

## **Manhattan Housing Authority Section 8 HCV Program Roles: Housing Authority, Owner/Agent and Participant**

The Section 8 HCV program is a team effort between the Housing Authority, the owner or manager of the rental property, and the participant family. All three have a role they play to make sure the program works. The chart below shows what responsibilities each player has in the Section 8 HCV program.

<b>Responsibilities of the Manhattan Housing Authority</b>	<b>Responsibilities of the Owner/Agent</b>	<b>Responsibilities of the Participant Family</b>
Determine if any applicant is eligible for the Section 8 HCV program	Complete all tenant screening, tenant selection and leasing activities in the same manner as with non-participant tenants	Provide complete, accurate and thorough information to the Housing Authority
Explain the rules of the Section 8 HCV program to all families and answer any questions the family has about the program	Comply with the terms of the Housing Assistance Payment (HAP) contract and lease agreement	Make a reasonable effort to find a suitable place to live that will meet program inspection & Payment Standard requirements
Issue a Housing Choice Voucher and, if necessary, provide assistance to the family in locating a suitable place to live	Collect from tenant any security deposit, share of the rent, and charges for tenant damages to the unit which are owed by the tenant	Attend all appointments with the Housing Authority as scheduled, including annual inspection & recertification appointments
Approve the unit by completing a rent calculation and scheduling the HQS inspection when a Request for Tenancy is turned in by the family	Enforce tenant obligations under the lease agreement, including issuing lease violations or Notice of Non-Payment	Take responsibility for the care of the assisted unit and cause no damages to the unit that are beyond normal wear & tear
Make Housing Assistance Payments (monthly rental assistance) to the Owner/Agent in a timely manner	Pay for and maintain all utilities and appliance that are the responsibility of the Owner/Agent under the lease agreement	Comply with all terms of the lease agreement, including Paying and maintaining utilities which are family responsibility
Ensure that the family and assisted unit continue to qualify for program participation	Maintain the unit in accordance with Housing Quality Standards (HGS) guidelines and notify the Housing Authority of any tenant-caused damages to the unit	Comply with all of the Family Obligations of the Housing Choice Voucher, including reporting of income & family status changes
Ensure that Owner/Agent & family comply with program rules and terms of the HAP contract	Comply with all local, state and federal Fair Housing laws	Not engage in criminal activities or allow criminal activity by any household member OR guest in the assisted unit
Upon request, provide a reasonable accommodation to a disabled family member	Agree to allow reasonable modifications for a disabled tenant at the disabled tenant's expense	Obtain permission from Owner & Housing Authority before moving & never withholding rent from the Owner while on program