



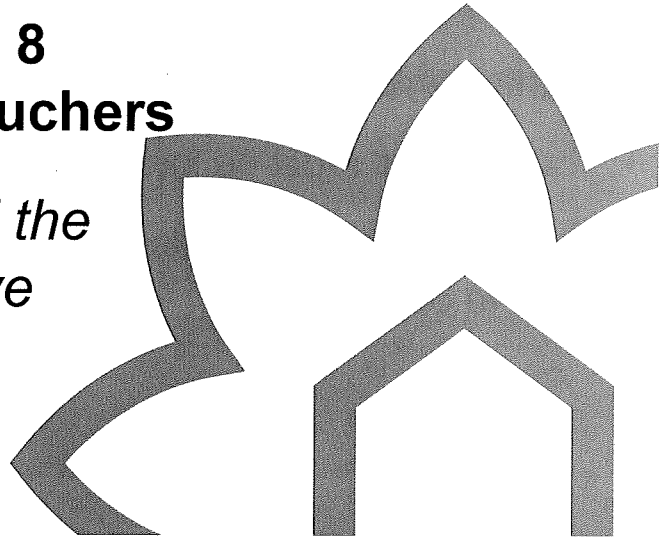
homeforward

hope. access. potential.

Answering your Questions about Section 8 Housing Choice Vouchers

*The program and the
people we serve*

2014



Home Forward



- In operation since 1941
- Provides Rent Assistance and Housing
 - Rent Assistance (10,000 households)
 - Public Housing (approximately 2,000 units)
 - Affordable Housing (about 4,500 units)
 - Short Term Rent Assistance (community partners)
- Supports and houses over 15,000 households

What is the Housing Choice Voucher Program?



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- The Housing Choice Voucher program is a subsidized rent assistance program commonly called Section 8.
- Most rent assistance is tenant-based.
- Participants “choose” their own rental unit.
- Participants must be low-income to qualify.
- One tool to help provide stability to low income families and lead to opportunity.

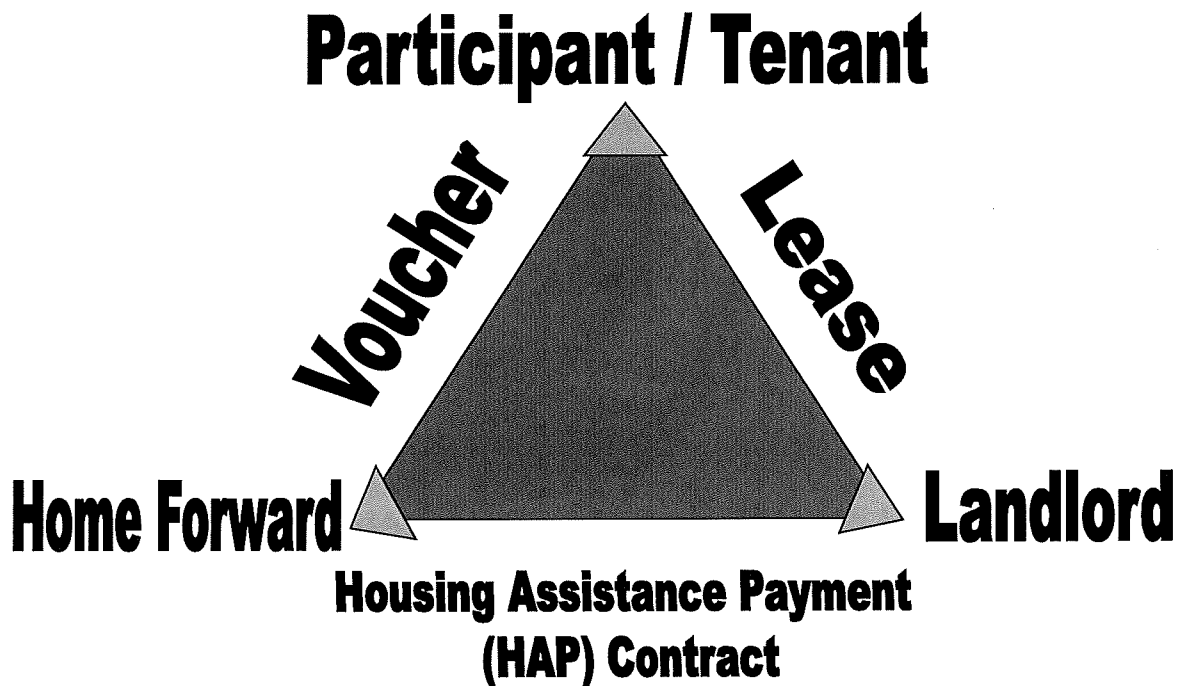


3

How We Work Together Three Point Connection



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4

Who Gets a Housing Choice Voucher?



- Apply via a lottery process. 21,000 applications received within 10 days in November 2012
- 3,000 placed on waiting list via a random lottery process.
- Applicants generally wait 3 to 5 years for assistance.
- Vouchers are difficult to obtain; participants have a huge incentive to be good tenants and keep their voucher.
- There are preferences for disabled and/or elderly applicants and families engaged in employment, education, or training programs.

5

Who Gets a Housing Choice Voucher?



- Home Forward determines eligibility for the Housing Choice Voucher program.
 - Low Income
 - Cannot house registered sex offenders
 - Legal citizenship status
 - No criminal offenses or drug related offenses for the past 3 to 5 years dependent upon severity.
 - Cannot owe a Housing Authority money.

6

2014 Income Limits AMI

Multnomah County \$68,300



Family Size	30% Area Median Income	50% Area Median Income
1 person	\$ 14,600	\$ 24,300
2 person	\$ 16,650	\$ 27,800
3 person	\$ 18,750	\$ 31,250
4 person	\$ 20,800	\$ 34,700
5 person	\$ 22,500	\$ 37,500

Approximately 85% of participants
earn less than 30% of AMI.

7

Who is Receiving Assistance?



- About 60% are elderly and/or disabled households
- Average household size is 2.3 persons
- Largest sources of income on this program:
 - Social Security or Supplemental Security Income (SSI)
 - Wages
 - TANF

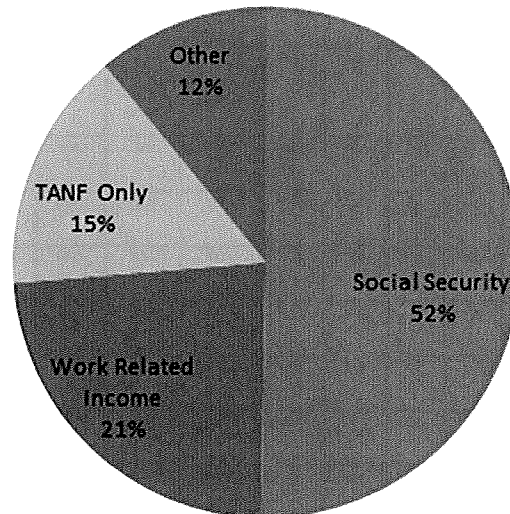


8

Who We Serve



Active Voucher Households 5-1-2014



Many program participants earn less than 30% of Area Median Income (AMI).

9

Impact on Rental Market



2010 Census data shows the following:

- **97230**
 - 6,424 renter occupied housing units
 - 575 active voucher holders (8.95% of renters)
- **97233**
 - 7047 renter occupied housing units
 - 866 active voucher holders (12.3% of renters)
- **\$65 million annually distributed in rental payments to landlords.**
- **2,500 – 3,000 local landlords participate.**

10

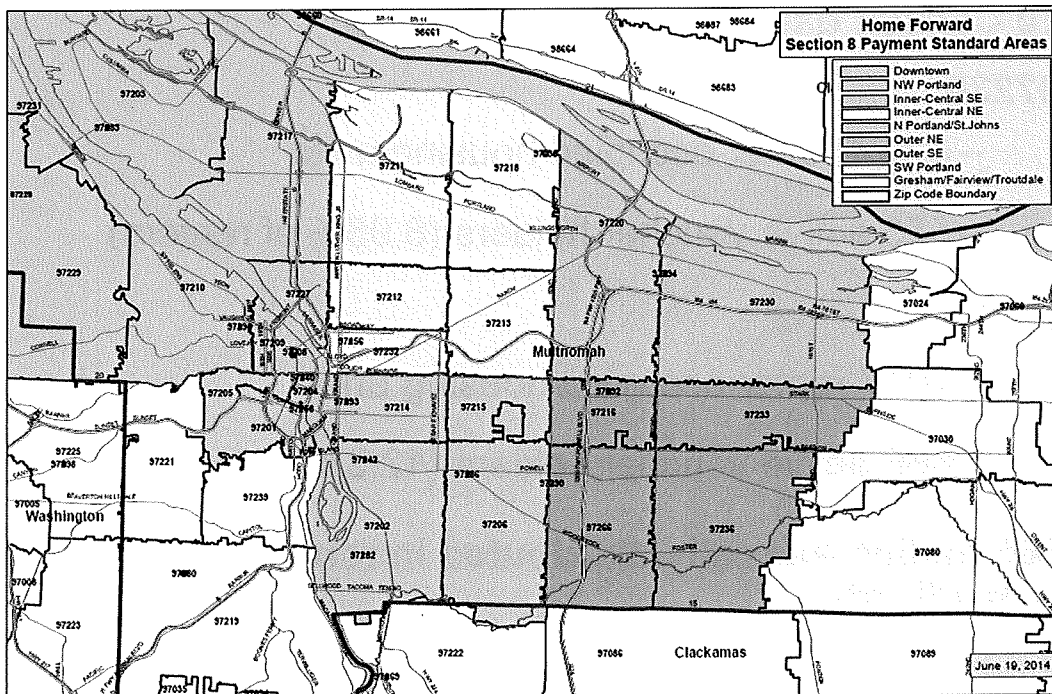
Payment Standards for Multnomah County



Home Forward Payment Standards for Multnomah County (Established 07-01-2014)											
Neighborhood / Zip Code	Bedroom Size										Manuf. Home Space
	SRO	Studio	1 bed	2 bed	3 bed		4 bed	5 bed	6 bed	7 bed	
					Apartment	House / Duplex					
Downtown Portland 97201, 97204, 97205	589	785	913	1087	1603	1603	1926	2215	2504	2793	369
NW Portland 97209, 97210, 97229, 97231	589	785	913	1087	1252	1603	1926	2215	2504	2793	
Gresham / Fairview / Troutdale 97019, 97024, 97030, 97060, 97080	450	600	697	832	1156	1355	1628	1872	2117	2361	
Inner & Central NE 97211, 97212, 97213, 97218, 97232	589	785	913	1087	1249	1603	1926	2215	2504	2793	
Inner & Central SE 97202, 97206, 97214, 97215	529	705	853	1036	1218	1603	1926	2215	2504	2793	
N Portland / St. Johns 97203, 97217, 97227	589	785	745	832	1156	1436	1726	1984	2243	2502	
Outer NE 97220, 97230	450	600	697	832	1156	1421	1708	1964	2220	2476	
Outer SE 97216, 97233, 97236, 97266	450	600	717	832	1156	1355	1628	1872	2117	2361	
SW Portland 97035, 97219, 97221, 97239	589	785	913	888	1156	1472	1769	2034	2300	2565	

11

Payment Standards for Multnomah County



12

Searching for a Rental Unit



- Vouchers are issued and rules are explained.
- Voucher recipients are initially given 120 days to find a landlord that accepts them as a renter.
- Extensions are available.
- Participants can choose a unit anywhere in Multnomah or Clackamas County.
- Failure to find an approvable unit within 120 days may result in loss of the voucher.
- 83% success rate in 2013.



13

Renting to a Voucher Holder



- To make your unit available to a voucher holder simply advertise your opening; do not prohibit Section 8 voucher holders from applying.
- Landlords may advertise for free at: www.Housingconnections.org, and we would be happy to list your vacancy on our web site at www.homeforward.org.
- Our Landlord Services team is available to help you with your vacancies at (503) 802-8333 Option 6.

14

When a Voucher Holder is Interested in Your Unit



- Please screen all applicants the same.
- Home Forward only screens for Housing Choice Voucher program eligibility, including:
 - Income level and type
 - Criminal record
 - Citizenship Status
 - Debts owed to any Housing Authorities
- Home Forward will verify program participation and provide you with prior landlord contact information if known.

15

Request for Tenancy Approval



- Participants you accept as tenants will have the following:
 - Housing Choice Voucher
 - Request for Tenancy Approval (RFTA)
 - Disclosure of Information on Lead-based Paint
- Complete the RFTA and Disclosure of Lead-based Paint forms. Email or fax to Home Forward
- When completed forms are received, Home Forward does the following:
 - Rent Reasonableness Test
 - Affordability Test
 - Contacts you to schedule an inspection

16

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HOUSING ASSISTANCE PROGRAM

Section 8 Request for Tenancy Approval

Home Forward has not screened this family for suitability as a tenant. We strongly encourage landlords to conduct a thorough screening before accepting any applicant as a tenant.

HOUSEHOLD INFORMATION - to be completed by the participant

Participant Name: _____ Phone #: _____

List all names of household members that will be residing in the unit and mark the box if the child is under six (6) years of age:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requesting Tenancy Approval:

- Landlord and participant complete and sign this document as requested.
- Landlord and participant complete and sign Disclosure of Information on Lead Based Paint.
- Participant or Landlord returns both documents. Documents may be returned in one of the following ways:
 - Mail or by Person to the address at the bottom of this form.
 - Facsimile: 503-802-8330 Attention Leasing Team
 - Email - Listed below are steps to email the documents:
 - Scan the documents
 - Save as a PDF document on your computer
 - Email the PDF document to Leasing@homeforward.org

Tenancy / Unit Approval by Home Forward:

- Home Forward will determine and will notify you if the requested rent amount is reasonable based on the market and participant's affordability limits. For further guidance on Home Forward's rent reasonableness process, go to www.homeforward.org/landlords.
- Home Forward will contact you to schedule an inspection of the rental unit:
 - The landlord should be present for the inspection and the unit must be ready for move-in.
 - The landlord may be required to certify the safety of inaccessible items.
 - All utilities must be turned on for the inspection appointment.
 - Stove, refrigerator, water heater, heat source must be in unit and operable.
 - At least one operable smoke detector with battery back up and sensor must be in each bedroom and/or any room that can be used for sleeping and on each level of the unit.
- After unit passes inspection, Home Forward will send the Housing Assistance Payments Contract and related documents to landlord for signature, as well as step-by-step instructions on how to enroll in the direct deposit program:
 - The start date of the contract will be the later of:
 - The day after the unit passes inspection
 - The lease start date
 - For transferring participants, the contract may not start during any month before the month the family moves out of the previous assisted unit.
 - The landlord must sign and return the contract, related documents and signed lease agreement.
 - The lease agreement must be signed by both landlord and tenant. The lease term must be at least 12 months. The start date of the lease must coincide with the start date of the contract found on page 1 of the contract, unless the tenant takes possession of the unit at a later date.
 - If the tenant is in possession of the unit prior to the contract start date, the tenant is responsible for the full contract rent for that period, until the Housing Assistance Payments Contract begins.
 - All landlord payments are now made electronically. Landlord enrollment in the direct deposit program is required. Home Forward will no longer issue paper checks.
- Once process described above is completed, Home Forward will:
 - Escort Housing Assistance Payments Contract and forward a copy of the contract to the landlord
 - Issue housing assistance payment to the landlord within approximately two weeks.

If you have any questions, please contact our office at 503-802-8333, Option 6.

Participant Name: Yaphan, Paul Yard # 123456 HCS Initials: TJL

New Transfer/Move-out date _____ EI PR RA

Voucher issued: 11/13 Voucher expires: 11/30/13

Unit bedroom size: 3 or larger Estimated Maximum HAP Portion to Landlord \$ 1212

Unit bedroom size: 2 Estimated Maximum HAP Portion to Landlord \$ 832

Home Forward, 135 SW Ash Street, Portland, OR 97204 10/2011

RENTAL UNIT INFORMATION - to be completed by the landlord

Rental Unit Address: 135 SW Ash St City: Portland Zip: 97204

(Unit must be in Multnomah County only)

Is the tenant currently residing in the unit? Yes No

Is this unit a Tax Credit (LIHTC) unit? Yes No

If Yes, are there other identical tax credit units of the same size (with the same number of bedrooms) in the project that are not occupied by Section 8 participant families? Yes No

If Yes, what is the contact rent of the identical units of the same size? \$ 1200

Requested Lease Start Date: 11/13 Proposed Rent \$ 1200 Security Deposit \$ 1400
(Amount must compare to private market)

of Bedrooms: 3 # of Bathrooms: 2.5 Year Built: 1999 Unit Sq. Ft.: 1500

Unit Type: House (single family) Duplex (2 units) Manufactured Home

Row house (city-side attached units with 2 or more stories of living space (3 or more units or individually detached))

Low-Rise (3 or more units in a complex of 4 or less stories)

Amenities:

<input checked="" type="checkbox"/> Dishwasher	<input checked="" type="checkbox"/> Pool / Hot Tub	<input type="checkbox"/> All Utilities Included in Rent
<input checked="" type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Security System	<input checked="" type="checkbox"/> Playground
<input checked="" type="checkbox"/> Central Air Conditioning	<input type="checkbox"/> Gated Community	<input checked="" type="checkbox"/> Garage / Covered Parking
<input checked="" type="checkbox"/> Clothes Washer	<input type="checkbox"/> Basement	<input checked="" type="checkbox"/> Fully Wheelchair Accessible
<input checked="" type="checkbox"/> Clothes Dryer	<input checked="" type="checkbox"/> Fireplace	<input checked="" type="checkbox"/> Sewer / Water Included in Rent
<input checked="" type="checkbox"/> Washer / Dryer Hookups	<input checked="" type="checkbox"/> Private Fenced Yard	<input type="checkbox"/> On-Site Manager / Maint.

Utilities

	Landlord	Tenant	Electric	Gas	Oil	Bottled Gas
Space Heating		X				
Cooking		X				
Water Heating		X	X			
Lights / Other Electric		X				
Water		X				
Sewer		X				
Garbage Collection	X					
Refrigerator Provided By		X				
Range Provided By		X				

Note: Landlord must provide and pay for garbage service in Portland OR 97204 (g) and Gresham 725-400

Was this unit ever an illegal drug manufacturing site? Yes No. If yes, when? _____

Please attach documentation that unit was professionally cleaned from illegal drug manufacturing. We will not inspect unit if unable to provide documentation.

If the property is a project with more than four (4) units, owners must list at least three most recently leased comparable unassisted units within the same premises below:

Address and Unit number	Rental Amount	Date Rented
1. <u>135 SW Ash</u>	\$ <u>1200</u>	<u>11/13</u>
2. <u>136 SW Ash</u>	\$ <u>1200</u>	<u>11/13</u>
3. <u>137 SW Ash</u>	\$ <u>1200</u>	<u>11/13</u>

OWNER INFORMATION - to be completed by the landlord

Are you a new Section 8 landlord in Multnomah County? Yes No

Owner Name: Home Forward (and Home Forward 604-089)

Address: 135 SW Ash St City: Portland State: OR Zip: 97204

Phone #: 503-802-8100 Fax #: 503-802-8100

Manager Name: Yaphan, Paul Phone #: 503-802-8100 Fax #: 503-802-8100

Would you like us to send Housing Assistance Payments Contract to you for signature via email to the email address above? Yes No

All correspondence from Home Forward to the landlord should be sent to if different than above:

Name: _____ City: _____ State: _____ Zip: _____

Housing Assistance Payments for all Section 8 tenants will be made electronically. If you have not already enrolled in direct deposit, Home Forward will send you detailed enrollment instructions after the unit passes inspection.

Is the owner of this property a parent, child, grandparent, grandchild, sister, or brother of a member of this household? Yes No. Note: The family may not rent a unit that is owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless Home Forward has determined (and has notified the owner and the family in writing of such determination) that approving leasing of this unit would provide reasonable accommodation for a person with disabilities.

OWNER CERTIFICATION: The owner certifies that all information on this form is true and complete.

Paul Yaphan Signature of Owner (Print) 10/14/13 Date

Lead Based Paint Form



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HOUSING ASSISTANCE PROGRAM

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling.

Tenants must receive a federally approved pamphlet on lead poisoning prevention. If a landlord fails to offer this information, the US Environmental Protection Agency (EPA) can conduct an inspection and possibly issue fines. Landlords that may need more information may call (800) 424-4372.

In order for the Home Forward to conduct an inspection of the unit listed below, both landlord and tenant must initial and sign where indicated on this form. Please read carefully before completing and signing this form.

Tenant Name: Yaphan, Paul Rental Address: 135 SW Ash St Portland 97204

Was the rental unit listed above built in or after 1978? Yes No

If you answered yes, please sign and date in this box. You do not need to complete the remainder of this form.

<u>Home Forward</u>	<u>11/13</u>	<u>Yaphan, Paul</u>	<u>10/14/13</u>
Landlord/Agent	Date	Tenant	Date

Please answer the questions below if the unit was built prior to 1978 and sign and date at the bottom.

LANDLORD DISCLOSURE

Presence of lead-based paint and/or lead-based paint hazards (check one box):

Known lead-based paint and/or lead-based paint hazards are present in the unit. Explain: _____

Landlord has no knowledge of lead-based and/or lead-based paint hazards in the unit

Records and reports available to the tenant (check one box):

Landlord has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the unit listed above (list documents below): _____

Landlord has no records or reports pertaining to lead-based paint and/or lead-based paint hazards in unit listed above

TENANT ACKNOWLEDGEMENT (Initial)


_____ Tenant has received copies of all information listed above

_____ Tenant has received the pamphlet, *Protect Your Family from Lead in Your Home*.

LANDLORD AND TENANT CERTIFICATION

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Landlord/Agent	Date	Tenant	Date
White - Landlord		Yellow - Home Forward	07/11



Rent Reasonableness Worksheet



Reasonable Rent Calculation Worksheet				
Bedrooms 3				
Enter Y or N below as applicable to the unit				
Features	Does unit have? (Y or N)	Comments	Weighted Percentage	Base Rent Amount
Average Apartment Rent	Base			\$ 942.00
Home	N		22.00%	0.00
Duplex / Row House	Y		15.00%	141.30
1 1/2 baths	N		10.00%	0.00
2 full baths or more	N		20.00%	0.00
Built after 1978	N		2.00%	0.00
Washer Dryer Included in unit	Y		5.00%	47.10
Washer Dryer Hookups in unit	N		1.00%	0.00
Private fenced Yard	Y		1.00%	9.42
Garage / covered parking	Y		2.00%	18.84
Garbage Disposal	Y		0.50%	4.71
Dishwasher	Y		0.50%	4.71
Basement	N		1.00%	0.00
Fireplace	Y		0.50%	4.71
Pool / Hot Tub / Playground or other amenities	Y		2.50%	23.55
Manager / maintenance on site	Y		2.00%	18.84
Gated Community / Secure Building	N		1.00%	0.00
Central Air Conditioning	Y		1.00%	9.42
NW - Downtown - Inner/Cent NE & SE location	Y	97204	5.00%	47.10
Fully accessible wheelchair unit	N		9.00%	0.00
Sewer/Water Incl in rent	N	Houses only	5.00%	Home Only
ALL Utilities Included in Rent	N		10.00%	0.00
Substandard unit(PER INSPECTOR)	N		-5.00%	0.00
Above Standard Unit (ex. BR in garage, PER INSPECTOR)	Y		5.00%	47.10
			Total reasonable Rent	1,319.00

You can check your rental unit for Rent Reasonableness yourself at:

<http://homeforward.org/landlords/landlord-forms>

19

Deposits and Other Charges/Fees



- Home Forward provides rent assistance only.
- Participants are fully responsible to pay their own application fees and security deposits. (VASH is the exception to this.)
- Refer applicants to 211 for information on assistance for these costs that may be available within the community.

20

Rental Payment



- Home Forward pays the landlord a percentage of the rent.
- The family pays the landlord a percentage of the rent.
- The tenant rent portion is based upon household income. Currently, 28.5% to 29.5% of the household's gross monthly income is used in the rent calculation.



21

Housing Quality Standards Inspection



- Currently, initial inspection is required prior to approving and paying for a unit.
- After receiving RFTA, the goal is to complete the initial inspection within 3 to 5 business days.
- Please be present at the initial inspection.
- Please ensure the rental unit is ready for occupancy, all utilities are on and appliances are present for the inspection.

22

Types of Inspections



- Move-In/Initial Inspection
- Annual/Biennial Inspection
- Re-inspection
- Complaint Inspection
- Quality Control Inspection – mandated by HUD to audit a sample of previous unit inspections.



23

Housing Assistance Payment (HAP) Contract



After the unit passes inspection and is approved:

- You may enter into a Lease with your approved tenant. Please submit a signed copy to Home Forward.
- We will prepare the Housing Assistance Payment (HAP) Contract and send to you for signature.
- The start date of the HAP Contract and HAP payments will be the Lease start date or the day after the unit passed inspection, whichever is later.
- The initial Lease term should be based upon the standard practice within the local market.

24

Rental Payment



- Home Forward pays the landlord a percentage of the rent.
- The family pays the landlord a percentage of the rent.
- The tenant rent portion is based upon household income. Currently, 28.5% to 29.5% of the household's gross monthly income is used in the rent calculation.



25

Participant Responsibilities



Program Participants MUST:

- Report changes in household composition and income to Home Forward in writing within 10 working days.
- Pass a biennial or annual HQS Inspection.
- Pay their utility bills and keep utilities turned on.
- Complete a Recertification every 2 or 3 years and respond to Home Forward's requests for information.
- Remain in good standing with the terms of their Lease

26

Lease Enforcement



- Most important for landlords to enforce the lease
- If you issue a notice of violation, lease termination, or eviction to tenant, submit copy to Home Forward.
 - 1st Notice – warning letter sent with cc: to landlord
 - 2nd Notice – counseling meeting required to review responsibilities to program
 - 3rd Notice – may be grounds to propose termination of assistance
- We cannot act if we are not aware and we do not want to pass on bad behavior to another landlord.

Please help us maintain and improve program integrity! 27

Housing Choice Voucher Program Violations



- Program Abuse Hotline 503-802-8571
- Adding a program abuse e-mail notification option
- Home Forward will investigate and follow up on reported program violations
- Privacy laws do not allow Home Forward to share findings/outcomes.
- Landlords are given at least 30-day written notice if assistance will end.

Landlord Rent Increases



- At the end of your initial Lease term if you plan to increase your rent please provide Home Forward 60-day written notice of the rent increase.
- HUD requires Home Forward to complete a Rent Reasonableness Test to ensure the market will bear the rent amount you are requesting.
- Home Forward cannot provide a higher level of assistance without conducting this test and must notify the tenant/participant with a 30-day written notice of the resulting change in their rent portion.

29

Making It Easier



- Landlord Services Team dedicated to answering your questions and addressing your needs.
- Available Monday-Thursday 8 a.m. - 5 p.m.
- Available Fridays 8 a.m. - 4:30 p.m.

503-802-8333 Option 6

landlordservices@homeforward.org

- Landlord resources also available on the website:

www.homeforward.org/landlords

30

Help Us Improve Our Service



If you have any questions or suggestions, please contact us.

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Rent Assistance Service Coordinator – Dept. Lead