

OCHA Section 8 Rental Assistance

IT'S EASY AND CONVENIENT TO RENT TO SECTION 8 HOUSING CHOICE VOUCHER TENANTS

- **YOU SCREEN AND SELECT YOUR TENANT.** OCHA verifies if a family is eligible for rental assistance benefits.
- **ONCE YOU SELECT A TENANT WITH A HOUSING CHOICE VOUCHER,** completely fill out and sign a Request for Tenancy Approval (RTA) supplied by the tenant. Return the RTA to the OCHA office. A Field Representative will contact you to schedule an inspection appointment with you and the tenant.
- The **SECURITY DEPOSIT** will be paid by the tenant. The amount should not exceed what is charged in the private market or what is paid by unassisted tenants.
- **OWNERS MAY CONTACT OCHA** to obtain names, addresses, and phone numbers of the tenant's last two landlords.
- **RENTS ARE NEGOTIATED BETWEEN THE LANDLORD AND THE TENANT.** However, rents may not be higher for a Section 8 tenant than for other tenants in the same complex. Rents will also vary from city to city depending on local comparable, age, and condition of the unit. Rent portions are determined by HUD's Voucher Payment Standard and the tenant's income.
- **THE FIELD REP WILL CONDUCT A MOVE-IN INSPECTION** to document the condition of the unit. If tenant and owner are both present, all lease documents will usually be completed at that time.
- **THE FIELD REP WILL PREPARE A CONTRACT** for the landlord and tenant to sign. Landlords will be asked to provide proof of ownership, a copy of the rental agreement, and any related documents. The tenant's and OCHA's share of rent will be determined.
- **MONTHLY HOUSING ASSISTANCE PAYMENTS ARE SENT DIRECTLY TO YOU** by the first of each month. We ask your patience since your first rental check may take up to 4 weeks to process. After that, all payments will be timely and **direct deposit is also available.**

POINTS TO REMEMBER AFTER LEASE-UP

If your tenant's income changes, OCHA will change the tenant portion of the rent. OCHA's portion will also increase or decrease to compensate for the difference and to guarantee the same contract rent.

OCHA conducts an annual inspection. Owners are notified of any items requiring attention and tenants are reminded of their responsibilities.

A 60 day notice to the tenant and OCHA is required to change the terms of the lease. All changes must take effect on the first of the month.

If the tenant violates the lease and is evicted, the owner is required to notify OCHA in writing by sending copies of notices served to the tenant. Housing Assistance Payments (HAP) will continue as long as the tenant remains in the unit or until a court decision is reached.

If the tenant violates housing program requirements (such as unreported income or unreported people in the household), benefits may be terminated. Owners will receive at least a 30-day notice in such a case.

Prior to relocating, tenant and owner are encouraged to do a 'walk-through' together when keys are returned and to discuss any damages, reimbursement of the security deposit, or additional charges against the deposit. In accordance with California state law, the owner must refund the deposit within 21 days or provide tenant with an accounting of charges. OCHA, however, is not responsible if there are damages and does not conduct "move-out" inspections.