

## Frequently Asked Questions

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- **Who pays the Security Deposit?**  
*The tenant is responsible to pay it.*
- **How do I get a rent increase?**  
*After the first year of the lease, landlords may request a rent increase with a 60 day notice to Hammond Housing Authority. The proposed increase must be reasonable and approved by HHA.*
- **Can I evict a problem tenant?**  
*Landlord may evict an HCV tenant, as with any other tenant, by following state and local laws for eviction. Prior notice must be given to HHA.*
- **When will I receive rent?**  
*Upon the start of the contract there may be a delay before receiving the first rental assistance check.*  
*After the initial check, landlords will receive payment on the first of each month.*  
*The Tenant will pay their portion directly to the landlord.*

If you should have any additional question contact the HCV Program Director at (219) 989-3265

## Benefits

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### **Late Rent Payments / Contacting the Tenant / Damages to Property Vacancies / Tenant Property Maintenance**

These are just a few for the issues landlords have that HHA can help you with. When renting private market a landlords only recourse is eviction. This is a valuable loss of time and money.

When utilizing the Housing Choice Voucher Program, a landlord can call the HHA office for assistance before spending money on attorney fee's and court costs that are rarely reimbursed.

Hammond Housing Authority's Housing Choice Voucher Staff are always available to assist in a professional and courteous manner.

## CONTACT INFO

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### **Housing Choice Voucher Program**

1402-173rd Street

Hammond, IN 46324

Phone: (219) 989-3265

Fax: (219) 989-3275

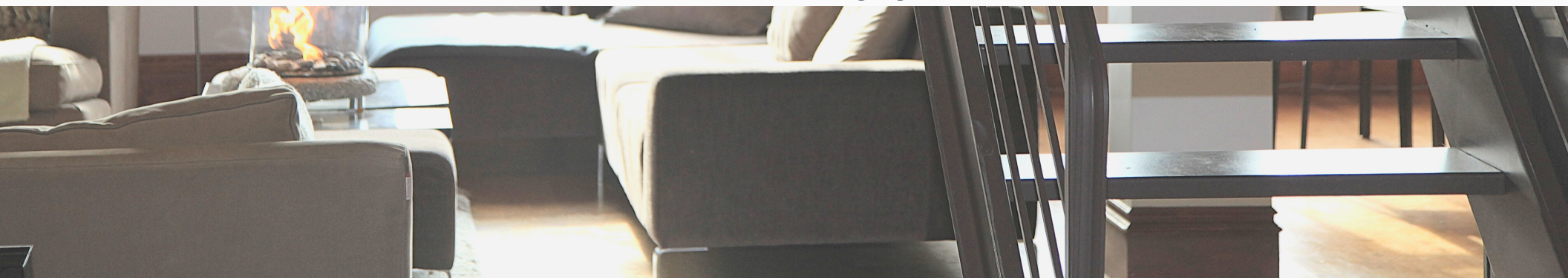
[www.hammondhousing.org](http://www.hammondhousing.org)

# HOUSING CHOICE VOUCHER

## LANDLORD INFORMATION

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**Housing Authority Of The City Of  
Hammond, Lake County Indiana**





## HOUSING CHOICE VOUCHER

The Housing Choice Voucher (HCV) provides assistance for low and very low-income families, the elderly, and the disabled to afford decent, safe and sanitary housing in the private market. Participants are free to choose any housing that meets the requirement of the program.

A family that is issued a voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program guidelines.

Rental units must meet the Housing Quality Standards set by HUD and the rent must be within HUD Fair Market Rates.

## The Process For Leasing A Unit:

### SCREENING

Landlord screens and selects a suitable tenant. Landlord may use any or all of the following screening procedures: Credit Check, Landlord References or Criminal Checks

### REQUEST FOR TENANCY

Tenant will bring you a "Request For Tenancy Approval" (RTA) to be completed by both you and the tenant. Once the tenant submits the completed RTA, the inspector will contact you to schedule the initial inspection of the unit.

### PASS INSPECTION

After the unit passes the inspection and the rent has been approved. The tenant and landlord sign the lease and submit a copy to Hammond Housing Authority.

### SIGN CONTRACT

The Landlord signs a Housing Assistance Payment (HAP) Contract with the Hammond Housing Authority.

### PROVIDE PROOF OF OWNERSHIP

The Landlord must provide proof of property ownership. (Deed or Tax Statement).

## OBLIGATIONS

- Provide decent, safe and sanitary housing to a tenant and family at a reasonable rent.
- Select and screen applicants for suitability as tenants.
- Comply with the Housing Assistance Payment Contract and the Lease.
- Collect tenants portion of the rent as stated by Hammond Housing Authority.
- Maintain unit in good repair. Complete repairs within a reasonable amount of time.
- Collect only the appropriate security deposit and use only as direct by the state law.
- Permit inspections.
- Comply with Federal, State, and Local laws/regulations, Fair Housing Laws, and Owner/Tenant Laws.
- Provide Hammond Housing Authority with written notice prior to initiating eviction proceedings.
- Inform the Hammond Housing Authority immediately of any move-outs or damages caused by HCV tenant.