

# EXPECTATIONS & RESPONSIBILITIES

|  | LANDLORDS   | TENANTS  | ScottCountyCDA   |
|--|---|--|--|
| <b>BEFORE<br/>RENTING<br/>A<br/>UNIT</b> | <p>Allow prospective tenants to see the rental unit before they pay any money.</p> <p>Carefully screen all applicants, hire a company to review applications or ask ScottCountyCDA for professional help.</p> <p>Give a copy of the written lease to their prospective tenants.</p> <p>Provide tenants, in writing, with the name and address of:</p> <ol style="list-style-type: none"> <li>1. The person authorized to manage the unit.</li> <li>2. The owner of the unit or the owner’s authorized agent (the person or entity that will be receiving any notices or demands).</li> </ol> <p>Ensure that before renting the unit, the unit is:</p> <ol style="list-style-type: none"> <li>1. Fit to live in.</li> <li>2. Kept in reasonable repair.</li> <li>3. Kept in compliance with state and local health and safety laws.</li> <li>4. Made reasonably energy efficient to the extent that energy savings will exceed the costs of upgrading efficiency.</li> </ol> <p><i>For more information, please reference the Scott County CDA Inspection Information Form.</i></p> <p>Collect application fees and security deposits if required.</p> | <p>Provide the housing authority with complete and accurate information pertaining to the family income and composition.</p> <p>Locate a suitable unit and pay security deposit and application fee to the owner if required.</p> <p>Comply with the terms of the lease and landlord screening and application process.</p> <p>Comply with all family obligations under the Housing Choice Voucher Program.</p> <p>Ask if a screening and application fee is required and, if so, the amount of the fee. Tenants should also ask if screening and application fees are refundable.</p> <p>Speak with a landlord before making any alterations to the rental unit.</p> <p>Provide landlord with security deposit if required.</p> | <p>Provide housing choice voucher participants with the housing assistance to seek out suitable housing and enter into a contract with the landlord.</p> <p>Review all applicants to determine if they are eligible for the program.</p> <p>Explain the rules of the program to future tenants and property owners/managers.</p> <p>Issue vouchers to approved tenants to provide housing assistance payments on behalf of the them to property managers.</p> <p>Inspect and pass/fail the unit, owner and lease.</p> <p>Ensure owners and tenants comply with the program rules.</p> <p>Provide prompt, professional service to owners and tenants.</p> <p>Provide informational resources to all parties to ensure that they are aware of their expectations, responsibilities and duties of participating in the program.</p> |

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**WHILE  
THE UNIT  
IS  
RENTED**

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|---|---|--|
| <p>Maintain the property by responding to tenant requests and making necessary repairs in a timely manner.</p> <p>Collect tenant's monthly rent portion.</p> <p>Manage the property and enforce the lease.</p> <p>Comply with the terms of the Housing Assistance Payment Contract and HUD Tenancy addendum.</p> <p>Comply with all fair housing laws, including non-discrimination and reasonable accommodation.</p> <p>Notify the housing authority if a tenant vacates the unit , violates the lease, or is having issues with the program rules.</p> <p>Notify the housing authority of any owner change so payment to the proper landlord will not be delayed.</p> <p>Provide a reasonable notice before entering a tenant's unit.</p> <p>Know your tenants, communicate with them, and visit your property often.</p> <p>Make sure all performance requirements are met to ensure that the property is up to date</p> | <p>Report changes in income and family composition that happens throughout the year.</p> <p>Attend scheduled appointments and return documents to Scott County CDA and the Landlord in a timely manner.</p> <p>Take care of the property and keep it in good condition. Avoid causing any damages that are beyond normal wear and tear.</p> <p>Pay portion of rent on time to the owner.</p> <p>Communicate with the Landlord if there are any repairs or issues that are needed. If the Landlord is not meeting the outlined expectations, contact the local housing authority to help mitigate the issues.</p> <p>Tenants who vacate their units between November 15 and April 15 must tell their landlord they are vacating at least three days before they move. This allows the landlord time to take steps to make sure the pipes don't freeze.</p> <p>Notify landlord over e-mail if they desire a guest to stay longer than a week.</p> | <p>Terminate assistance payments If the landlord or tenants fail to meet their obligations under the lease.</p> <p>Ensure owners and families comply with the program rules.</p> <p>Reexamine the family's income and composition at least annually.</p> <p>Adjust the rent and process changes in rent portions when income of family composition changes.</p> <p>Inspect each unit at least annually to ensure that it meets minimum housing quality standards.</p> <p>Make housing assistance payments to the owner in a timely manner.</p> |

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## AFTER END OF LEASE

| LANDLORDS   | TENANTS   | ScottCountyCDA  |
|---|---|---|
| <p>Return a tenant's security deposit plus simple, non-compounded interest, or give the tenant a written explanation as to why the deposit (or any part of the deposit) will not be returned.</p> <p>Notify the housing authority if you wish to continue participating in the program or not.</p> <p>Notify the housing authority of any owner change that is made between tenancies so payment to the new landlord will not be delayed.</p> <p>Prepare dwelling units to pass the program's housing quality standards again to receive further housing assistance payments.</p> <p>Provide a written termination of tenancy notice to the other parties the day before the last rent payment is due.</p> <p>Give a 30-day notice if rent will be raised or the terms of tenancy altered.</p> <p>Provide a written notice of termination in order to evict a tenant.</p> | <p>Pay for any damages caused beyond normal wear and tear.</p> <p>Return the house in the same condition as when first moved in. The house must be professionally cleaned and vacuumed.</p> <p>Notify the housing authority if housing assistance is no longer needed or if you would like assistance in finding a new rental unit.</p> | <p>Provide tenants with the housing assistance to seek out a new or same suitable housing and enter into a contract with the landlord.</p> <p>Rexamine the tenants income and composition and inspect each unit to ensure that it meets minimum housing quality standards.</p> <p>Review new and all applicants to determine families' eligibility for the program.</p> <p>Explain the rules of the program to families and property owners/managers again.</p> <p>Ensure owners and families comply with the program rules.</p> <p>Provide prompt, professional service to owners and tenant families.</p> |



UNIVERSITY OF MINNESOTA

# EXPECTATIONS & RESPONSIBILITIES FOR SECTION 8 PARTICIPANTS

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In contribution with:

