

NOTICE TO LANDLORDS

1. It is the owner's responsibility to screen applicants prior to approval to lease. The screening process may include credit and criminal reports, previous landlord references and home visits.
2. Request for Tenancy Approvals (RFTA) must be completed in their entirety. The type of utility must be indicated, whether gas, electric bill, oil, and etc., and who is going to "provide" and who will "pay" for the utility. In addition, it is now **MANDATORY** that you now complete the "DATE UNIT BUILT" section.
3. Owners should use their own lease and this should be the same as that used for unassisted tenants. In order for the lease to meet HUD guidelines, at a minimum, the following information:
 - a. Names of Lessor (owner) and Lessee (tenant)
 - b. Unit address
 - c. Term of the lease and subsequent provisions for renewal after the end of the initial term. It is not necessary to sign a new lease at the end of the initial term. THE LEASE AND HAP CONTRACT RUN CONCURRENTLY. If you have a tenant sign a new lease, you automatically terminate the HAP contract and must come sign a new one with GHA.
 - d. Amount of monthly rent to owner.
 - e. Specification of what utilities and appliances the owner will provide and what are tenant's responsibilities.
 - f. The Tenancy Addendum must be attached to the lease and supersedes it.
4. Tenants are not allowed to make side payments. The amount of tenant rent is determined by the Housing Authority – any additional payments to the landlord are illegal and will result in termination of assistance to the tenant and disapproval of the owner.
5. Units must pass inspection before a tenant is allowed occupancy since subsidy cannot be paid on a unit that does not pass HQS. The inspections department has 10 days to contact owner to schedule an inspection once the RFTA has been approved.
6. GHA should be copied on all correspondence with the tenant, especially those relating to tenant damage or non-payment of rent.
7. Requests for rent increases should be submitted in writing at least 90 days prior to the desired effective date and tenants should sign the rent increase form prior to submission to GHA.
8. The owner cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless GHA has determined (and has notified the owner and family of such determination) that approving rental of the unit would provide reasonable accommodation for a family member who is a person with disabilities.

PROOF OF OWNERSHIP IS REQUIRED FOR ALL PROPERTIES BEING RENTED THROUGH THE HOUSING CHOICE VOUCHER PROGRAM AS FOLLOWS:

1. Newly purchased properties or properties that have changed ownership.
2. Proof of ownership must be provided with EACH RFTA submitted, even if the unit has been on the program before.
3. Managing agents must provide a copy of their management agreement IN ADDITION to the proof of ownership.

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The Greensboro Housing Authority determines the start date of the HAP Contract. The HAP contract will not begin until the following conditions have been met:

1. The unit has passed HQS inspection.
2. The tenant has moved out of GHA's public housing (As the landlord it is your responsibility to check your tenant's rental history to determine if they are currently a public housing resident. The client's move in date with the HCVP can be at the earliest the day AFTER the move out date with public housing.)
3. The tenant has taken possession of their new unit.
4. The tenant has provided all required documents to GHA, does not owe any money, and is in good standing with GHA.

If the above conditions have been met, the HAP contract may begin. GHA does NOT start HAP contracts on the 25th of the month or later, but instead begins these contracts on the first of the next month. GHA RESERVES THE RIGHT TO SET A LATER HAP CONTRACT START DATE. Issuance of a voucher and passing inspection does not guarantee admission to the program or guarantee a specific date of admission.

*****It is the tenant's responsibility to contact their specialist at [REDACTED]@gha-nc.org to provide the date he/she moved in. The landlord must also provide a copy of the signed lease. If the landlord fails to do this, the HAP contract start date may be delayed, and the tenant is responsible for all of their own rent for any time prior to the start of the HAP contract.*****

The lease start and end dates must match the HAP contract exactly. This may require revising your lease once you are notified of the start date of your HAP contract. For contracts starting mid-month, the initial lease will be less than a year (i.e. Start 9/12/12 and end 8/31/13 or start 2/17/13 and end 1/31/14).

LANDLORDS HAVE 60 DAYS FROM THE START OF THE HAP CONTRACT TO COME SIGN IT. If the landlord fails to sign within 60 days, the contract is void. GHA will not pay HAP for any dates covered by a HAP contract that was not signed within 60 days. GHA may choose to draw up a new HAP contract with a new start date for the current month, but back HAP cannot be paid.

GHA reserves the right to determine the method of delivery and execution of the HAP contracts.

By signing this page, landlords certify that they have received the HOD-required tenancy addendum and included it with the lease. Landlords certify that they understand the protections under the Violence Against Women's Act (VAWA) contained within the tenancy addendum and found in 24 CFR 5.2005.

Landlord Certification: I have read and understand the "Notice to Landlords."

Signature of Landlord/Agent

Date