



HOUSING CHOICE VOUCHER (HCV) LANDLORD PACKET

Welcome to the HCV program with Davis Community Housing Authority (DCHA). The HCV program assists households with their rental payment by paying a portion of the rent directly to you. Please take the time to review this packet carefully.

Important steps to follow:

- Complete the required forms enclosed in their entirety and ensure that the client completes their portion,
- All attached green documents must be returned to DCHA in order to begin the HCV process,
- Upon Request for Tenancy approval and a DCHA conducted Rent Reasonability validation, an inspection of the unit will be scheduled,
- Once the unit has passed inspection a signed lease must be provided to DCHA immediately. The lease must be 12 months in length.
- Upon receipt of the signed lease a Housing Specialist will be assigned. A Housing Assistance Payment (HAP) Contract will be printed and sent to you for your review and signature. The HAP Contract is a federal contract and must be adhered to. Please read it in its entirety,
- The W-9 must be completed and returned to DCHA before HAP checks are sent. **NO RENTAL PAYMENTS WILL BE MAILED WITHOUT A W-9!**
- The W-9 is used for the owner's tax purposes and indicates where the 1099-Misc will be sent. There may be a different point of contact for various items that should not be sent to the owner directly. The alternate contact form will be used in this instance. However, we request that you fill out the bottom portion of the form indicating your telephone number and email address.

OTHER USEFUL INFORMATION;

- DCHA does not perform extensive screening on clients. We recommend that you conduct a screening which includes, but isn't limited to, criminal background and rental history.
- Tenants are responsible for market rate rent until the HAP contract is signed.
- Checks from DCHA are mailed on the first working day of the month.

We appreciate your cooperation with this process and look forward to working with you.

Enclosures: Request for Tenancy Approval, Lead Based Paint Disclosure, W-9, Alternate contact form, HQS Inspection checklist, GoSection 8 information.

