may require a security/cleaning deposit in an amount equal to but not more than the amount received from unassisted tenants.

Inspections

Inspections of the dwelling will be made prior to approval by the Housing Authority to ensure that the unit meets HUD's Housing Quality Standards (HQS). Qualified personnel of the Housing Authority will conduct inspections. Inspectors have knowledge of federal HQS and will require repairs when the deficiency is considered a hazard or unsafe. Annual inspections will be made to determine the current condition of the property. The Housing Authority recommends that the owner make regular periodic inspections of their properties to assure that the family is adequately maintaining the rental.

Vacates

If a family vacates the property in violation of the lease, they will be subject to program termination for violating the conditions of their Housing Choice Voucher.

Rent Amounts

There is no contract rent limit on the Voucher Program. However, the Housing Authority shall determine if the rent requested by the owner is reasonable and comparable to other unassisted units.

At initial lease-up and anytime the family moves, the family may not pay more than 40% of their income for rent and utilities.

(over)

Rent Adjustments

After the first year, an owner may raise the rent, with at least a sixty-day (60) notice to the tenant. There is no limit on the frequency or amount of rent increases after the first year. However, the Housing Authority must determine that the rent is reasonable based on unassisted units in the area.

Calculating Housing Assistance Payments:

A Housing Assistance Payment is the amount that will be provided on behalf of a family participating in the Housing Choice Voucher Program.

The Housing Choice Voucher Program sets the amount that is paid by the Housing Authority. The family's share of rent cannot be determined until after the family selects a unit.

Basic Formula:

The basic subsidy formula for computing the Housing subsidy is the Payment Standard minus thirty (30) percent of a family's monthly-adjusted income. Under no circumstances shall the family pay less than ten (10) percent of their monthly gross income for rent and utilities.

Selecting a Unit for More or Less Rent:

The family may shop for and choose a unit with a rent higher or lower than the Payment Standard (as long as the unit meets Housing Quality Standards and rent is comparable to other units in the area). If the family selects a unit which rents for more than the Payment Standard, they will pay **more** than 30% of their monthly adjusted income for rent and utilities; however, the family cannot pay more than 40% during the (initial lease term) first year of the lease.

Unit Size Flexibility:

The unit size listed on the Housing Choice Voucher does not preclude the family from selecting either a smaller or larger sized unit. The following criteria will apply:

- a. Larger Sized Units -The Payment Standard used in calculating the rent will match the bedroom size listed on the Voucher issued. Generally, this will result in the family paying more than 30% of their monthly-adjusted income for rent.
- b. Smaller Sized Unit -The family may select a smaller sized unit than listed on the Housing Voucher provided there is a least one sleeping room or living/sleeping room of appropriate size for each two persons in the household. In calculating the rent, the Payment Standard used will be for the size of the unit.

Portability

The Housing Choice Voucher program gives the family the right to move to any public housing authority in the United States that administers the Housing Choice Voucher program.

Equal Opportunity

Equal Opportunity requirements as provided for by the U.S. 1968 Civil Rights Act or any other Federal or local law must be complied with completely.

Families utilizing a Housing Choice Voucher are not allowed to add members to the household without prior approval from the Housing Authority.

Families utilizing a Housing Choice Voucher cannot enter into separate lease agreements which would require rent payments in excess of the approved Housing Assistance Contract.