



SECTION 8 HOUSING CHOICE VOUCHER PROGRAM INTRODUCTION

JACKSONVILLE HOUSING AUTHORITY
Housing Assistance Division

Program Introduction

Dear Property Owner,

JHA Contact Information

The following information is intended to introduce the Section 8 Housing Choice Voucher Program offered to rental property owners and managers by the Jacksonville Housing Authority. The Jacksonville Housing Authority provides rental subsidies to more than 6,000 families throughout the greater Jacksonville metropolitan area. If you are a rental property owner or manager, this information will assist you in understanding how the Housing Choice Voucher Program works.

Section 8 Facts & Figures

In most communities, there is a shortage of decent and affordable housing. The subsidy that comes with the Section 8 Voucher Program aids families in many different neighborhoods throughout Jacksonville's communities. Participant families include elderly persons, persons with disabilities as well as working families who do not earn enough to keep pace with rising rental costs.

Housing Choice Voucher Checklist

The success of the program depends on our agency's ability to contract with property owners and managers who have decent, safe and sanitary properties. Many low-income families in your community rely on owners like you, who are willing to participate in the program. Leasing your property to a Section 8 participant can be a profitable as well as rewarding venture to any real estate investor.

Housing Choice Voucher Checklist

Participant and Owner Responsibilities

The Jacksonville Housing Authority also conducts a Property Owner/Manager Introduction Workshop twice a month in order to review the entire Section 8 process. In these workshops, the Housing Authority covers such topics as tenant responsibilities, owner responsibilities, inspections, forms and procedures, fraud and fair housing topics just to name a few. Please contact our office so we can let you know the dates and times of our next Property Owner/Manager Introduction Workshops. ➤

Inspections

Please review the information and feel free to contact me with any questions, comments or concerns.

Thank you for your interest,

Michael Williams
Community Relations Specialist
1300 Broad Street
Jacksonville, Florida 32202
Telephone: 904-630-3833
Facsimile: 904-630-3829
E-mail: mwilliams@jaxha.org





JHA CONTACT INFORMATION

Thank you again for your interest in participating in the Housing Assistance Division Section 8 rental assistance program. We believe that your participation will benefit both you and program participants.

While selection of your resident, and the management of the unit is your responsibility, the agency stands willing to assist you in understanding and/or carrying out program policies and regulations.

Please feel free to contact any one of the division's representatives listed below to address specific program matters. They will assist you, or refer the matter as necessary

Program Introduction

JHA Contact Information

Section 8 Facts & Figures

Housing Choice Voucher Checklist

Housing Choice Voucher Checklist

Participant and Owner Responsibilities

Inspections

Wanda Montgomery, Vice President, Administration- 630-3817

Maria Vivas, Vice President, Operations -366-3408

Rose Coman, Supervisor, Housing Eligibility -630-3822

Katherine M. Cross, Quality Control Auditor -630-3819

Cindy Lloyd, Supervisor, Housing Eligibility -630-3821

Larry Gonzalez, Manager, Section 8 Mobility -632-4595

Lorraine Cochran, Administrative Program Coordinator -630-3826

Mary Streater, Quality Control Auditor -630-3824

Rick Tarkington, Supervisor, Housing Eligibility -630-3884

Jimmie Underwood, Manager, Housing Inspection -366-6084

Michael Williams, Community Relations Specialist -630-3833

Shawna Howell, Supervisor, Applications -630-3861

Virginia Sawyer, Supervisor, Housing Eligibility -630-3897



SECTION 8 FACTS & FIGURES

The figures shown are current as of **07/01/2003**

There are approximately **100** families with Section 8 Housing Choice Vouchers looking for housing.

The breakdown of these **100** Section 8 Housing Choice Vouchers are as follows:

Efficiencies- 0
One Bedroom- 14
Two Bedroom-37
Three Bedroom-36
Four Bedroom-13
Five Bedroom-0

Section 8 Housing Choice Vouchers are valid for 60 days.

There are currently applicants who are on the waiting list to receive a Section 8 Housing Choice voucher.

The breakdown of these **2,203** applicants are as follows:

Efficiencies- 7
One Bedroom-615
Two Bedroom-941
Three Bedroom-561
Four Bedroom-77
Five Bedroom-2

The estimated time to accurately process all paperwork in reference to the Section 8 program is anywhere from 3-5 weeks.



For additional statistical information or general questions in reference to the Section 8 program, please contact Michael Williams at 630-3833 or at mwilliams@jaxha.org.



HOUSING CHOICE VOUCHER CHECKLIST



Your Checklist for The Section 8 Housing Choice Voucher Program

- Please note the Estimated Maximum Rent to Look For as listed on voucher. If it is less than you are willing to accept in rent, the family is not eligible for your unit. Ensure that the Section 8 Voucher is current and be sure to get the name and number of the Housing Eligibility Analyst, from line number 8 of the Housing Choice Voucher.
- EQUALLY SCREEN ALL PROSPECTIVE TENANTS.** It is YOUR responsibility to find a family who will take care of your property.
- Establish and collect a security deposit if you choose to do so. The Housing Authority is not responsible for the collection of the security deposit.
- Once you have established the security deposit and the participant meets your criteria, complete and return the following documents to the HEA (Housing Eligibility Analyst) whose name is indicated on the participant's voucher:
(1) Request For Tenancy Approval (RFTA), (2) Designation By Owner Form, (3) W-9, (4) Reminder Notice, (5) Disclosure of Information on Lead-Based Paint and Lead-Based Hazards and (6) Section 8 Rental Inspection Check List. RETURN THE COMPLETED PAPERWORK TO THE HOUSING AUTHORITY.
- Upon receipt and acceptance of the Request For Tenancy Approval and other related paperwork, an initial inspection will be scheduled within 7-10 business days. Line number 8 of this form must be the date that the unit will be ready to pass the Housing Quality Standards Inspection.
- Make sure the Request For Tenancy Approval has the most up-to-date number for the inspectors to reach you by telephone. Have all work completed by the scheduled date of inspection and ensure that all utilities are on by the scheduled date of inspection.
- During the 7-10 days prior to inspection, draw up a rental lease agreement between yourself and the Section 8 participant; **LEAVE THE EFFECTIVE DATE AND RENTAL AMOUNTS BLANK.**
- Rental amounts will be determined by comparing your unit to similar open market and unassisted homes within a one/two mile radius of your unit.
(LOCATION, LOCATION, LOCATION)
- To support your requested rent amount, you may want to be prepared with at least two **COMPARABLES** of unassisted units within a one/two mile radius of your rental unit. These comparables must be within the same vicinity of your unit (**One/Two Mile Radius**). Location is an important factor in determining the approved rental amounts.



HOUSING CHOICE VOUCHER CHECKLIST



- Once the unit passes the Housing Quality Standards Inspection, first verify with the JHA analyst that the family is still eligible and then the family can move in. At this time, confirm the effective and anniversary date of the lease and the approved rental amount with the analyst; complete the lease with attached Tenancy Addendum and promptly return it to the Housing Authority.
- JHA will send two copies of the Housing Assistance Payments Contract (HAP Contract); sign both and return both copies to the Housing Authority. Funds will not be released until we have the signed contracts.
- Maintain your rental unit in compliance with Housing Quality Standards at all times.

Unit Recertification

- Return notice to JHA promptly to let us know if you plan to renew the lease and if you are requesting an increase in rent.
- Make sure the rental unit is ready for its annual inspection. If the tenant needs to do housekeeping or other repairs, see that they are completed by the time of the inspection appointment.



Section 8 Participant & Property Owner Responsibilities

Section 8 Participant Responsibilities

- Participants must report changes in their income or family composition, IN WRITING WITHIN 10 CALENDAR DAYS. A family must obtain the approval of the Housing Assistance Division in order to add family members to the lease.
- No one other than those family members listed on the Lease and Housing Assistance Payments Contract may reside in a unit. Failure to adhere to this obligation may result in termination from the program.
- A Section 8 Participant's portion of the rent is due to the Property Owner/Manager on or before the first of each month.
- Section 8 Participants are responsible for any damages caused by the members of the family or visitors. The Property Owner/Manager may repair all damages and bill the participant.
- The Section 8 Participant is responsible for any disturbances or excessive noise caused by family members or visitors in the unit complex or common areas.
- Section 8 Participants are responsible for the exterior of the unit as well as maintenance of the grounds.
- Section 8 Participants may not apply wallpaper or contact paper, attach or display anything without the written consent of the owner.
- The unit must be maintained in a clean and sanitary manner. High standards of housekeeping are necessary and a must for health and safety.
- If a Section 8 Participant's utilities are cut off due to failure to pay the bill, the unit is in violation of Housing Quality Standards and Housing Safety Codes.
- Section 8 Participants may NOT engage in drug-related, violent and criminal activity.
- Continually trashing a unit beyond ordinary wear and tear and failing to keep the unit in a clean and sanitary manner will be cause for termination from the Section 8 Voucher Assistance Program.

Section 8 Participant & Property Owner Responsibilities

Section 8 Property Owner Responsibilities

- To equally screen prospective Section 8 Participants in the same fashion as other residents in the private market. (The Property Owner may elect to do the following: Credit Check, Background Check and review the Participants file through the Jacksonville Housing Authority.)
- To perform all management functions for specific Section 8 units.
- To provide maintenance to the unit and surrounding areas to ensure that it is decent, safe and sanitary.
- To pay for utilities and services NOT provided by the family under the lease.
- To enforce the lease.
- If a Section 8 Participant or Property Owner engages in or threatens or exhibits violent behavior toward any Jacksonville Housing Authority Personnel or Property Owners, this will be cause for termination from the Section 8 Voucher Assistance Program





INSPECTIONS

The Jacksonville Housing

Authority Housing Assistance Division is providing information in order to assist you in having your rental unit comply with Housing Quality Standards. The Jacksonville Housing Authority cannot cover every potential condition in this summary; however, if you are unsure about a situation or condition, please contact the Inspection Department at 366-6080.



INTERIOR ROOM REQUIREMENTS

Electrical

- Each room must have at least two wall outlets and one permanently installed switch operated light fixture. All electrical devices must be in place and in proper working condition.

Doors

- All doors must operate freely, without visible deterioration, and must latch into strike plate on door frames. All needed hardware must be present and in good working condition. Exterior doors must be completely weather sealed and have an approved latch type locking device. Dead bolts are considered secondary locks and cannot be submitted for locksets.

Windows

- Each window unit must operate as designed, with all necessary supportive hardware (including approved locking devices for first as well as the second story) and be free from deterioration and cracks in the glass. All windows in unit must operate properly.

Screens

- All operable windows must have screens on wood or metal frames which are properly installed and in good condition.

Burglar Bars

- Burglar Bars are permitted when installed with: At least one window in a room used for sleeping must allow entry and exit in case of emergency. If locks are used, a key must be furnished in an accessibly visible location.

Wall / Ceiling

- All interior surfaces must be free from cracking, flaking, peeling, buckling, rotting or other deterioration (all baseboards and trim must be in place). For initial inspections, it is recommended that all surfaces be freshly painted. (Use of semi-gloss on walls and trim is highly recommended but not required)

Floors

- The entire floor system must be in good sound condition. Floor coverings in all interior rooms must be properly installed and in good condition, free from damage, excessive wear, stains and soil.

Kitchen

- The kitchen must have a properly working stove and refrigerator that are free from deterioration, rust, mechanical defects, missing parts, etc... These appliances must be in place in order for the unit to comply to Housing Quality Standards.

Food Storage and Preparation

- Sufficient storage and counter space shall be provided to store as well as prepare food. All surfaces shall be free of any defects.

Faucets/Windows/Vent

- Each bathroom must have proper ventilation. An operable window or an electric fan is required.

Bedrooms

- A bedroom is defined as a room, 70 square feet or larger, located off a common area. The bedroom must have a closet with at least four square feet of space and must afford absolute privacy to the occupants. Connecting rooms without a common area access are considered sleeping areas which will affect the unit's bedroom size rating.

MECHANICAL SYSTEMS

Heaters

- A permanent primary heating device must be properly installed, capable of sufficiently heating the entire unit during minimum winter conditions to at least 65 degrees. It must operate safely, without defects or missing parts. A fuel supply must be present and connected to the unit for inspection purposes.
- Unvented gas burning heaters must have an ODS system and be properly located and installed according to the latest code/ordinance established.
- Portable fuel burning heaters are NOT permitted under any circumstances.

Water Heaters

- Water heaters must be in operable condition and properly located according to the latest codes and ordinances established. Improper connections or missing parts will cause the unit to fail inspection.

Electrical Panel

- All breaker or fuses required must be present and in good condition, free from any damage or defects, and capable of supplying adequate service for anticipated demands. All openings (which are missing breakers) in the panel must be covered with proper blank covers.

Smoke Alarms

- An operational smoke alarm must be present and located adjacent to each sleeping area or areas. Units with split bedroom plans or separations from the alarm unit will require additional alarms.

Exterior

- Street numbers must be located on the unit, near the entrance and must be visible from the street in both directions or on the mailbox on both sides. Exterior of the structure including a detached building or garage must be free from all visible defects, peeling, flaking, cracking, rotting or missing components. Handrails are required for units with four or more steps from the ground level into the unit or landing.

Site Conditions

- Yards and premises must be routinely maintained and be free from debris, excessive growth or trash. The premises is considered the surveyed property on which the unit is located.

Infestation

- The property owner is responsible for extermination of all infestation prior to occupancy and should consult the lease agreement for responsibility during occupancy.



Section 8 Housing Choice Voucher Property Owner Workshop Schedule

The success of the Section 8 Housing Choice Voucher Program depends upon the Jacksonville Housing Authority's ability to contract with property owners and managers who have decent, safe and sanitary properties. Many low-income families in our community rely upon owners who are willing to participate in the Section 8 Program.

In order to fully ascertain the Section 8 Housing Choice Voucher Program, the Jacksonville Housing Authority offers Property Owner Workshops as well as Section 8 Training to property owners and property management agencies alike. These training sessions intend to fully inform Property Owners and Managers of the Section 8 process.

In these workshops, the Housing Authority covers such topics as tenant responsibilities, owner responsibilities, inspections, forms and procedures, fraud and fair housing just to name a few. The workshops are an integral piece in truly understanding the how the Section 8 program works. In addition, the training sessions allow property owners to inquire about specifics of the program as well as discuss it with fellow property owners.

The Jacksonville Housing Authority offers these workshops on a bi-monthly basis. If you are interested in fully understanding the inner workings of the Section 8 Program, please contact our office so we may schedule a time for you or your organization to attend. We look forward to hearing from you.

The following is a list of dates and times for the upcoming Property Owner Workshops. It is highly recommended that any potential Property Owner or Property Management Agency attend a workshop in order to fully understand the Section 8 Program.

May 8, 2003 3:00-4:30

May 29, 2003 5:00-6:30

June 12, 2003 3:00-4:30

July 10, 2003 3:00-4:30

July 24, 2003 5:00-6:30

August 14, 2003 3:00-4:30

August 28, 2003 5:00-6:30

September 11, 2003 3:00-4:30

September 25, 2003 5:00-6:30

October 9, 2003 3:00-4:30

October 30, 2003 5:00-6:30

November 20, 2003 5:00-6:30

December 11, 2003 5:00-6:30

If you have any other questions or concerns or would like to reserve a space at any of the Property Owner Workshops, please contact Michael Williams at 904-630-3833 or mwilliams@jaxha.org.



PROPERTY LISTING FORM

Add Property to Listing

Remove Property from Listing

Unit Address _____

City _____ State _____ Zip Code _____

Area _____ # of Bedrooms _____
(Example- Northside, Westside, Arlington, Mandarin, Beaches)

Type of Unit: Apartment House Townhouse Condo Duplex
 Mobile Home Other _____

Date Available _____ Would you like to attend a Section 8 Workshop Y___N___

Contact Person _____ Telephone # _____
(One contact # only)

Signature _____ Date _____

ALL PROPERTIES WILL BE LISTED FOR 90 DAYS ONLY
(ONLY APARTMENT COMMUNITIES WILL BE LISTED CONTINUOUSLY)
(9 or more units)

AFTER 90 DAYS, EACH PROPERTY WILL BE REMOVED FROM THE LISTING. IN ORDER TO RE-LIST A PROPERTY, PLEASE FILL OUT AN ADDITIONAL PROPERTY LISTING FORM

LISTINGS WILL BE POSTED ON THE 1ST AND 15TH OF EACH MONTH

Please complete and return by mail, E-mail or Fax to: 630-3829

**ATTN: Michael Williams
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