



# Boulder County Housing Authority

3460 North Broadway, Boulder (Mail: PO Box 471, Boulder, Colorado 80306-0471) • Tel: 303.441.3929 Fax: 720.564.2283  
[www.bouldercountyhhs.org](http://www.bouldercountyhhs.org)

## Housing Choice Voucher Rental Guide for Landlords

Renting to a voucher holding Household is like renting to other community members. The owner will advertise an available unit, screen potential residents, then select a new tenant household as they would normally do. There are then two main differences. Boulder County Housing Authority (BCHA) will provide a basic inspection of the rental home at no cost to the owner; and the homeowner will receive a portion of the monthly rent directly from BCHA and the resident will pay the remainder.

### Step 1 Owner Advertises an Available Rental

### Step 2 Owner Screens and Selects Resident

Owners are encouraged to screen all applicants as they would normally do, including a background and rental history check. The owner determines if an applicant is a suitable resident based on their own screening criteria.

### Step 3 Owner Requests Rental Assistance Payments

Once a Housing Choice Voucher applicant is selected, the renter will provide the homeowner with the *Request for Tenancy Approval* (RFTA), W9 and a Direct Deposit form (optional). Additionally, the homeowner will need to supply a blank copy of the proposed lease. Once completed, homeowners submit this paperwork to Boulder County Housing Authority. We will process this paperwork in a timely fashion to keep the leasing process moving forward.

### Step 4 BCHA Reviews/Approves the Request & Inspects the Home

BCHA's staff will review the *Request for Tenancy Approval* to ensure:

- Rent is reasonable compared to other similar rentals in the area
- Rent does not exceed what the family can afford
- The initial lease term is at least 12 months
- The rental home is in livable condition and meets basic safety standards as set by the US Department of Housing and Urban Development.

BCHA has contracted with Landmark Inspection Services LLC; Landmark will schedule a time directly with the homeowner to inspect the home. If it fails inspection, the owner is provided a reasonable timeframe to make repairs.

### Step 5 Resident Signs Lease and Moves In

Once the rental has been inspected and the rent amount has been approved, the resident can sign the lease and move in. Homeowners then provide a copy of the signed lease to BCHA, who will provide the first payment within 14 days. BCHA will send the Housing Assistance Payments contract, the Violence Against Women (VAWA) lease addendum and the Crime Free/Drug Free lease addendum to the owner to be signed and returned. BCHA offers owners a direct deposit option and at the end of the calendar year, BCHA will provide an IRS Form 1099-MISC (Miscellaneous Income Form) for the owner's tax records.

### Step 6 Continued Occupancy

BCHA will continue to monitor the eligibility of each family receiving assistance. We do this to ensure ongoing compliance with all program agreements, including the homeowner's lease terms. Should any leasing issues arise with the resident, BCHA may be available to assist. Rental homes are inspected by BCHA annually. BCHA will notify the homeowner when the inspection is scheduled, and they may attend if desired.





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## Housing Choice Voucher Recertification Process

Renting to a tenant household with a Housing Choice Voucher is very similar to renting to others. BCHA recertifies a tenant household annually.

### **Step 1 BCHA mails a 120 day notice to voucher participants**

### **Step 2 Voucher participants attend an appointment and submits required paperwork**

BCHA staff will review the paperwork and request additional documentation if necessary. BCHA will also mail out to the owner a questionnaire 90 days in advance asking if the owner is planning to renew the lease, and if there will be a rent increase.

### **Step 3 Owner submits request for contract rent increase/lease renewal, if applicable.**

BCHA will review to ensure that the proposed rent is reasonable compared to other similar rentals in the area. If the increase is more than expected, we may request a reason as to why the rent has increased. If upgrades were done to the unit, an increase may be approved.

### **Step 4 HQS inspection is conducted**

Landmark, on behalf of BCHA, will conduct the Housing Quality Standards inspection. If the unit passes, no further action is needed. If the unit does not pass the inspection, the owner will be notified in writing and will have: - 24 hours to fix the problem if it is a life-threatening issue, or - 30 days to fix the problem if it is not a life-threatening issue. Documentation that the repairs were done can be submitted, and or a follow-up inspection will be completed at the end of the repair timeline.

### **Step 5 Housing Authority will send notice of change.**

The recertification will be processed, and a notice of change sent to both the homeowner and the resident/participant informing both parties of the portion the resident is to pay, and the assistance the Housing Authority will pay. Our goal is to provide at least a written 30-day notice of the change. If there are delays in paperwork or inspection repairs, this notice may be less than 30 days' notice.

### **Step 6 Lease renewal**

If a new lease has been signed, a copy must be sent to BCHA. If the lease agreement goes to a month-to-month status, BCHA should be notified.





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## Guide to Contract Rent Increase Requests

Renting to a tenant household with a Housing Choice Voucher is very similar to renting to others. Homeowners provide notice to the resident at the end of their lease term with an invitation to renew the lease at a certain rent amount. This notice must also be provided to the Housing Authority at least 60 days prior to the new rent amount taking effect.

### **Step 1 Owner sends a written invitation to renew to resident**

### **Step 2 Owner sends a copy of the same notice to the Housing Authority**

Owners needs to ensure that a copy of the notice to the Housing Authority at least 60 days prior to the new rent taking effect. BCHA will mail out a Landlord Questionnaire 90 days prior to the tenant's Annual Recertification date. The questionnaire can be completed and returned in place of the invitation to renew notice.

### **Step 3 Housing Authority reviews/approves the request**

BCHA will review to ensure that the proposed rent is reasonable compared to other similar rentals in the area. If the increase is more than expected, we may request a reason as to why the rent has increased. If upgrades were done to the unit, an increase may be approved.

### **Step 4 Housing Authority will send notice of change.**

The rent increase will be processed, and a notice of change sent to both the homeowner and the resident/participant with 30 days' notice informing both parties of the portion the resident is to pay, and the assistance the Housing Authority will pay.

### **Step 5 Lease renewal**

If a new lease has been signed, a copy should be sent to BCHA. If the lease agreement goes to a month-to-month status, BCHA should be notified.





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## Exiting the Housing Choice Voucher Program Guide

Renting to a tenant household with a Housing Choice Voucher is very similar to renting to others. BCHA recertifies a tenant household annually. There are multiple ways a voucher holder may exit the program.

- They can voluntarily leave the program, usually with a 30-day written notice to both the homeowner and the Housing Authority.
- If a single person household passes away, the assistance must end on the last day of the month in which the person passed.
- They can successfully complete the program; either by paying full rent for a period of six months or by reaching the time term on their voucher (this only applies to the Family Unification Youth Vouchers).
- Or a household may be terminated for non-compliance with the program. Non-compliance with the program can include eviction, not in compliance with their lease, etc.

### **Step 1 BCHA determines there is a reason to propose termination of assistance.**

### **Step 2 BCHA send a proposal to terminate assistance to the voucher holder, and a copy to the homeowner.**

The proposal to terminate will include a list of the reasons why the action is being taken, the effective date of the action (at least 30 days in the future), and how the voucher holder can request an informal hearing. The notice to the homeowner will not indicate the reason for the assistance ending but will indicate the last month of assistance to be paid.

### **Step 3 Hearing requested**

If the voucher holder requests a hearing within the required time frame, a hearing is held. The final decision is made by the hearing office to either uphold or overturn the termination of assistance. Depending on the reason for termination, BCHA may ask the homeowner to attend the hearing. If a hearing is not requested, or the voucher holder does not attend the hearing, the denial is upheld and goes into effect on the date indicated on the proposal to terminate.

### **Step 4 If decision is upheld, assistance terminates.**

Housing assistance payments will end on the date indicated on the proposal of termination. At that point, the voucher holder is responsible for the full amount of the rent as indicated in the signed lease agreement. If the hearing causes a delay and a decision is not made prior to the termination effective date, payments will continue until the first of the month following the decision.

### **Step 5 If decision is overturned, assistance continues.**

If the hearing officer overturns the denial, housing assistance payments will continue.

