

## WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?

- Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Set reasonable rules about use of unit and common areas.
- Do not enter a unit without tenant's permission and a 24-hour notice except for emergencies or tenant-requested repairs.
- Collect appropriate security deposit as directed under the program and use it only as directed by state law.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under the lease.
- Expect your tenant to:
  - Pay rent on time
  - Keep unit clean
  - Avoid illegal activity
  - Permit access for repairs
  - Avoid damage to property
  - Refrain from disturbing others
  - Allow only those occupants on the lease to reside in the unit
- Comply with terms and conditions of lease and HAP contract
- Take actions through the Court to evict when tenant violates the lease.



## WHEN WILL THE RENT START ?

The effective date of the Housing Assistance Payments Contract will be determined as follows: If the unit passes inspection and the paperwork is completed in a timely manner, the assistance will be prorated for that month; if the paperwork is not completed in a timely manner or the unit passes after the 15th of the month, the assistance will start at the first of the next month.

## WHEN WILL I GET A CHECK?

The rental assistance payments are generally direct deposited on the second working day of the month, but no later than the fifth, to accommodate for weekends and holidays. For new units that pass inspection within the last ten days of the month, the first check will be mailed one month in arrears.



## EQUAL OPPORTUNITY HOUSING AGENCY

The Phelps County Public Housing Agency is an Equal Opportunity Housing Agency serving Crawford, Dent, Gasconade, Maries, Phelps and Washington Counties, with the exception of the City of Rolla, which has its own Housing Authority.

**Fair Housing Hotline**  
1-800-669-9777



For more information please contact:

**Phelps County PHA**  
#4 Industrial Drive  
St. James, MO 65559  
Phone: 573-265-4200  
Fax: 573-265-3550  
Email: [dkeeney@meramecregion.org](mailto:dkeeney@meramecregion.org)  
Office Hours: Monday through Friday  
8 a.m. to 4 p.m.

## Phelps County PHA

### Housing Choice Voucher Program

### Landlord Information



## WHAT IS THE VOUCHER PROGRAM?

The Housing Choice Voucher program provides rental assistance for very-low income families in the private rental market.

Voucher holders select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of their monthly adjusted income toward rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

## WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?

The unit must meet HUD Housing Quality Standards and the rent must be approved with HUD Fair Market Rents and market rate comparable.

## HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?

You may call the Phelps County PHA office to have the unit listed on our list of available units. You may also advertise in the newspaper, Facebook marketplace, Rollanet.org, etc.



## WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?

### LANDLORD SCREENS TENANTS

You must screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you their income eligibility for the program. We cannot provide a reference as to their expected behavior as tenants. You may use any or all of the following screening procedures:

Credit Check      Landlord References  
Criminal Check    Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.

### REQUEST FOR TENANCY APPROVAL

When you have selected a tenant, they will have a Request for Tenancy Approval and Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards forms for you to complete. When the tenant submits the forms to our office, a housing representative will contact you to schedule an inspection.

### INSPECTION OF UNIT

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

## LEASE AND CONTRACT

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Agency and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

## CAN I COLLECT A SECURITY DEPOSIT? Yes

The Housing Agency prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.

## WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed for a specified time period (ex., month-to-month). The tenant may vacate with a notice after the term of the lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually, at which time the landlord may request an annual adjustment rent increase which must be approved by the Housing Agency. This request must be submitted in writing to the Housing Agency and tenant sixty days prior to renewal.

