

Landlord Guide to Leasing a Voucher Holder

Landlords should utilize listing sites like www.gosection8.com and other resources to post the unit(s) and indicate that Section 8 Housing Choice Vouchers (HCV) are accepted. Prospective tenants will contact the landlord if they are interested in the unit(s). Although the Housing Authority of the County of San Diego (HACSD) conducts screenings for all participants on the HCV program, landlords are encouraged to conduct their own screening to determine the suitability of prospective tenants.

Once the landlord identifies a prospective tenant for the unit, the tenant will provide the landlord with the Request for Tenancy Approval (RFTA) packet. This packet includes all the pertinent information and forms required to start the move process. Once the landlord has completed and signed the RFTA packet, the landlord returns the RFTA packet to the Housing Specialist. For new landlords, the following documents and copies should be submitted with the RFTA; completed W-9, owner's social security card, owner's driver license, Direct Deposit form, voided check, property management agreement and EIN Assignment letter from the IRS (Form SS-4) if applicable.

The Housing Specialist will review the RFTA packet to ensure the appropriate documents have been completed and signed and it meets all criteria. The gross rent cannot exceed what the family can afford to pay and the rent must be reasonable. The Housing Specialist compares the requested rent on other units on the premises with tenants who do not receive rental assistance, as well as other comparable nearby unassisted rental units in the market. The Housing Specialist will take into account other factors such as the quality of the unit, unit type, unit size, age of the unit, amenities and utilities provided by the landlord.

Once the Housing Specialist determines the RFTA packet meets all criteria, the Housing Specialist sends a request for an inspection of the unit. The inspection unit will contact the landlord to schedule an appointment for the inspection. The HACSD is required to ensure all units occupied by tenants with a Section 8 Housing Choice Voucher meet the Housing Quality Standards, which are set by the U.S. Department of Housing and Urban Development.

The tenant can move in once the unit passes inspection and the tenant's 30-day notice period to their previous landlord has passed. Once the signed Housing Assistance Payments Contract and Lease are received, the Housing Specialist will process and issue the housing assistance payment (HAP). The HAP will be deposited into the landlord's account each month. The HACSD will continue to issue payments as long as the unit meets Housing Quality Standards and the assisted family meets eligibility requirements and complies with program rules and regulations.