



Michigan State Housing Development Authority (MSHDA) Housing Choice Voucher (HCV) Program

Landlord Briefing

INTRODUCTION

- MSHDA administers the HCV Rental Assistance Program throughout Michigan
- The U.S. Department of Housing and Urban Development (HUD) provides funding and regulations



Developing Partnerships with Landlords and Communities



- Assist low income families
- Provide and maintain decent, safe, and sanitary housing
- Advertise available units with MSHDA
- MSHDA rental payments mailed directly to landlords

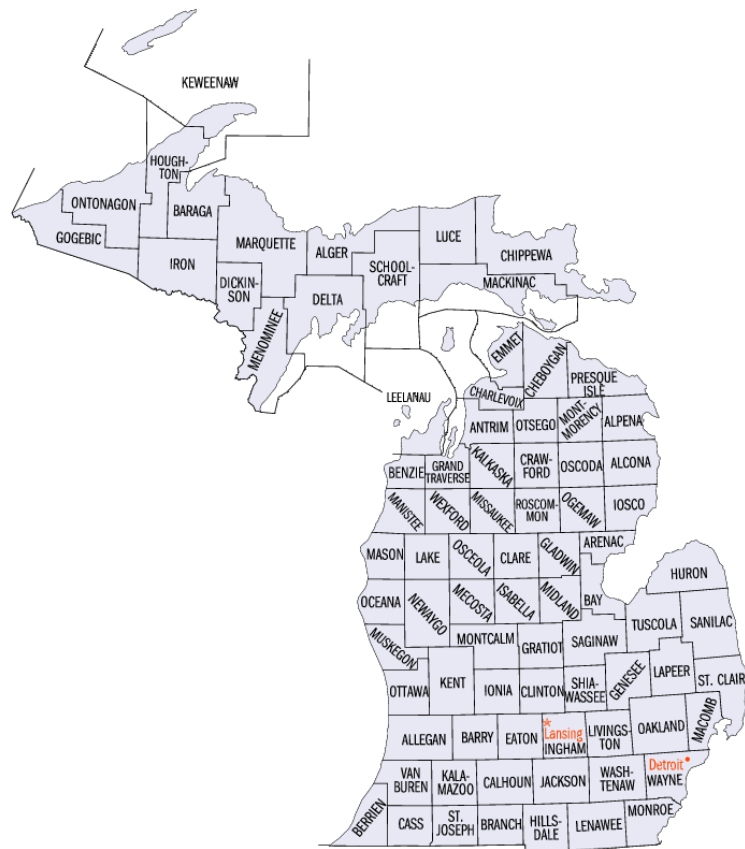


HCV PROGRAM

- HCV is the primary program to assist extremely low to low-income individuals/families in paying rent.
- Tenants pay approximately 30-40% of their income toward rent.
- Units are subject to a Housing Quality Standard (HQS) inspection.
- Tenants and landlords are bound by the rules & regulations of the HCV program.



HCV Program (continued)



- The Office of Existing Housing Programs administers over 21,000 HCV's throughout the State
- Each of Michigan's 83 counties are allocated MSHDA HCV's

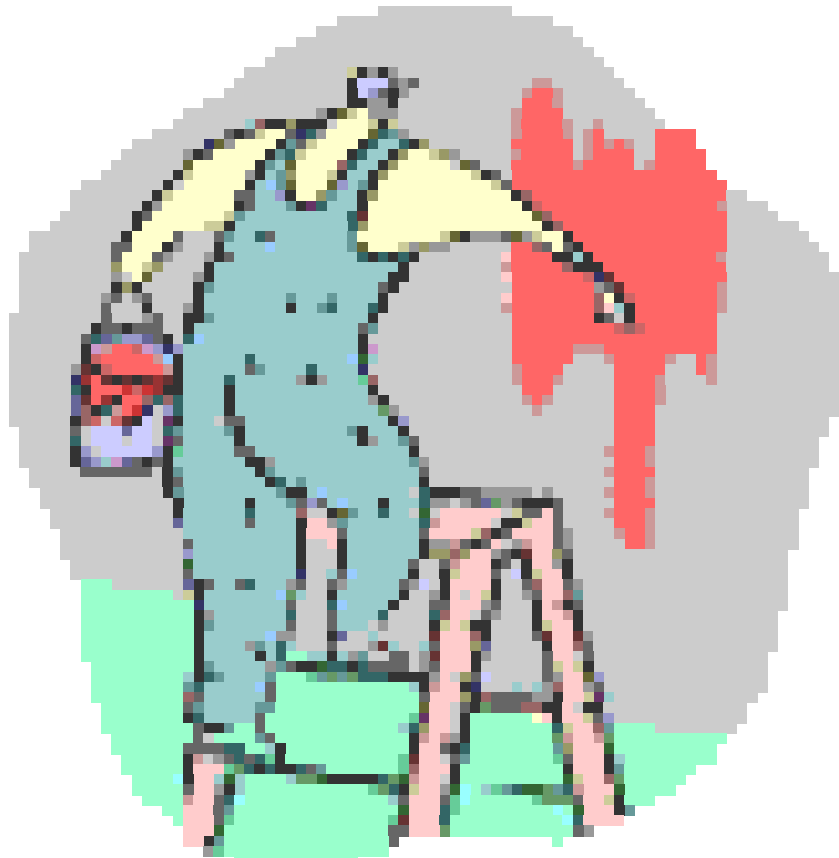


Housing Quality Standards (HQS)

- HUD's HQS printed in booklet, "A Good Place to Live"
- HQS do not necessarily comply with State or local laws, ordinances, or codes
- Units must pass HQS inspection initially, and annually thereafter



Lead-Based Paint



- Lead-based paint issues are pertinent to units built prior to 1978 and the household includes a child under age 6
- Local communities or organizations have lead grants or loans to help address lead issues
- MSHDA has Property Improvement Program (PIP) loans which include lead work
- Landlords and their workers encouraged to attend lead safe work practice seminars



Rent Reasonableness

- Rents charged must be reasonable in comparison for similar unassisted units
- Quality units deserve reasonable rents
- Cannot exceed rent for other comparable units on the premises
- MSHDA may require written documentation



Tenant Responsibilities

- Pay the security deposit to landlord
- Pay their portion of rent directly to landlord
- Report all changes in household income to MSHDA within 14 calendar days
- Cannot add household members without prior written approval
- Follow the rules in the lease and tenancy addendum



Landlord Responsibilities

- Cannot be related to any occupant (unless there is a verified reasonable accommodation)
- Cannot live in the assisted unit
- Provide a lease (it must include all items identified in the Information Packet MSHDA 57)
- Collect the tenant's portion of rent
- Make repairs as required by MSHDA
- Must provide proof of ownership



Landlord Responsibilities (continued)

- Monitor the rental unit and enforce the lease
- Follow all applicable landlord/tenant laws
- Notify MSHDA immediately of a change in ownership, incorrect Housing Assistance Payment (HAP), or change of address for payments



MSHDA Responsibilities

- Prepare HAP contract (landlord signs with MSHDA)
- Perform inspections (initial, annual, compliant or audit) to ensure HQS
- Determine tenant eligibility
- Provide quality service
- Maintain integrity of the HCV program



Payments

- Submission of documents requested must be timely in order for payments to be processed
- Landlords need to collect tenant rent when due
- Immediately return any payments received in error (do not forward them)
- Electronic payments are the safest and fastest way to receive payments



Payments (continued)



- Payments can be deposited directly into your account
- To register on-line for direct deposit, access: www.cpexpress.state.mi.us
- Call 888-734-9749 if you experience problems with that website or contact our EFT coordinator at 517-241-4389



HCV Program Misconceptions

MSHDA DOES NOT:

- Guarantee the entire rent
- Pay for damages to the unit
- Perform move out inspections
- Screen or guarantee the behavior of the tenant
- Refer tenants to owners
- Inspect the unit for code



HCV Misconceptions (continued)



MSHDA DOES NOT:

- Pay the security deposit
- Resolve landlord-tenant disputes
- Allow side agreements between the tenant and landlord



Handouts

- Guidelines for Landlord Brochure (MSHDA 9)
- Tenancy Addendum (HUD 52641A)
- A Good Place to Live Brochure (HUD 593)
- Stabilizing Deteriorated Paint Brochure (MSHDA 105c)
- MSHDA's PIP Loan Program Brochure
- Tenant and Owner/Landlord Rental Assistance Information Packet (MSHDA 57)



Questions/Answers

A photograph of a two-story house with a porch, partially obscured by a large tree in the foreground. The image is overlaid with a semi-transparent teal filter. The house has a gabled roof, white trim, and a front porch supported by columns. A large tree trunk is visible on the left side of the frame.

More information: www.michigan.gov/mshda