

Advertising

Owners may advertise their rental units in the WHC's rental book, local newspapers, and online via Westland.goSection8.com, michiganhousinglocator.com or similar websites. Contact the WHC or access the City of Westland website to obtain forms. Housing information and documents will be provided upon request.



Owner Compliance

At all times, it is understood that the owner shall comply with Michigan State Law in regard to procedures, notification requirements, due process, record keeping, etc. while participating in the Housing Choice Voucher program. This includes the areas of security deposit, damages, unpaid rent and eviction. The regulations of the Housing Choice Voucher program are supplemental and in addition to State Law.

Failure to comply with Michigan State Law may lessen owner rights to receive reimbursement for claims made at a later date. Contact an attorney or other legal entity regarding matters pertaining to landlord responsibilities and rights under Michigan State Law.



City of
WESTLAND
www.cityofwestland.com

Michael P. Londeau, Mayor

For further information, contact:

Westland Housing Commission
Jefferson Barns
Community Vitality Center
32150 Dorsey Road
Westland, MI 48186
(734) 595-0288
WHC@cityofwestland.com

www.cityofwestland.com

Government, Housing & Community Development
Housing Choice Voucher Program

[www.hud.gov/program_offices/
public_indian_housing/programs/hcv/landlord](http://www.hud.gov/program_offices/public_indian_housing/programs/hcv/landlord)

Federal and State Law, as well as the City of Westland Fair Housing Ordinance, prohibits discrimination in the sale, rental, lease, use, occupancy, financing or rehabilitation of new or existing housing units on the basis of age, race, sex, color, religion, national origin, or marital status.

This publication is issued for your information under authority of PA 346 of 1966, and Section 8 of the U.S. Housing Act of 1937.



EQUAL HOUSING OPPORTUNITY



Guidelines for Owners

of the

Housing Choice Voucher Program



Westland Housing Commission



EQUAL HOUSING OPPORTUNITY



What is the Housing Choice Voucher Program?

The Housing Choice Voucher program (HCV) is a federally-funded program through the U.S. Department of Housing and Urban Development (HUD).

The HCV program provides money to help individuals and families pay their rent. The Westland Housing Commission (WHC) pays a portion of the contract rent directly to the owner via direct deposit. The participant is responsible to pay the remaining rent balance that is not paid by the WHC.



Participant Selection

The WHC does not pre-screen participants for suitability or behavior. As with any other private market tenant, this is the responsibility of the owner.

Program Requirements

1. OWNERSHIP / PROPERTY TAXES / RENTAL CERTIFICATION — Owners must provide proof of ownership and proof of fully paid property taxes annually. If the unit is located in Westland, the unit must be registered with the Rental Certification Program.
2. INSPECTION—The unit must comply with HUD's minimum Housing Quality Standards inspection performed by the WHC. The owner is responsible for any repairs required to keep the unit in a decent, safe, and sanitary condition. Necessary repairs must be completed or the HAP payments may be abated.
3. HOUSING ASSISTANCE PAYMENTS CONTRACT—The WHC will execute a Housing Assistance Payments (HAP) contract with the owner in order to assist the participant in the payment of the rent. The HAP contract begins the same day as the lease.

4. LEASE—The owner and participant must execute a lease agreement beginning the same day as the HAP contract. The lease must contain minimum HUD requirements. Once the lease begins, it shall continue until the lease is terminated by one of the following scenarios:

- (a) BY PARTICIPANT—After one year of occupancy, the participant may terminate the lease with a 30-day advance written notice to the owner and the WHC.
- (b) BY MUTUAL AGREEMENT—The participant and owner may mutually agree to terminate the lease in writing on a form provided by the WHC.
- (c) BY OWNER—The owner may terminate the lease at any time for the reasons given below. All of these reasons require an eviction notice to be sent to the participant with a copy sent to the WHC.
 - Serious or repeated violation of the terms and conditions of the lease.
 - Violation of federal, state, or local law which imposes obligations on the participant in connection with the occupancy or the use of the unit and surrounding premises.
 - Other good cause (not allowed during the first year of the lease). The following includes, but is not limited to, examples of causes:
 - Disturbance of neighbors or destruction of property
 - Criminal activity by family members
 - Owner's desire to utilize the unit for personal use
 - Sale of property, renovation of unit, or a desire to raise the rent

If the participant is no longer eligible for assistance under the HCV program or terminated by the WHC, the HAP contract will terminate. The owner then has two options: allow the tenant to remain in the unit paying the full contract rent or terminate the tenant from the unit by giving the tenant a 30-day advance notice of termination, as required by state law.

Lease / Rent Adjustments

Before the end of the initial year of occupancy and annually thereafter, the WHC will contact the participant and the owner for recertification. The participant must provide updated income and family information and allow the unit to be inspected. The owner must notify the participant and the WHC of changes in the lease. Rent increases are allowed ONLY at the annual recertification. A rent adjustment notification will be issued by the WHC stating the new HAP and tenant rent amounts.

If a participant is late when providing updated information, the WHC may delay HAP payments to the owner. In this situation, the participant is responsible for the change in tenant rent, retroactively back to the effective date of the change.



Contract Rent, HAP, and Tenant Rent

The WHC will calculate the HAP and the tenant rent based on the contract rent. The landlord may not require the tenant to pay side payments in excess of the tenant rent calculated by the WHC. The contract rent must remain in effect for each one year term after the annual recertification. Participants of the HCV program are required to pay 30% (but no more than 40%) of their income towards rent and utilities.

