



# Davis Community Housing Authority

Telephones

North: (801) 546-6142 South: (801) 451-2587

FAX: (801) 451-6484 TDD # 711

E-Mail: [dcha@xmission.com](mailto:dcha@xmission.com)

Thank you for your participation in the Section 8 Housing Choice Voucher (HCV) program. We appreciate your cooperation in helping families and individuals in our community obtain decent, safe and affordable housing.

This family has a HCV issued by Davis Community Housing Authority (DCHA). The HCV program assists families with their rental payment by paying a portion of the rent directly to the landlord. The family portion of the rent is determined by DCHA. This program is designed to assist income eligible families.

Please review this packet carefully. Be aware DCHA has verified eligibility based on income alone. DCHA has not checked past rental references, or screened this family. It is recommended that landlords check past rental history, credit, and criminal records for all adult members.

Important steps to follow:

- Landlord must complete this packet. HCV participant must sign the Request for Tenancy Approval.
- Landlord must be willing to provide their HCV participant with a 12 month lease.
- HCV participant must return the original completed packet to DCHA.
- Information need in order to process this packet:
  - ✓ Request for Tenancy Approval. This form must be completed by the landlord and signed by both landlord and tenant. The information on this form will determine if family is eligible for the rental unit. Once this form is completed, returned, and eligibility has been determined, DCHA will arrange for a Housing Quality Standard Inspection.
  - ✓ Disclosure of Information on Lead-Based Paint. Owner's disclosure must be completed by landlord and signed by HCV participant and landlord.
  - ✓ Rent Reasonable Certification form must be complete by landlord.
  - ✓ IRS Form W-9 Must be completed and signed by the landlord/owner. The information is used for annual 1099-MISC income and submitted to IRS. Make sure that the Social Security Number or Tax ID Number matches the name on the W-9. **This form must be completed and returned to DCHA in order to receive payment.**
- Once the rental unit has passed inspection, the HCV participant will be assigned a permanent caseworker. The participant will need to call the caseworker and schedule an appointment for final paperwork to be completed. **THE PARTICIPANT IS NOT OFFICIALLY ON THE PROGRAM UNTIL ALL PAPERWORK IS COMPLETED AND THE LANDLORD HAS SIGNED THE HOUSING ASSISTANCE PAYMENT CONTRACT. It is the responsibility of the landlord to submit a copy of the Lease to DCHA.**

DCHA **will not** begin the rental assistance until the rental unit passes HQS inspection, a 12 month lease has been submitted, and the HAP contract has been signed. Participant is responsible for rent prior to HAP Contract date.

Checks are mailed out on the first working day of the month and are sent directly to the landlord/manager. The first check may be delayed due to completion of paperwork.

DCHA wants your experience to a pleasant one. If you have any question regarding the HCV Section 8 program or any of the enclosed paperwork, please call our office at (801)-451-2587.

