



Step-by-Step Guide - Landlords

Renting to tenants receiving Federal rental assistance administered by the San Diego Housing Commission (SDHC) is similar to renting market-rate properties. Landlords advertise their units, screen and select a tenant the way they normally would. The main difference is that SDHC pays a portion of the rent from Federal funds it administers through the Section 8 Housing Choice Voucher (HCV) program.

Step 1

Landlord Advertises the Available Rental Unit

- Rental units must be in the city of San Diego to participate in SDHC's rental assistance program.
- Advertise units by using traditional methods, or with SDHC's free online listing service at www.GOsection8.com
- Contact GOSection8 directly by calling (866) 466-7328.

Step 2

Landlord Screens and Selects Tenant

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 website offering credit reports/services for landlords.

Step 3

Request for Tenancy Approval

- Once a tenant is selected by the landlord, the tenant should provide the landlord with a Request for Tenancy Approval packet to finalize tenancy.
- The landlord or the tenant can return Request for Tenancy Approval packet, and a copy of lease agreement to SDHC's office.

Step 4

SDHC Reviews/Approves Rent and Lease Agreement, Inspects Unit

SDHC staff will review the Request for Tenancy Approval packet and lease agreement to ensure:

- Rent doesn't exceed what the family can afford.
- Unit rent is determined to be reasonable.
- No conflicts with program rules.
- Compliance 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 (Continued)

SDHC staff will contact the landlord to schedule an inspection.

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

The SDHC inspector also performs a “rent reasonableness” analysis of the unit:

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

Step 5

Tenant Moves In

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

Step 6

SDHC Payments to Landlord

- Once the 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 the landlord’s bank account each month.
- If the rental unit continues to pass inspection, and the 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 the landlord’s 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 will be inspected every two years.

For more information, please visit www.sdhc.org

