

BIG STONE GAP REDEVELOPMENT & HOUSING AUTHORITY

PO BOX 536 BIG STONE GAP, VA 24219 276-523-4788 BSGHA@BSGHA.ORG

OWNER PACKET – Housing Choice Voucher Program

Welcome, we are so glad you are considering or have chosen to participate as a landlord on our voucher program! Please read the following information to familiarize yourself with the operation of this program.

Please make sure that the following forms are completed and **all items are attached** when returning this information. We will not schedule an inspection for the unit until all forms are returned. Also, please note that we will not schedule an inspection unless water and electricity are turned on in the unit.

<input type="checkbox"/> Request for Tenancy Approval	<input type="checkbox"/> Lease – Signed by Tenant and Owner
<input type="checkbox"/> Owner Application (One Per Year)	<input type="checkbox"/> Most Recent Tax Ticket (Ownership Proof)
<input type="checkbox"/> Rent Reasonableness Data Sheet	<input type="checkbox"/> IRS W-9 (Only If New Landlord)
<input type="checkbox"/> Direct Deposit Form (If Not On File)	<input type="checkbox"/> Cancelled Check/Deposit Slip For Direct Dep.

- ❖ WHEN ALL FORMS ARE COMPLETED AND RETURNED TO THE BSGHA OFFICE, WE MUST INSURE THAT THE REQUESTED RENT FOR THE UNIT IS COMPARABLE TO OTHER UNASSISTED UNITS LOCATED IN THE SAME AREA.
- ❖ BSGHA MAY NOT APPROVE A UNIT FOR LEASE IF THE OWNER IS THE PARENT, CHILD, GRANDPARENT, GRANDCHILD, SISTER OR BROTHER OF THE VOUCHER HOLDER & FAMILY, WHICH IS SEEKING TO RENT THE UNIT. THIS DOES INCLUDE STEP-FAMILY. BSGHA COULD STILL APPROVE THE UNIT FOR LEASE, IF IT IS DETERMINED THAT THE UNIT WOULD PROVIDE A REASONABLE ACCOMMODATION FOR A FAMILY MEMBER WHO IS A PERSON WITH DISABILITIES.
- ❖ THE OWNER IS RESPONSIBLE FOR SCREENING THE RENTAL HISTORY OF THE FAMILY. THE HOUSING AUTHORITY SCREENS THE CRIMINAL HISTORY BUT NOT RENTAL HISTORY.
- ❖ IT IS NOT ENCOURAGED FOR THE FAMILY TO MOVE INTO A UNIT PRIOR TO THE UNIT PASSING THE HQS INSPECTION. HOWEVER, IF YOU CHOOSE TO ALLOW A FAMILY TO MOVE IN, THE HOUSING AUTHORITY WILL NOT PAY UNTIL THE UNIT PASSES INSPECTION. ANY CHARGES FOR RENT PRIOR TO THAT TIME WILL BE THE RESPONSIBILITY OF THE FAMILY.
- ❖ THE OWNER CANNOT CHARGE THE TENANT ANY AMOUNT ABOVE THAT APPROVED BY BSGHA. ANY ADDITIONAL PAYMENTS ASKED FOR OR PAID ABOVE THE APPROVED RENT WILL BE GROUNDS FOR TERMINATION OF THE FAMILY AND BARRING THE LANDLORD FROM PARTICIPATION OF THE HCV PROGRAM.
- ❖ THE FAMILY IS RESPONSIBLE FOR PAYING THE SECURITY DEPOSIT. BSGHA DOES NOT ASSIST WITH SECURITY DEPOSIT PAYMENTS.
- ❖ THE TENANT WILL PAY THEIR PORTION OF THE RENT DIRECTLY TO THE LANDLORD AND BSGHA WILL SEND OUR PORTION OF THE RENT DIRECTLY TO THE LANDLORD. OUR PAYMENT WILL BE SENT TO YOU AROUND THE 5TH OF EVERY MONTH.
- ❖ BSGHA WILL PRO-RATE ANY AMOUNT OWED FROM THE DAY THE UNIT PASSES INSPECTION AFTER THE FIRST OF THE MONTH.