



Step-by-Step Guide - Landlords

Renting to tenants receiving a federal rental subsidy administered by the San Diego Housing Commission (SDHC) is similar to leasing in the general market. You advertise your unit, then screen and select your tenant the way you normally would. The main difference is that SDHC pays a portion of the rent from federal funds called the Housing Choice Voucher Program (Section 8).

<p>Step 1</p>	<p>Landlord Advertises the Available Rental Unit</p> <ul style="list-style-type: none"> • Your rental unit must be in the City of San Diego to participate in the SDHC’s rental housing assistance program. • Advertising your unit can be done by using traditional methods, or by using our free online listing service at www.GOsection8.com. • You may also fax information about a rental listing by calling (866) 466-7328.
<p>Step 2</p>	<p>Landlord Screens and Selects Tenant</p> <ul style="list-style-type: none"> • Landlords should conduct thorough screening of new tenants. • Check credit history. • Run background check. • Confirm Housing Choice Voucher is active. • Ensure rental application is fully completed. • Visit www.tenantverification.com, a Web site offering credit reports/services for landlords.
<p>Step 3</p>	<p>Request for Tenancy Approval</p> <ul style="list-style-type: none"> • Once a tenant is selected, tenant should provide you with a Request for Tenancy Approval packet containing forms to finalize tenancy. • You or tenant can return Request for Tenancy Approval, and a copy of lease agreement to our office.
<p>Step 4</p>	<p>SDHC Reviews/Approves Rent and Lease Agreement, Inspects Unit</p> <p>SDHC staff will review the tenancy approval packet and lease to ensure:</p> <ul style="list-style-type: none"> • Rent doesn’t exceed what the family can afford. • No conflicts with program rules. • Complies with state and local laws. • Initial lease has a term of at least six months. • Lease specifies what utilities a tenant is responsible for paying and what appliances are included with the unit.



Step 4

SDHC Reviews/Approves Rent and Lease Agreement, Inspects Unit

SDHC staff will contact landlord to schedule inspection.

Inspector ensures rental unit is in livable condition and meets basic safety standards set by the U.S. Department of Housing and Urban Development (HUD). If unit fails inspection, the owner is allowed to make repairs within a reasonable period of time.

Inspector performs a “rent reasonableness” analysis of unit:

- Compares proposed rent to rents charged for similar units in the same area.
- Landlords whose rents are excessive can request reconsideration and submit information on three comparable units in same neighborhood.
- Inspection results and rent reasonableness determination generally completed within two days of inspection date.

Step 5

Tenant Moves In

- Once unit passes inspection and SDHC staff has approved rent, tenant can move in when their 30-day notice is completed. SDHC will send final documents by mail.
- Before payments to landlord begin, SDHC must have signed copy of the Housing Assistance Payments (HAP) Contract and Lease Addendum.

Step 6

SDHC Payments to Landlord

- Once HAP contract and lease are returned, SDHC will process initial payment which usually occurs within two weeks.
- SDHC’s portion of the rent will be directly deposited into landlord bank account each month.
- If rental unit continues to pass inspection, and tenant remains eligible, payments are processed every month.
- At the end of each year, SDHC will provide an Internal Revenue Service Form 1099-MISC (Miscellaneous Income Form) for your tax records.

Step 7

Continuing Occupancy

- SDHC monitors eligibility of each family receiving assistance to ensure compliance with income limits and other conditions of the program.
- With certain exceptions, most rental units inspected annually.

For more information and to determine if you qualify, please visit www.sdhc.org.

