

## **NEW/PROSPECTIVE LANDLORD**

Thank you for your interest in the Section 8 Housing Choice Voucher Program. If you own or manage private-market rental housing in Lake County, you are eligible to participate in Lake County's Section 8 Housing Choice Voucher program. There is no registration or preapproval process for landlords. You may choose whether or not you accept tenants receiving Section 8 HCV rental assistance.

The steps below will provide you an idea of the process to be completed in order for your unit to be subsidized by our agency and for a Section 8 participant to rent your unit.

- Step 1:** Read the enclosed information thoroughly. The Housing Assistance Payment (HAP) Contract covers all the regulations of the program that you, as a landlord, will have to abide by and is the signed agreement between you and our agency. The lease agreement is signed between you and the tenant only, so the State Laws still apply. The overview of the Florida Tenant/Landlord Law is critical to know because you and your tenant are still bound by these regulations. Please click on the following website link for more information: [Florida Statutes – Chapter 83](#) or search for "Florida Statutes Chapter 83" or "Florida Landlord Tenant"
- Step 2:** The Section 8 participants must first be approved to move by the office staff. Once that is completed, they will approach you with a Move In Packet. This packet must be completed by you and the tenant and turned in to the office (generally done by the tenant) by the 15<sup>th</sup> of the month in order for an inspection to be scheduled before the 1<sup>st</sup> of the following month. This Move In Packet is required to determine affordability as well as the housing authority portion and the tenant portion of the monthly rental amount.
- Step 3:** We do not do preliminary inspections prior to receiving a completed Move In Packet so please review the enclosed "A Good Place to Live" packet to know what we will inspect. Our office will contact you to schedule and inspection. Upon completion of the inspection, the inspector will indicate whether the unit has passed or failed. The inspector will notify you in writing of any repairs that need to be completed and will provide up to 30 days for you to complete the repairs and call for a re-inspection.
- If the unit passes the first time, or it passes after a re-inspection, the subsidy assistance can be made effective the day it passes inspection or the "no sooner than" start date written on the Move In packet cover sheet, whichever is later. For example, if it passes inspection April 25<sup>th</sup> and the "no sooner than" date is May 1<sup>st</sup>, the HAP contract and lease start dates can be effective May 1<sup>st</sup>.
- Step 4:** The office will mail or email the HAP contract to you. You are to sign and return Parts A & B to our office (please keep a copy for your records). Part C is a tenancy addendum that is to be attached to the tenant lease. Tenant leases are to be for a period of one (1) year and a copy must be returned to our office. We must receive these documents within 60 days of the effective date of the lease. Once all documents are received by our office, payments will be sent out the first of each month. The first payment will include a "Notice of Rent Change" letter indicating our portion, the tenant's portion and the effective date of payment. Going forward on an annual basis, our office will re-inspect the property and update the HAP contract as appropriate. Any change in tenant/housing authority portion will be sent to you in writing. Any landlord request for rent increase must be received in our office in writing at least 60 days in advance of the effective date for our review and approval.

**Lake County Housing Agency**  
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