

SECTION 8

HOW IT WORKS FOR LANDLORDS



Housing Authority issues a voucher to the tenant.



Tenant locates and affordable home.



Tenant & Landlord complete the Request for Tenancy Approval Forms.



Request for Tenancy Approval Form is returned to the Housing Coordinator.



The HQS Inspector requests and inspection of the unit.



The property passes the inspection



Tenant & Landlord Sign a rental agreement and submit to KHA



AGREEMENT MUST STATE:

- › Name of Owner & Tenant
- › Address of unit to be rented
- › Monthly rent charge
- › Who is responsible for payment of the utilities



Housing Coordinator prepares the contracts & informs the Tenant/Landlord when to sign.



KHA executes the (HAP) Housing Assistance Payment Contract.



KHA mails HAP payments to Landlord on or about the first of each month.



Reviewed Each Year:
• Property is inspected
• Tenant's income/information