

Inkster Housing Commission is looking for Landlords to Participate in Housing Choice Voucher Program to assist families with suitable rental units in the Wayne and Washtenaw County (Ypsilanti area only)

The Program provides rental subsidies to lower-income families that meet federal income guidelines. Participants find their own rental unit and use the vouchers they receive from the Inkster Housing Commission (IHC) to help pay a portion of their rent. Funds are provided by the U.S. Department of Housing and Urban Development known as (HUD). When a family finds a suitable rental unit, it is the responsibility of the landlord to Screen the participant.

Once the landlord agrees to rent the unit, the family will submit the following to the IHC:

- A Request for Tenancy Packet, signed by the property owner and the family.
- A Copy of the proposed lease. The lease must include word for word, all provisions of the Tenancy Addendum required by HUD. After the IHC receives the *Request for Tenancy Packet* and the proposed lease, The rental unit is scheduled for an inspection to ensure that it meets HUD Housing Quality Standards (HQS). There is no charge to the Landlord or the tenant for this inspection. The unit must pass the HQS inspection. When the unit passes the inspection requirements, we will notify the family and the Landlord, requesting a signed and dated copy of the lease between the landlord and the participant, IHC will process the new move in and provide a copy of the HUD *Housing Assistance Payments* (HAP) contract to the landlord. The landlord must sign and date the HAP contract and return it to the IHC before any payment can be issued.

The landlord must Collect the tenant's portion of the rent. The IHC pays the subsidized portion of the monthly rent directly to the owner—generally, this is the difference between a predetermined payment standard and 30 percent of the tenant's adjusted monthly household income.

The landlord must comply with all requirements of the HAP contract and lease. The terms of a lease must be for 1 Year and cannot be changed without the IHC's written acknowledgment.