



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 711 TTY ■ www.housingforhouston.com

Dear Prospective Landlord,

Thank you for your interest in partnering with the Houston Housing Authority through the Housing Choice Voucher Program. Your participation helps provide safe, affordable housing to low-income families, seniors, veterans, and individuals with disabilities in our community.

The Voucher Program Operations is a publicly funded program that provides rental assistance in the private market to eligible low-income families, the elderly, and people with disabilities. Congress created the HCV Program as part of the Housing and Community Development Act. The U.S. Department of Housing and Urban Development (HUD) funds the Program and provides regulations and guidelines for the Houston Housing Authority (HHA).

The Program improves living conditions for participant families while making rent affordable. Through partnerships with property owners like you, the HCV Program offers voucher holders a diverse range of housing options, including apartments, duplexes, single-family homes, townhouses, and condominiums.

Attached are frequently asked questions that potential landlords may have. They will give you key information on the benefits of the program, how to get started, and what to expect as a participating landlord.

We look forward to working with you.

Sincerely,

Donna Dixon

Why should I rent to an HCV participant?

- Guaranteed monthly payments from HHA
 - Reduced vacancy rates
 - Access to a large pool of pre-qualified tenants
 - Support from HHA staff throughout the process
 - Opportunity to help Houston families in need
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3. How do I list my property for HCV tenants?

You can list your available units for free on www.affordablehousing.com, a website used by voucher holders to find eligible units.

4. How do I get started as a new landlord?

You'll need to:

- List your unit
 - Screen and approve a tenant with a voucher
 - Complete a **Request for Tenancy Approval (RFTA)**
 - Pass a Housing Quality Standards (HQS) inspection
 - Sign a lease and HAP (Housing Assistance Payments) contract with HHA
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5. Who screens the tenants?

You do. HHA determines voucher eligibility, but **landlords are responsible** for screening tenants for creditworthiness, background, references, and rental history—just like with any private market tenant.

6. Can I charge a security deposit?

Yes. You may charge a security deposit just as you would for non-HCV tenants, but it must be within **reasonable and legal limits** under Texas law.

7. How much rent can I charge?

Rents must be comparable to those of similar unassisted units in the same area and within the HHA's **Payment Standards**. HHA will conduct a **rent reasonableness assessment** as part of the approval process.

8. When do I start receiving payments?

After the lease and HAP contract are signed and the tenant moves in, HHA will begin making monthly payments, usually around the **first of the month** via direct deposit.

9. Who pays the rest of the rent?

The **tenant pays a portion** of the rent directly to you. The amount is based on their income, and HHA pays the difference. In some cases, the tenant will not have a portion.

10. What happens if the tenant damages the unit?

You may take appropriate legal action, including applying the security deposit or pursuing eviction.

11. What happens during the inspection?

Your unit must pass a **Housing Quality Standards (HQS)** inspection before the lease starts. Annual or special inspections may occur afterward. You'll receive a checklist in advance to prepare.

12. What if I want to raise the rent?

You must request a rent increase in writing to HHA **at least 60 days** prior to its effective date. HHA will review it for **reasonableness and compliance**.

13. Can I evict a voucher tenant?

Yes. You must follow the **Texas Property Code** and the terms of your lease. You must also notify HHA in writing of your intent to evict and provide documentation.

14. Is there a contract with HHA?

Yes. Landlords sign a **Housing Assistance Payment (HAP) contract** with HHA in addition to the lease agreement with the tenant.

15. Who do I contact for help or questions?

- Adrian Hudspeth, Landlord Liaison: (713) 260-0751
- Kelli Wesley, Landlord Liaison: (713) 260-0316