

Roles, Relationships & Responsibilities

Owner

Owner to SHA

1. Ensures that units consistently meet HQS requirements.
2. Will not charge rent higher than allowed by HAP contract.
3. Provides SHA with copies of all eviction notices.
4. May request rent increases at any time after the initial term of the lease with 60-day notice to Renter/Tenant & SHA.
5. Returns contract in timely manner.
6. Makes HQS repairs promptly.
7. May request a move-out inspection.

Owner to Client

1. Supplies dwelling in good condition including utilities & appliances indicated in lease.
2. Responds reasonably to requests for repairs (works with Renter/Tenant).
3. Charges and holds a Security Deposit that is consistent with Owner's private market tenants.
4. Enforces lease according to lease and State law.
5. Receives Tenant's portion of rent each month.
6. Inspects rental unit on regular basis.

Client to Owner

1. Pays rents on time (no side payments).
2. Uses rental for own home and takes good care of unit.
3. Notifies Owner of needed repairs in timely manner.
4. Allows entry after reasonable notice in accordance with State law.
5. Provides owner a minimum of 30 days written notice after initial term of lease if planning to move.

SHA to Owner

1. Returns phone calls within 24 hours.
2. Checks HQS annually and considers rent increases based on market rents.
3. Completes inspections of new units in a timely manner.
4. Pays Housing Assistance Payment on behalf of client.

Client to SHA

1. Abides by the terms of Owner's lease.
2. Allows inspections with proper notice.
3. Keeps "Family Obligations" that have been explained to the family.
4. Provides SHA with notice given to Owner prior to moving.
5. Leaves unit in reasonably good condition, minus normal wear and tear.
6. Notifies SHA of changes in eligibility such as a family size change.

SHA to Client

1. Pays Owner on behalf of client.
2. Annually conducts a recertification of client eligibility.
3. Assists in referring client to good housing and enforces HQS violations.
4. Notifies client of changes in rent with reasonable notice.
5. Returns phone calls within 24 hours.

Housing Authority

Client (Renter/Tenant)