

**LANDLORD INFORMATION**

- \* It is your responsibility to screen proposed tenants and to continually verify the conditions of the unit and the household being served. Upon request, this office will provide tenant history such as: violations of family obligations under the program, former landlords and their contact numbers, and damages to any unit.
- \* Under the HAP Contract, you are responsible for 3-Day notices to tenants for non-payment of rent and 7-Day notices to tenants for **any** violation of the lease. You must send a copy of the notice to this office and should the problem not be resolved, you may evict the tenant through court action. This office may discontinue the assistance offered to the tenant based on the fact that he/she has not met the family obligations under the Voucher Program.
- \* **Only** those persons who are listed on the lease and on our contract with you can occupy the unit. Unauthorized persons residing in the unit should result in a 7-Day notice from you to the tenant with a copy to this office.
- \* All properties assisted under this program must have a recorded proof of ownership on file with this office in order for a Housing Assistance Payment to be initiated. Should this documentation be absent from the move-in packet, it may be presented at the time of the move-in inspection. A grace period of five working days will be granted under extenuating circumstances, but under no circumstances will a HAP be initiated without this proof of ownership. If the grace period has been exhausted, the tenant may be required to move from the unit if he/she wishes to continue with our assistance. **No contract exists until all documentation has been submitted.**
- \* Unit Contract Rents are based on HUD approved Fair Market Rents (FMRs) subject to a rent reasonable assessment and will be negotiated prior to entering into a HAP contract. A HAP contract may be entered into after the unit passes inspection.
- \* If a deposit has been paid for a unit which is not contracted by Bernalillo County Housing Department, the deposit should be returned to the client as soon as possible.
- \* The first month's prorated HAP will be included with the following months HAP after completion of the inspection process. The inspection process includes a "Pass Status" on the HQS Inspection, submission of proof of ownership, a copy of the proposed lease signed by the landlord, a signed copy of the Landlord Fraud Letter and the Lead Based Paint verification signed by both tenant and landlord. The tenant will sign the proposed lease at the time of the "Pass" inspection.
- \* Correct and accurate Social Security Number or Federal ID Number must be noted on the Request for Lease Approval. This number will identify the landlord to the IRS at the time that 1099's are processed. The 1099 is a statement of how much rent this office has paid to you in the current year and must be submitted with your federal and state tax forms as proof of income.
- \* The inspection itself may have three results:

**PASS:** The unit itself passes all Housing Quality Standards, the proper documentation is complete.

**PASS WITH COMMENT:** There are minor infractions of Housing Quality Standards that will need to be addressed but the unit passes inspection and the proper documentation is complete. (The tenant may move into the unit.)

**FAIL:** There are serious violations of Housing Quality standards and steps will be taken as follows:

A letter outlining the failures will be handed to you during inspection if you are present or sent to you if you are not. Depending on the seriousness of the failures, you will be given a specific date for reinspection or submission of verification that the necessary repairs have been completed. The Housing Assistance Payment will be held in abeyance until such time as verification is submitted or the unit has passed a reinspection. **IF** the matter is not resolved satisfactorily in the time allotted, we will abate the Housing Assistance Payment until all repairs are verified as complete. **NO PAYMENT WILL BE MADE ON A UNIT IN A FAIL STATUS.** (The tenant may not move into the unit.)

**Remember that all utilities, whether they are the tenants or the landlord responsibility, must be operating at all times with only a 24-hour window for reconnection. ALSO REMEMBER THAT WHEN YOU ENDORSE OUR HOUSING ASSISTANCE PAYMENT CHECK, YOU ARE ATTESTING THAT THE UNIT IS IN A "PASS" STATUS AND THE FAMILY IS NOT VIOLATING ANY OF THEIR OBLIGATIONS UNDER THIS PROGRAM.**

- \* Any abuse, verbal or physical, of any Bernalillo County Housing Department employee or representative may result in the termination of your association with this agency.

Your signature below is verification that you have read and understood the information contained above.

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LANDLORD SIGNATURE

DATE