

COMPTON HOUSING AUTHORITY
700 North Bullis Road Compton, CA 90221
(310) 605-3080 ~ Fax (310) 605-3096

HOUSING CHOICE VOUCHER PROGRAM



OWNER PROCEDURES

OWNER PACKET ~ PROCEDURES FOR HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

The prospective tenant giving you (based on income and family size) for the you need to verify, please contact the

As a prospective landlord you will be service by leasing your unit under this moderate-income citizens will be able to The following questions and answers will

What is the the Housing Choice Voucher

The Housing Choice Voucher Program is a the Housing Authority of the City of assistance to eligible individuals and families housing that is decent, safe and sanitary.

How does the Program work?

1. Applicants are interviewed and are issued a Housing Choice upon determination of their eligibility, they Voucher.
2. Housing Choice Voucher holders will look for a suitable dwelling. If the family is new to the Program they may remain in their current unit within certain guidelines. In either case, the landlord or his /her agent must agree to participate in the program.

How is the tenant selected?

The owner/landlord or approved agent will make the final decision in the selection of the tenant(s) from applicants holding a Housing Choice Voucher . The landlord must comply with all Fair Housing Laws. The landlords should understand this is a business and should adhere to all guidelines of the Housing Authority.

1. Complete the attached property listings. Prospective tenants will contact you.
2. You must interview/screen prospective tenants for suitability. Check voucher for bedroom size and expiration date.
3. Complete and sign Request for Tenancy Approval (RTA) and all accompanying documents. If you choose to rent to this tenant, please make sure all documents are complete so the move-in process won't be delayed.
4. Tenants turn in the Request for Tenancy Approval (RTA) for review and processing.
5. The unit must be decent, safe and sanitary conditions and pass ready for move-in on the day of the initial inspection. All utilities **must** be on before the initial inspection.
6. Once the RTA is approved, an inspection will be scheduled and conducted by a Housing Inspector. You will be notified in writing or via phone (in approximately 2-weeks) with an inspection date.
7. A list of deficiencies exceeding five (5) will be an automatic fail and the inspection will be stopped. No HQS punch list will be given.

(Continued)

8. If any repairs are necessary, the owner will be notified in writing of all required repairs and a re-inspection appointment will be scheduled. Please Note: if a unit does not pass by the re-inspection date, fail and will not qualify under the Housing Choice Voucher Housing Quality Standards.
9. After the property passes inspection, an appointment will be scheduled for contract and lease signing. You will be notified in writing or via phone (in approximately 2-weeks) to sign contract.
10. For the contract signing you are required to provide the following documents:
 - Recorded Grand Deed (Deed of Trust will not be accepted)
 - Recent mortgage statement
 - Recent Property Tax Bill
 - Business License (can be obtained at Compton City Hall)
 - Original Social Security Card or Tax ID Number
 - Valid California Drivers License or California ID Card
 - One Year Residential Lease Agreement (do not complete date or rental amount)
 - Voided check for Direct Deposit

NOTE:

- Landlord first payment may take up to 60 days for processing.
- Please review attached documents carefully for they provide valuable information about the Housing Choice Voucher Program.
- Upon execution of the Contract, the Housing Authority will pay directly to the Owner the HAP portion of the rent (via direct deposit). All new contracts will be paid via Direct Deposit.
- **HAP PAYMENTS ARE EFFECTIVE THE DATE OF CONTRACT SIGNING NOT THE DATE THE INITIAL INSPECTION PASSES (UNLESS THE TENANT IS CURRENTLY OCCUPYING THE UNIT).**

Should you need additional information, please call (310) 605-3080 or fax (310) 605-3096.

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Your tenant may give you a written 30, 60, or year of the lease. The tenant must also Authority .

If the tenant has committed a serious tenant a notice to vacate (must show year of the lease has been completed or not. the Housing Authority.

NOTE: A termination cannot be processed copy of the termination notice.

Housing Choice Voucher assisted families it is the owner's responsibility to enforce the

The eviction process is determined by state in the eviction process.

If the tenant has not violated the lease, after the first year of the lease is completed an owner may give the tenant a 90-day written notice. The owner must give a copy of the notice to the Housing Authority. If the Housing Authority does not receive a copy of the notice the termination is not processed.

A termination notice must be served prior to the end of the month. If a termination notice is served after the 2nd of the month, the notice will not be in effect until the first of the following month.

Example:

30-day termination of violation of lease (only)

- A termination notice given January 2nd will become effective February 1th and the date of move-out will be effective March 1st.

90-day termination

- A termination notice given January 8th will become effective February 1st and the date of move-out will be effective May 1st.

If the tenant was terminated for a violation(s) the Housing Authority will not extend the contract. Therefore, the tenant contract cannot be extend and they will be responsible for the entire contract rent. If your tenant was given a 90-day termination date and you and the tenant mutually agree to extend the tenancy, you must provide a written mutual agreement notice signed by both parties to the Housing Authority in order to reinstate the Housing Assistance Payment and rescind the termination notice.

NOTE: An extension of a participant voucher is **NOT** an automatic extension of the existing contract.

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The actual start date must be

- The unit passes inspection;
- The Housing Authority has given
- If the tenant/family is currently contract, the new contract completely vacated the
- Until all personal belongings previous unit and the keys are not completely vacated the vacate completely and owner for the return of the
- If the family moves into the unit Housing Authority, the family is contract rent for the period of Owners who allow a family to before the approval of the entire contract rent **must** be

after:

authorization to move in; living in the unit with a Section 8 cannot start until the tenant/family has previous unit. and furniture are removed from the returned to owner, the tenant/family has unit. Tenants are strongly encouraged to promptly and get a receipt from the keys; and before the date authorized by the responsible for the entire amount of the time prior to the approved start date. take possession or move into a unit Housing Authority understands that the paid by the family.

982.401 Housing quality standards (HQS)

Performance and Acceptability Requirements

This section states the housing quality standards (HQS) for housing assisted in the programs.

The HQS consist of:

- ✓ Performance requirements; and
- ✓ Acceptability criteria or HUD approved variations in the acceptability criteria;
- ✓ Food preparation and refuse disposal;
- ✓ Space and security;
- ✓ Thermal environment;
- ✓ Illumination and electricity;
- ✓ Structure and materials;
- ✓ Interior air quality;
- ✓ Water supply;
- ✓ Lead-based paint;
- ✓ Access;

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commencement of assisted tenancy.

occupancy, and throughout the assisted

Sanitary facilities—

Performance requirements

The dwelling unit must include sanitary facilities must be in proper operating cleanliness and the disposal of human privacy.

facilities located in the unit. The sanitary condition, and adequate for personal waste. The sanitary facilities must be usable in

Acceptability criteria

- The bathroom must be located in in proper operating condition.
- The dwelling unit must have a a sink trap and hot and cold
- The dwelling unit must have a with hot and cold running water.
- The facilities must utilize an (including a locally approvable septic system).

a separate private room and have a flush toilet

fixed basin in proper operating condition, with running water.

shower or a tub in proper operating condition

approvable public or private disposal system

Food preparation and refuse disposal—

Performance requirement

The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.

Performance and Acceptability Requirements ~ continued

There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

Acceptability criteria

- The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the equipment must be in proper operating condition. The equipment may be supplied by either the owner or the family. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.
- The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.
- The dwelling unit must have space for the storage, preparation, and serving of food.
- There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

Space and security—

Performance requirement

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- The dwelling unit must have at least each two persons.
- Dwelling unit windows that are basement, first floor, and fire escape units with sash pins or sash locks, and Windows that are nailed shut are needed for ventilation or as an
- The exterior doors of the dwelling doors by which someone can enter

one bedroom or living/sleeping room for accessible from the outside, such as windows, must be lockable (such as window combination windows with latches). acceptable only if these windows are not alternate exit in case of fire. unit must be lockable. Exterior doors are or exit the dwelling unit.

Thermal environment—

Performance requirement

The dwelling unit must have and be capable healthy for the human body.

of maintaining a thermal environment

Acceptability criteria

- There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.
- The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

Performance and Acceptability Requirements ~ continued

Illumination and electricity—

Performance requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

Acceptability criteria

- There must be at least one window in the living room and in each sleeping room.
- The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.
- The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

Structure and materials—

Performance requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

Acceptability criteria

- Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.
- The roof must be structurally sound and weather tight.
- The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.
- The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
- Elevators must be working and safe.

Interior air quality—***Performance requirement***

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

Acceptability criteria

- The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.
- There must be adequate air circulation in the dwelling unit.
- Bathroom areas must have one operable window or other adequate exhaust ventilation.
- Any room used for sleeping must have at least one window. If the window is designed to be operable, the window must work.

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The water supply must be free from

Acceptability criteria

- The dwelling unit must be served by a water supply that is sanitary and free

Lead-based paint performance

- The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4851-4856), and implementing regulations of this title apply to units assisted

Access performance requirement

- The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire

contamination.

by an approvable public or private water supply that is sanitary and free from contamination.

requirement

Prevention Act ([42 U.S.C. 4821-4846](#)), the Hazard Reduction Act of 1992 ([42 U.S.C. 4851-4856](#)), and implementing regulations at part [35](#), subparts A, B, M, and R under this part.

be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

Site and Neighborhood—

Performance requirement

- The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

Acceptability criteria

- The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

Sanitary condition—

Performance requirement

- The dwelling unit and its equipment must be in sanitary condition.

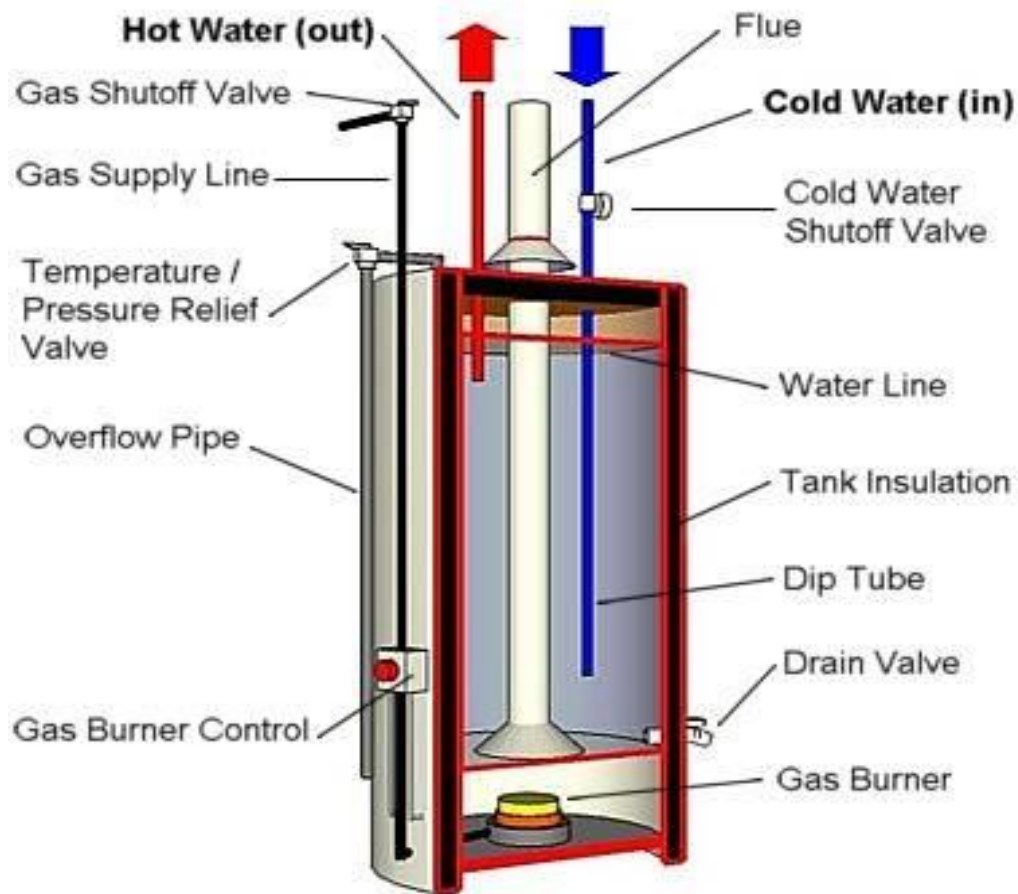
Acceptability criteria

- The dwelling unit and its equipment must be free of vermin and rodent infestation.

Smoke detectors performance requirement—

Each dwelling unit must have at least one battery-operated or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

- **Carbon monoxide detector is required by the City of Compton**



Gas Hot Water Heater Components

- The **Overflow Pipe** has to be a minimum of 6" above the floor.
- The TPR (Temperature Pressure Relief) Valve **MUST** be utilized when water heater **DOES NOT** have an ECO (Energy Cut-off) device built into it. Most heaters over 15 years of age **DO NOT**.

NOTE:

Pressure Relief Valve may be used in lieu of a **TPR** Valve when the water heater has an ECO device built in. Usually heaters under 15 years of age have an ECO device built in.

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specify on-street parking spaces
or drives shall not be used to satisfy the
CMC 30-21 (3) ¹

off-street parking requirements....

Also that the required parking spaces
residents...
CMC 30-21 (e)²

must be available for the use of the

The CMC defines a private garage as an
portion of a main building enclosed on
designed and used primarily for the
operated by the occupants of the main
CMC 30-3

accessory building or any accessory
three (3) sides by permanent walls,
shelter or storage of vehicles owned or
building.

NOTE:

If a unit comes with a garage it must be
not own a car. The owner cannot make any
owner cannot use the garage as a personal storage area.

part of the rental unit even if the tenant does
additional charge(s) for the use of a garage. A

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THE HOUSING AUTHORITY WILL INSPECT COMPLIANCE:

- Living Room
- Kitchen
- Bedrooms
- Bathroom(s)
- Building Exterior
- Heating and Plumbing
- General Health and Safety
- Garage and Outbuildings

THE HOUSING INSPECTOR MUST VERIFY

- All major utilities (electricity, gas, water) must be turned on.
- The cooking stove and oven must be in working condition with burner control knobs and top burners must ignite when control knobs are turned to the on position.
- The refrigerator must be in working condition.
- You must have hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that is in good working condition.
- There must be a flush toilet that works and does not leak.
- The bathroom must have a towel rack and toilet paper holder.
- The bathroom(s) must have a window or a working ventilation fan.
- There must be no plumbing leaks or plugged drains.
- All accessible outside doors and windows must have working locks.
- All doors must open, close and latch properly.
- All floors, drawers, shelves and closets must be cleaned
- No double keyed deadbolt locks will be allowed.
- The roof must not leak
- All electrical outlets must have cover plates in good condition with no cracks.
- There must be no missing, broken or badly cracked windows/window panes.
- All windows must have window screens.
- The unit must have a heater that operates properly.
- The hot water tank for your unit must have a pressure relief valve and a downward discharge pipe.
- There can be no tears, holes, or loose seams in carpeting or linoleum.
- Stairs and railing, inside and out, must be secure.
- All cabinet drawers and doors must be in place.
- There can be no mice, rats, or insect infestation.
- There must be a properly operating smoke detector on every level of the unit, also at least one electrical smoke detector preferably in the hallway and a battery detector in each bedroom.
- No cracking, chipping, scaling, or loose paint anywhere, inside or outside the unit.
- All interior walls and ceilings must be freshly painted.
- Crawl hole and foundation vent openings must have screens.
- No excess debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans, or old appliances.
- All overgrown trees, bushes and grass must be cut or trimmed.
- Derelict vehicles must be removed from the premises.
- Mandatory carbon monoxide detectors (1 per level)

THE FOLLOWING EIGHT AREAS FOR HQS

THE FOLLOWING CONDITIONS:

PAYMENT STANDARDS

IMPORTANT NOTE: The amount a family pays for rent under the Housing Choice Voucher Program will depend on the size of the unit (2 person per bedroom) and the rent charged by the owner for the unit.



Payment standards are the maximum amount of rent the Housing Authority is authorized to pay for the family based on the bedroom sizes. Payment Standards do not determine the amount of the rent to the owner.

The amount of rent an owner can receive is determined by the family income, voucher size and comparable rents being charged for similar units in the area of the subject property. There is no guarantee that the owner will get the exact amount per unit size. All proposed rents will undergo Rent Reasonableness. Approval rents will also depend on tenant's income, condition of the unit and utility allowances.

EFFECTIVE: 4/01/2023

BEDROOM SIZE	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
PAYMENT STANDARD	\$1534	\$1921	\$2222	\$2888	\$3011	\$3463
2023 FMRs	\$1534	\$1747	\$2222	\$2888	\$3170	\$3646
% OF FMRs & LHA	100%	110%	100%	100%	95%	95%





COMPTON LOCAL HOUSING AUTHORITY
 700 NORTH BULLIS ROAD, COMPTON 90221
 PH: (310) 605-3080 ~ FAX: (310) 605-3096

RENTAL LISTINGS

- HOUSE APARTMENT DUPLEX
 Upstairs Downstairs

PLEASE COMPLETE EACH SECTION:

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____

PROPOSED RENT: _____ PROPOSED SECURITY DEPOSIT: _____

YEAR OF CONSTRUCTION OR LAST MAJOR RENOVATION: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> SECURITY BARS | <input type="checkbox"/> SECURITY DOORS | <input type="checkbox"/> SERVICE PORCH |
| <input type="checkbox"/> HOOK-UP for WASHER | <input type="checkbox"/> DRYER | <input type="checkbox"/> LAUNDRY ROOM |
| <input type="checkbox"/> DRAPERIES | <input type="checkbox"/> MINI BLINDS | <input type="checkbox"/> WINDOW SHADES |
| <input type="checkbox"/> VERTICAL BLINDS | <input type="checkbox"/> FIRE PLACE | <input type="checkbox"/> GARBAGE DISPOSAL |
| <input type="checkbox"/> OVEN | <input type="checkbox"/> RANGE | <input type="checkbox"/> STOVE |
| <input type="checkbox"/> REFRIGERATOR | <input type="checkbox"/> DISHWASHER | <input type="checkbox"/> WASHER |
| <input type="checkbox"/> DOUBLE GARAGE | <input type="checkbox"/> SWIMMING POOL | <input type="checkbox"/> FRONT YARD FENCED |
| <input type="checkbox"/> OFF-STREET PARKING | <input type="checkbox"/> SINGLE GARAGE | <input type="checkbox"/> CAR PORT |

UTILITIES PAID BY OWNER:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> HEAT | <input type="checkbox"/> SEWER | <input type="checkbox"/> COOKING |
| <input type="checkbox"/> TRASH | <input type="checkbox"/> WATER HEATER | <input type="checkbox"/> AIR CONDITIONING |
| <input type="checkbox"/> ELECTRICITY | <input type="checkbox"/> REFRIGERATOR | <input type="checkbox"/> WATER |
| <input type="checkbox"/> RANGE | <input type="checkbox"/> HANDICAP ACCESSIBLE | |

FURTHER COMMENTS:

PROPERTY ADDRESS: _____ DATE: _____

TELEPHONE NUMBER(S) _____ TIME TO CALL: _____

CONTACT PERSON(S): _____

- PETS OK NO PETS SERVICE OR ASSISTANCE ANIMALS

LISTING WILL BE REMOVED AFTER 45-DAYS