

### Contact a Housing Specialist:

Voucher Participants are assigned to a Housing Specialist according to client's last name:

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### Equal Housing Opportunity

The Section 8 Program and SHA operate under the federal Fair Housing Law (Title VII of the Civil Rights Act of 1968) and other federal and state housing laws that prohibit discrimination on the basis of sex, race, color, religion, familial status, disability, national ancestry or origin.



### Resources/Information:

HUD: [www.hud.gov/local/or/renting/tenantrights.cfm](http://www.hud.gov/local/or/renting/tenantrights.cfm)

Americans with Disabilities Act: [www.ada.gov](http://www.ada.gov)

Oregon Fair Housing: [www.fhco.org](http://www.fhco.org)

EAP (Mold): <http://www.epa.gov/mold>

Smoke Detector information: [www.oregon.gov/OSP/SFM/docs/Comm\\_Ed/Oregon\\_lawREsmokealarmsfactsheet.pdf](http://www.oregon.gov/OSP/SFM/docs/Comm_Ed/Oregon_lawREsmokealarmsfactsheet.pdf)

Lead Based Paint: [www.oregon.gov/DHS/ph/leadpaint/docs/firmlist.pdf](http://www.oregon.gov/DHS/ph/leadpaint/docs/firmlist.pdf)

Federal Fair Housing: [www.civilrights.org](http://www.civilrights.org)



## Landlord Information

## Section 8 Housing Choice Voucher Program

**Drug & Violence-Free Housing**  
The Salem Housing Authority is committed to promoting drug and violence-free housing. All families are screened for drug-related and violent criminal activity.

Salem Housing Authority  
360 Church St. SE  
Salem Oregon 97301  
503-588-6368  
[housing@cityofsalem.net](mailto:housing@cityofsalem.net)  
[www.cityofsalem.net/sha](http://www.cityofsalem.net/sha)

## What is the Housing Choice Voucher Program?

The Housing Choice Voucher (HCV) Program is a rental assistance program funded by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the Salem Housing Authority (SHA). HUD's HCV program provides rental assistance to very low income families, the elderly and persons with disabilities so that they can live in decent, safe and sanitary housing. Program participants may use their Voucher to find their own housing including single family homes, townhomes and apartments. SHA assists owners and landlords that rent to HCV tenants in the cities of Salem and Keizer within the Salem Urban Growth Boundary.

## What are My Benefits as a Landlord?

Landlords who participate in the program are helping low-income Salem area citizens obtain the most basic of needs—housing. In addition, landlords can gain these business benefits:

- Guaranteed receipt of SHA's portion of the contract rent.
- Lower vacancy rates and reduced tenant turnover.
- The ability to charge a market rate security deposit. SHA may provide the landlord with the potential tenant's current and previous address (if known) as well as available rental history information.

## What are My Responsibilities?

Under the HUD Section 8 Program, landlords must make repairs on the property, if required, and comply with all federal, state and local fair housing laws and permit inspections of the unit as requested by SHA. Landlords must comply with the terms of the lease and HUD Tenancy Addendum, the Housing Assistance Payments Contract, and Oregon Landlord tenant laws.

## What Kind of Housing Qualifies?

Almost any kind of safe, decent and sanitary housing qualifies. Units can include apartments and single family homes.

To be accepted there must be an adequate living area and heating, electrical water and sewer systems.

The home must be free from any conditions that might endanger the health and safety of the participant. To ensure the home meets these criteria SHA must conduct and the unit must pass a housing quality standards inspection.

## Must I Accept Everyone with an SHA-issued Voucher as a Potential Renter?

No. You should apply the same pre-rental screening standards to SHA participants that you would to a non-subsidized renter. It's very important to check references and rental history to ensure you select a suitable tenant.

## What are a Participant's Responsibilities?

In order to remain in the Federal Section 8 Rental Assistance Program participants must do the following:

- Comply with all terms of the lease.
- Pay their share of the rent on time and be a good neighbor.
- Pay their utilities (if any).
- Not damage the rental property, beyond normal wear-and-tear.
- Notify the SHA main office and landlord if they wish to move to another unit.
- Permit annual inspections to insure the rental property is in good condition.
- Immediately report any changes in their household composition and income.
- Avoid illegal activity by any family member or guest
- The family must not own or have any interest in the unit (exclusions may be made for reasonable accommodation).

## Moves

The lease and the HAP contract may be terminated in accordance with Oregon landlord-tenant law. If the tenant decides to cancel a written move notice after the one year lease ends, the landlord's approval to rescind the notice will be required in order for housing assistance payments to continue.



## Finding Tenants

Once a Voucher is issued, a participant can decide to use the voucher in their current unit or may choose to move. The landlord should request to see the participant's Request for Tenancy Approval (RFTA) packet to confirm that the Voucher is active. Owners and landlords with vacant units may phone or email a request to list units with SHA. Participants will contact the owner or landlord directly about available units. To list a unit, call: **503-373-3802** or Email: [housing@cityofsalem.net](mailto:housing@cityofsalem.net).

## Lease

It is the responsibility of landlords and owners to screen for suitability of tenants. Landlord references should be checked and prospective tenants screened using the same criteria as for any other renter. Once the tenant is selected, the owner or landlord must complete their portion of the RFTA packet and ask the participant to complete and return the packet to SHA. Once SHA receives the packet, an HQS inspection will be scheduled within 3 to 5 days. If the unit fails the HQS inspection or rent is determined to be too high for the program guidelines the landlord will be promptly notified. Landlords have the option of making corrections within 30 days in order to remain with the Voucher program. Once a unit passes inspection and rent is determined to be reasonable, the tenant may take possession on the unit and the lease will begin.

## Re-examinations and Inspections

Prior to the annual anniversary date of the lease, SHA will re-examine and re-verify the tenant's eligibility, including a re-inspection of the unit. The criteria for the annual inspection is the same as for the initial inspection. The unit must pass inspection, or corrections made timely after a failed inspection, in order to maintain housing assistance payments. If corrections are not made SHA is required to stop landlord/owner payment. During this time the participant is only responsible for their portion of rent. Contact a housing specialist for more information about this provision.