



Dear Rental Property Owner:

The Roseville Housing Authority would like to invite you to help a family secure stable, affordable housing through participation in the Housing Choice Voucher (HCV) Program. The HCV Program assists tenants with paying the rent by paying a portion of the rent directly to the landlord so that the tenant can afford the remaining rent payment. Participants in the program sometimes receive a voucher and have a difficult time identifying housing due to the low vacancy rate. Can you help them find housing?

- The Roseville Housing Authority is committed to providing excellent customer service to participating property owners.
- Housing Technicians are available for questions Monday-Friday and return calls promptly.
- As a courtesy to the tenant participant and the property owner, the Roseville Housing Authority can start a lease and contract on any day of the month.
- After the lease and contract are signed and returned to the Housing Authority, the first Housing Assistance Payment is made to the property owner within 7 to 10 business days.
- We offer a reliable referral service by maintaining an available rental list. Call our office to add your unit to the list and you have an immediate pool of prospective tenants.

The Roseville Housing Authority also supports veterans by participating in the HUD-VASH program. HUD-VASH landlords are part of the solution to ending homelessness among veterans, who sacrificed so much to keep our country safe and free.

These programs are funded by the Department of Housing and Urban Development (HUD) and administered by the City of Roseville Housing Authority. We hope you will consider participating in the Housing Choice Voucher Program, as it provides benefits to both you and the participant.

Included on the reverse side is a list of answers to common questions about the Housing Choice Voucher program. If you have any questions, please call our office (916) 774-5270 and ask for Pam Dodge or email [pdodge@roseville.ca.us](mailto:pdodge@roseville.ca.us).





### Answers to Landlords' Common Questions:

1. The Housing Authority determines initial eligibility and then re-certifies the family each year to determine the family's eligibility in the program and portion of the rent.
2. The Housing Authority cannot give a reference for the participant. **It is the landlord's responsibility to have the participant fill out a rental application, verify references, and check the participant's credit rating.**
3. The Roseville Housing Authority offers direct deposit for the Housing Assistance Payment (HAP).
4. Once it is determined that the participant qualifies for the unit, the Housing Authority will inspect the unit, within your timeframe. Inspections will be done on a bi-annual basis to determine that basic health and safety standards are met.
5. The contract may begin once the unit passes the inspection and the tenant is given keys.
6. The Housing Authority will prepare the lease and contract. A one year lease is preferred for the initial term of the lease. After the initial term, the tenancy goes to month-to-month unless another lease is offered by the owner.
7. At the time of move in, the participant is responsible for their portion of the rent and security deposit. The amount of security deposits cannot exceed that of private market practice or amounts charged by the owner to unassisted residents.
8. The landlord cannot raise the rent during the initial term of the lease. **After the initial term, if the rent is increased, the landlord must provide a 60-day written notice to the participant and provide a copy to the Housing Authority.**
9. If the participant fails to adhere to the provisions of the lease, you may evict the participant. You must follow State Law in order to evict the participant. The Housing Authority will continue to make the Housing Assistance Payments to you until the participant is physically out of the unit, providing the unit is maintained within the Housing Quality Standards. The Housing Authority does not enter into the eviction process, but does require copies of any eviction papers you serve the participant for our files.

For more answers to your questions please call the Roseville Housing Authority at (916) 774-5270.

