



MARIETTA HOUSING AUTHORITY

95 Cole Street
Marietta, Georgia 30060
(770) 419-3200 fax: (770) 419-3232

Landlord Packet

Thank you for your interest in serving as a participating Landlord/Owner in the Housing Choice Voucher [HCV] Program for the Marietta Housing Authority [MHA]. Your prospective tenant should provide you with two packets (1) this Landlord Packet and (2) the RTA Packet. Part 1 of the Landlord Packet is for new landlord set-up. Part 2 must be completed for new units (unless this unit is a part of a complex on which information has already been collected). The RTA Packet is discussed later.

Prospective Tenant _____

Caseworker Assigned _____ at 770-419-3200 Ext. _____

1. New Landlord Set-Up:

- I/My Company is already set up in the MHA system. My landlord number is _____. Skip to Part 2.
I/My Company wishes to be set up in the MHA system.

You are required to provide items A through E in order to establish an account for you in our system. Because your privacy is very important, this New Landlord Set-up process can be completed by providing this information directly to the caseworker listed above,

- A. Pictured I-D
B. Copy of Social Security card or FEIN
C. Form W-9
D. Voided check; no starter checks accepted
E-1. Provide Phone Number: _____
E-2: Provide Email address: _____

2. Establishing Property Ownership

We require you to provide items F through J for every housing unit under consideration for program participation. This confidential information may also be provided directly to the housing caseworker listed above

- F. Copy of unexecuted Lease between you and the tenant; MUST be submitted for every tenant
G. Recorded warranty deed or not applicable if previously submitted for this specific property
H. Current mortgage statement or not applicable with self certification of no mortgage
J. Management agreement or Power of Attorney or agent of a single complex is approved to sign on Owner's behalf or not applicable

SUBMITTAL PROCESS

Submitted by (print) _____ Signature _____
Date _____

White copy: submitted to MHA with checked documents
Pink copy: Landlord keeps pink copy for your records

MHA USE ONLY: Assigned LL number _____

OUR WEBSITE HAS MORE DETAILED INFORMATION REGARDING ALL OF THESE SUBJECTS.

3. Requesting Tenancy

Your prospective tenant will also provide you with the RTA Packet. These RTA Packet documents must be submitted to MHA in person by the client or the prospective landlord. We do not accept RTA Packet documents sent in by mail or fax; exceptions are granted only as Reasonable Accommodation.

- K. Checklist for Tenancy Approval
- L. Request for Tenancy Approval [the actual RTA]
- M. LBP Disclosure form
- N. Violence Against Women (VAWA) Lease Addendum
- Q. Landlord Certification

4. Getting ready for the inspection

If you are a new landlord, an account must be set-up by the Finance Department before the caseworker can forward the unit information to the Inspections Department. You will be contacted by the assigned inspector to arrange access to the unit for the Housing Quality Standards (HQS) inspection.

A more detailed listing of how to get your unit ready for inspection is found on our website at www.mariettahousingauthority.org.

If the unit passes, the inspector will give you the Confirmation of Move-In form. You and your tenant must complete this form and return it within 48 hours of the actual move-in date.

If the unit fails, the inspector will identify the deficiencies that require your attention. When these items are corrected, notify the inspector and coordinate a re-inspection of the unit. If the unit fails at the re-inspection, MHA will no longer consider this unit for program participation.

If MHA is not notified that the deficiencies have been corrected within 30 days of the initial inspection, MHA will no longer consider this unit for program participation.

5. Finalizing Tenancy & Receiving Payment

After submission of the Confirmation of Move-In form, the caseworker will contact you in order to execute the final documents in this process.

- P. Housing Assistance Payments Contract [HAP] – HAP must be executed within 60 days of the effective date of the contract. We cannot honor a HAP not executed within the 60 day deadline.
- R. Copy of executed Lease - you are advised that MHA will add the HUD Tenancy Addendum to your lease making it in compliance with HUD regulations. You can obtain a copy of this document from MHA, from our website, or access it on the HUD website.

We cannot make any payments on behalf of this tenant until ALL of these documents have been executed and returned to MHA.

General Business Concerns and Screening Your Tenant

- The prospective tenant finds you. This is a tenant-based program; therefore, the client locates you through any means any other prospective tenant would find you. We encourage families to use www.georgiahousingsearch.org as an effective and efficient means of locating suitable housing.
- Ensure that the tenant has a valid Housing Choice Voucher, which identifies them as an *eligible* program participant. The issuance and expiration dates on the Voucher set the time frame in which a tenant is eligible to seek housing. The RTA Packet and Landlord Packet must be submitted to MHA on or before the expiration date of the Voucher. Ask the tenant to see his/her voucher.
- You may ask the family to discuss the maximum rent amount established by their housing caseworker; your rent cannot exceed this amount.
- You may not treat the assisted family differently than any other renter [deposit, rental amount charged, etc]
- You should take a thorough application and screen the family's rental history, credit, work, banking, status of utility services etc.
- Even though the tenant family is determined by MHA to be eligible for the program, ***the owner must approve the family as a suitable tenant.*** MHA recognizes the owner has approved the family when the tenant submits the RTA Packet documents to us.
- Although we enter into a Contract with you to provide decent, safe and sanitary housing, ***the family renting your unit is YOUR tenant, subject to the same laws and regulations as any other tenant.*** You should take steps to screen an HCV tenant in the same manner that you do any other potential tenant.
- You should make an objective assessment of your property's value and what it should rent for on the open market; payment standards have nothing to do with rent.
- Do not depend on the MHA to meet monthly mortgage payments.
- Always have the family inspect the actual unit for rent, not a similar or model unit.
- Be prepared for your property to be inspected at any time; special or audit inspections sometimes occur; by virtue of your endorsement/receipt of deposited funds, you are certifying that the unit meets HQS at all times per the HAP contract.
- MHA inspects units according to HUD Housing Quality Standards. We also conduct a rent reasonableness test before the unit is considered for inspection. This is HUD's assurance that a fair rent is being paid for the unit and, in turn, that the program does not artificially impact rents in the community.
- You must NOT make any "side arrangements" with the family regarding deposit or rent amounts.
- You may contact MHA for the name, address and telephone number of the family's current landlord/owner; tenants have been advised we are required to provide this information if requested.
- You must ensure that the family members listed on your lease are the only persons to occupy the assisted unit.
- You may not be related to any member of the family in any of the following ways: parent, child grandparent, grandchild, sister or brother, unless the family includes a member with a disability and the unit accommodates the disability.

Attachments to Landlord Packet:

- (Sample) Landlord Certification – MHA 3810
- (Blank) W-9 form - MHA 8130