



## SCOTT COUNTY CDA LANDLORD PARTNER FREQUENTLY ASKED QUESTIONS

### Why is it important to become a landlord partner?

Scott County's housing resources haven't kept up with our growth, and the ability for people to find a home is increasingly difficult:

- Wage and fixed income increases haven't kept pace with the high cost of housing, low vacancy rates (2% across all rentals; 0% for shallow/deep subsidy)
- Nearly 26% of Scott County [households were cost-burdened](#) (paying more than 30% of their income on rent) from 2011-2015 and nearly 50% of all renters were cost burdened.
- A limited number of affordable housing options resulting in a 26% increase in homeless households between 2016-2018
- Since 2000, renter households have seen an over [14% rise in monthly rent](#) since 2000 with only a 6% increase in median renter income.

We need your help, and when you become a landlord partner you make a commitment to ensuring that our citizens have opportunities to live and work right here in Scott County.

### How can I become a landlord in the Housing Choice Voucher/Section 8 Program?

Landlords that choose to participate in the Housing Choice Voucher/Section 8 Program and become partner landlords are increasing the number of affordable housing units in our community. And we work to make the process as easy as possible.

There are 3 requirements to enroll in the program:

- Complete CDA paperwork during the initial move and annually.
- Report to the CDA any changes in the rent agreement, lease terms, or lease violations.
- Provide safe, adequate housing that meets Housing Quality Standards (HQS) Inspection Standards. Inspection occurs at initial move-in and annually (you will receive a notice).

### Who do I contact if I want to participate as a landlord in the Housing Choice Voucher Program?

Please call [\(952\) 402-9022](tel:(952)402-9022) and ask to speak to the Lead Housing Specialist or inquire at [cda-info@scottcda.org](mailto:cda-info@scottcda.org).

### What is the benefit of being a landlord partner?

In addition to committing to helping make affordable homes possible in Scott County, there are three primary advantages to our partnership:

- Timely rent payments. In 2018, the average rent assistance payment to partner landlords was \$700/month (\$8,400 per year).
- Free Lunch and Learn workshops: Speakers present on housing related topics (Fair Housing, Crime Prevention, Education Maintenance, etc.) with lunch provided to current and prospective partner landlords.

- Mediation and Support: CDA Housing Specialists work between clients and landlords to increase effective communication regarding tenant or property concerns with the goal of preventing lease infractions and improving the success of the tenancy.

### **What information on the HCV program is offered to participants?**

[Click here](#) for information provided to HCV participants.

### **When should I expect payment?**

You can expect the CDA rent assistance payment on the 1st of the month. We provide automatic deposits.

### **When will my inspection take place?**

At initial move-in of the tenant in the program or at the annual recertification. A notice will be sent to you of the inspection date by mail.

### **What kind of inspection is it?**

Housing Quality Inspection (HQS) is a type of inspection required by the CDA and HUD. Please [click here](#) to view the checklist for detailed information.

### **What if I fail my inspection?**

You will be given notice of the failed items and we will schedule a re-inspection. Missing smoke detectors and CO2 detectors are the most frequent inspection fails.

### **What happens when I decide to accept a tenant who has Section 8?**

After the landlord has conducted the tenant screening process and has approved the applicant for the rental unit, the Section 8 Voucher holder will give the landlord a Request for Tenancy Approval (RFTA) form to complete. The RFTA form asks questions about the rental unit, including unit address, contract rent amount, security deposit amount, description and year the building was built, utilities that are included and excluded in the rent, and landlord contact information. The Section 8 Participant must return the completed RFTA to the CDA no later than the 15th of the month, prior to the month they want their rental assistance to begin. (Example: June 15th for a July 1st lease date.)

Once the CDA receives the completed RFTA form:

- The CDA will first check to see that the rental unit is "affordable" for the participant, in accordance with [Agency Payment Standards](#).
- The Housing Authority will schedule and mail an inspection notice of the Housing Quality Standards (HQS) Inspection date. The rental unit must pass an inspection before the Housing Authority will release Housing Assistance Payments to the landlord on the tenant's behalf.
- The landlord is required to provide a copy of the unexecuted lease to the Housing Authority along with the Request for Tenancy Approval form. Once the unit has passed an HQS inspection and all paperwork has been approved, the landlord will sign a Housing Assistance Payment Contract with the CDA.

### **What is the most the CDA will pay for rent?**

In Scott County, the contract rent, plus utilities, must be within the payment standards, and you can view them on HousingLink [here](#). These are set by using amounts as determined by HUD.

### **Who decides which utilities are or are not included in the rent?**

The landlord decides who pays for which utilities. If the tenant is responsible for some or all utilities, this must be indicated on the Request for Tenancy Approval form. The Housing Authority uses the Utility Allowance form to determine the average monthly utility expense for the family. The contract

rent is determined affordable for the Section 8 Program when rent plus utility expenses are equal to or less than the [Payment Standard](#) for the appropriate bedroom size.

**How much does the Section 8 Participant pay for rent and how much does the CDA pay?**

The Section 8 Participant pays 30% of their monthly-adjusted income towards rent to the landlord. This will vary for each family and the rent portions may fluctuate during the year according to the family's income. The Housing Authority pays the difference directly to the landlord each month.

**How do I advertise that I do take Section 8?**

If you are willing to work with the Section 8 Program, we suggest that you use the following phrase in your advertisement: Rental Assistance Accepted.

**Can participants in Section 8 move out of the county and stay in the program?**

Yes, those who currently have a Section 8 Voucher are able to move from county-to-county and state-to-state with their rental assistance as long as they are in good standing with the CDA and the previous landlord. The participant must be current on their rent to be in good standing.