

MAY I INCREASE THE RENT?

Owners may request an increase in the contract rent to take effect upon a new lease term. NYCHA will conduct a rent reasonableness evaluation to determine if the rent increase can be approved. To ensure your increase coincides with your new lease's effective date, you must submit a completed Contract Rent Change request, with attachments, no later than 60 days before the new lease's effective date. You must receive NYCHA's approval before the new contract rent can go into effect.

HOW DOES NYCHA DETERMINE WHETHER THE PROPOSED CONTRACT RENT IS REASONABLE?

HUD requires all public housing authorities to perform a rent reasonableness check before entering into a HAP contract or approving a contract rent increase. NYCHA uses a third party vendor, **GoSection8**, for this process.

Rents charged for similar unassisted (i.e., unsubsidized) units (known as rent comparables) are compared to the proposed contract rent. If the comparable rent is equal to or higher than the proposed contract rent, NYCHA will issue the owner a letter of approval. If the comparable rent is less, NYCHA will notify the owner of their options, which include modifying the proposed contract rent to the same amount as the comparable rent.

NYCHA will not approve a newly proposed rent or rent increase if the comparable rent is less than the contract rent.

WHEN CAN THE VOUCHER HOLDER MOVE-IN?

You must receive authorization from NYCHA before the voucher holder moves in. Once NYCHA reviews and approves all required documents, and the unit passes inspection, you will receive a copy of the "Move-In" letter that was sent to the voucher holder. This letter authorizes the voucher holder to move into the unit, specifies the effective date of the HAP contract, and provides a breakdown of the rent subsidy payments.

NYCHA's approval is required for any tenant move—including a temporary relocation.

You will also receive a copy of the HAP contract, which is the agreement between you and NYCHA. You must sign and return the HAP contract to NYCHA within 15 days.

HOW ARE THE NYCHA SHARE AND THE TENANT SHARE OF THE RENT DETERMINED?

You will receive two rental payments: one from NYCHA in the form of a HAP subsidy; and another from the voucher holder. NYCHA determines the share the tenant will pay you based on various factors, including the family's income.

HOW WILL I RECEIVE MY HOUSING ASSISTANCE PAYMENTS (HAP)?

NYCHA pays all HAP subsidies electronically. You must enroll in direct deposit by completing the Section 8 Property Owner Registration form. NYCHA does not issue paper checks.

HOW DO I ADVERTISE MY AVAILABLE SECTION 8 UNITS?

You can list your units available for rental on the Owner Extranet: www.nyc.gov/nycha/ownerextranet.

CAN I ACCESS CUSTOMER SERVICE ONLINE?

Registered Section 8 owners can complete select transactions on the Owner Extranet. For example, you can:

- Manage vendor payment profile information and review monthly EFT statements
- Submit lease renewal requests
- Submit inspection owner certifications for completed repairs (NE-2 certs)
- List available units
- View service requests & status updates
- View tenant profile information
- Update owner contact information

Visit www.nyc.gov/nycha/ownerextranet to sign-up.

New York City Housing Authority

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PROPERTY OWNER GUIDE



The New York City Housing Authority (NYCHA) Housing Choice Voucher (HCV) Program, also known as Section 8, is a federally-funded program that provides rental assistance to eligible low-income families to find affordable housing in the private rental market.

This brochure provides prospective owners with information on how to become a participating Section 8 property owner, as well as information on the HCV Program.

LEARN MORE INSIDE



WHAT ARE SOME OF THE BENEFITS OF BECOMING A SECTION 8 PROPERTY OWNER?

- ✓ On-time Housing Assistance Payments (HAP) made directly to you, on behalf of the voucher holder
- ✓ Increased likelihood of on-time payments from voucher holder whose share of the rent is based on his/her income
- ✓ Housing Quality Standards (HQS) inspections help you maintain the quality of the unit
- ✓ Access to potential voucher holders when you register your available Section 8 property online at www.nyc.gov/nycha/ownerextranet

HOW CAN I BECOME A SECTION 8 OWNER?

The voucher holder will provide you with a list of documents that you must submit to NYCHA for review. These documents include:

- *Original Lease Agreement* signed by you and the voucher holder.
- *Request for Tenancy Approval* signed by you and the voucher holder.
- *Disclosure of Information on Lead-Based Paint form* signed by you and the voucher holder.
- *W-9 Tax form* signed by you.
- *Section 8 Property Owner Registration form*
- *Deed*. If the deed is unrecorded, you must also submit a letter from the closing attorney.
- *Certificate of Occupancy*. If NYCHA is unable to obtain one from the Department of Buildings, you must provide it.
- *Rent Stabilized Lease Agreement*. If your unit is rent stabilized, you must provide a copy of the previous lease agreement. If your unit has never been rented, you must provide a copy of the Division of Housing & Community Renewal's initial apartment registration form.

WHAT ARE HOUSING QUALITY STANDARDS?

Housing Quality Standards (HQS) are minimum inspection standards established by the U.S. Department of Housing and Urban Development (HUD) for all units receiving housing assistance under the HCV Section 8 Program.

WHEN DOES NYCHA CONDUCT HQS INSPECTIONS?

NYCHA will conduct an initial inspection of the unit, public space, and exterior areas before entering into a HAP contract with you. NYCHA also conducts regularly scheduled and special inspections.

For new rentals, NYCHA will inspect the unit immediately after the rental packet is accepted. To reschedule you must call the Customer Contact Center (CCC). A person 18 years of age or older must be present.

NYCHA may also schedule a follow-up Quality Control inspection to ensure HQS standards were properly applied.

WHAT STEPS CAN I TAKE TO ENSURE MY UNIT/ BUILDING PASSES THE HQS INSPECTION?

As a Section 8 property owner, you should plan ahead by assessing the condition of the unit, the building's exterior, and public space areas prior to the scheduled inspection. Repairing all violations prior to an inspection helps to prevent delays in renting your Section 8 unit and continue subsidy payments throughout the tenancy.

Look out for common HQS Failures:

- Electrical Hazards: e.g., improperly installed or missing GFCI outlets, exposed wires, loose or broken light fixtures; missing fuses/knock out panels in breaker boxes.

- Window Conditions: e.g., improperly installed, or missing window guards;
- Ceiling Conditions: e.g., severely cracked/damaged ceiling, missing/damaged ceiling tiles;
- Floor Conditions: Missing/broken tiles, exposed sub floor, uneven floor, tripping hazards, etc.

Learn more about NYCHA's HQS inspection process online at www.nyc.gov/nycha.

WHAT SHOULD I DO IF THE UNIT AND/OR BUILDING FAILS INSPECTION?

NYCHA will notify you of the outcome of the failed HQS inspection. If your unit or the premises (exterior or public space areas) fails the inspection, NYCHA will send you a notification detailing the violation(s) that caused the failure. Registered owners on the Owner Extranet will also receive an email notification for all failures.

For new rental or 24 hour violations, units must be re-inspected. For all other failed inspections, owners may self-certify by completing the *NE-2 Certification of Completed Repairs* online or by mail.

HOW MUCH RENT CAN I CHARGE?

The contract rent must be reasonable in comparison to rent for other comparable unassisted (i.e. unsubsidized) units in the area as determined by NYCHA pursuant to federal regulations. NYCHA conducts ongoing rent evaluations to determine whether the proposed contract rent is reasonable. In addition, the rent must comply with applicable state and local rent control and rent regulation limits. Selecting a family for participation in the HCVP is not a representation by NYCHA to the owner about the family's suitability for tenancy. Owners are encouraged to screen families on the basis of their tenant applications standards.

**CALL THE CUSTOMER CONTACT CENTER.
WE'RE HERE TO HELP!**

Monday through Friday, 8AM to 5PM
718-707-7771

VISIT A WALK-IN CENTER

Monday through Friday, 8AM to 5PM

BRONX: 478 East Fordham Road, 2nd Floor, Bronx NY

BROOKLYN: 787 Atlantic Avenue, 2nd Floor, Brooklyn NY

FOLLOW NYCHA ON:



www.nyc.gov/nycha



NYCHA 059.692 (Rev. 7/20/17)v3 OWNER BROCHURE