



Section 8 Offices  
23B Glade Street, West Haven, CT 06516  
Tel: (203) 934-9266  
Fax: (203) 937-0306  
TTD/TTY 1-800-545-1833 X 901  
Section 8 Inspection office  
Tel: (203) 691-8444

Equal Opportunity Housing

**BOARD OF COMMISSIONERS**

Rosemarie Paine, Chairwoman  
John R. O'Connor, Vice-Chairman  
Wayne A. Orio, Treasurer  
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*John P. Counter*

Executive Director

**SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM**

**OWNER'S GUIDE**

The Section 8 Housing Assistance Payments (HAP) Program is a federally funded program administered by our local Housing Authority (HA); it provides housing assistance to eligible very low-income families. The program enables families to obtain decent, safe and sanitary housing by subsidizing a portion of family dwellings, apartment buildings, legal accessory apartments, and town houses/condominiums are eligible. The owner retains the normal management rights and responsibilities including tenant screening and selection, rent collection, property maintenance and lease termination.

**WHO PARTICIPATES IN THE SECTION 8 HAP PROGRAM?**

The Section 8 Program assists very low-income households. The Housing Authority selects families who meet income and eligibility requirements. A participating family may choose to remain in its current unit or move to another unit.

**HOW IS RENTAL ASSISTANCE PROVIDED?**

The Housing Authority calculates the amount of assistance each family receives. The level of assistance is based on family size and income. Under the Voucher Program, all tenants will pay an amount based on family size and income. Under the Voucher Program, all tenants will pay an amount based on thirty percent of their monthly-adjusted income.

After the approval of a prospective rental unit, this office will prepare the Housing Assistance Payments (HAP) Contract and Tenancy Addendum. The landlord will be required to supply a copy of the lease signed by both parties. Each Month the HA will make Housing assistance payments directly to the owner. These payments are made as long as the family continues to be eligible and as long as the unit meets program requirements.



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## **SECURITY DEPOSITS**

An Owner may collect a security deposit in conformance with private non-market practice and in accordance with the security deposits he/she collects from non-subsidized tenants; not to exceed two month's rent.

When the tenant moves out of the unit, the owner may use the security deposit as a reimbursement for any unpaid rent, tenant caused damages or any other amounts the tenant owes under the lease. The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item within thirty (30) days. After deducting the amount, if any, used to reimburse the owner, the owner must refund the full amount of the unused balance to the tenant in accordance with the state and local law.

## **THE LEASE**

All owners are required to execute a lease with their tenant. The lease form must be in the standard form used in the locality by the owner. The lease must contain terms that are consistent with State and local law, and that apply generally to unassisted tenants in the same property. The HAP contract and the lease must contain the HUD prescribed tenancy addendum.

## **HOUSING QUALITY STANDARDS**

All units in the Section 8 Program must meet the health, safety, security and occupancy standard of the program and must comply with all local codes and/or ordinances. The unit must pass inspection before the tenant moves in. If the unit fails the initial inspection, the owner has the choice to comply with the repairs or select a non-assisted tenant.

## **HOUSING AUTHORITY APPROVAL OF HOUSING UNITS**

Should you decide to lease your unit to a Section 8 participant, the following documents must be submitted to this office:

1. A completed and signed "Request for Lease Approval" form with attachments, (this form is provided by the HA).
2. Proof of ownership from the landlord (This must be supplied for ALL rental units).



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## **TENANT RESPONSIBILITIES**

1. The tenant must fulfill family obligations as listed on their Voucher.
2. The tenant must comply with the terms and conditions of the lease and the Tenancy Addendum.
3. The tenant is responsible for paying their rental portion each month.
4. The tenant is responsible for payment of utilities, which are not included in the contract rent.
5. The tenant is required to maintain the unit and to report any problems to the landlord.

## **ANNUAL RECERTIFICATIONS, UNIT INSPECTIONS AND LEASE RENEWALS**

### **Tenant Income, Family composition and ongoing Eligibility**

A change in the tenant's income and/or family circumstances is likely to result in a change in the portion of rent paid by the tenant and by the HA. The tenant must notify the HA of any changes that may occur. The owner and tenant will be notified in writing by the HA of new amounts.

### **Condition of the Property and level of Maintenance**

The PHA inspects the unit each year to insure that it continues to meet the HUD Housing Quality Standards (HQS). The HA will not continue to contract if the unit does not meet the HQS. These inspections also help you to stay informed about the condition of your property and help prevent deterioration.

The federal regulations prohibit this office from subsidizing any unit that fails inspection. For units under HAP Contract which fail inspection, an owner is provided no more than thirty (30) days to make the necessary repairs to bring the unit into compliance with the HQS. If the unit has not passed the inspection by the deadline date stated in our notice to you, HAP Contract will be promptly cancelled. If there are extenuating circumstances that prevent you from making repairs within the time frame allowed, you must request an extension IN WRITING. This office will make a case by case determination regarding the granting of extensions.

Continual HQS violations by the owner is cause for the HA not to enter into any new contracts with this owner.

Tenants are held accountable for any HQS violations, which are the results of tenant damage,



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due to neglect, use or misuse, by themselves family members and guests. The tenant will be required to make these repairs within 15 days. If the tenant fails to make the repairs, their assistance will be terminated in accordance with the federal law. The HAP contract will be terminated with no less than thirty (30) days notice to the landlord. A letter will be sent to you and your tenant pursuant to the housing inspection.

This correspondence will itemize tenant and landlord repairs so each party will have a clear idea of which repairs are their responsibility. If the owner completes the tenant repairs they have the right to bill the tenant, in writing, for these repairs.

## **FRAUD PREVENTION AND CONTROL**

Incidence of fraud, willful misrepresentation or intent to deceive with regard to the Section 8 HAP Program is criminal acts. It is considered fraudulent for an owner to commit any of the following:

- Requiring extra ("side") payments in excess of the family's share of the rent.
- Collecting assistance payments for units not occupied by the Section 8 Tenants.
- When the owner resides in the unit being subsidized.
- Bribing HA employees and/or contractor of the HA to certify sub-standard units as standard.
- Misrepresentation of relationship to family. The owner (including a principal or other interested party) cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the family unless the HA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

Some examples of fraud involving tenants are:

- Willful misrepresentation of total family income and/or composition.
- Sub-leasing the unit to an unassisted person/family.
- Not using the unit as their full-time residence.

Any landlord or tenant found guilty of fraud will be terminated from the Section 8 Program. Tenants and Owners can also be terminated by criminal and drug activity. Owners are encouraged not to condone fraud by their tenants and to enforce the lease by notifying your tenant of any lease violation and the consequence of non-compliance with the lease. Remember, when the HA terminates the tenant for fraud you will no longer be entitled to Housing Authority Payments and you will be responsible for evicting the family from your unit.



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## **TENANT SCREENING**

It is the responsibility of the owner to select and screen their prospective tenants. To comply with equal housing laws, all tenants should be subject to the same criteria for eligibility. If careful screening is done you are more likely to rent to a tenant who will maintain the unit and pay their portion of the rent.

## **NON-DISCRIMINATION IN HOUSING**

In the selection of tenants, provision of services, or in any other manner, federal law states that an owner may not discriminate against any person because of race, color, religion, sex, handicap, marital status or national origin. Additionally, Connecticut State law prohibits discrimination based on income because the Section 8 subsidy is considered a legal source of income.

## **OUTREACH TO OWNERS**

The Housing Authority is always seeking opportunities for housing, which is decent safe and sanitary for our Section 8 families in all areas of the city. You are encouraged to list any units you may have for rent by contacting this office. This list of available units is provided to eligible families upon their request. The HA is particularly interested in units that may be accessible to the disabled or the handicapped. Please be aware that we will not allow any owners who have committed fraud, bribery or other corrupt or criminal acts to participate in the program.

For more information about the Housing Assistance Payments Program, please contact:

**Savin Rock Communities  
SECTION 8 PROGRAM  
23B GLADE STREET  
WEST HAVEN, CT 06516  
203-934-8671**

Helpful web sites: [www.Hud.gov](http://www.Hud.gov)  
[www.ct.gov](http://www.ct.gov) , judicial dept. – landlord/tenant law  
judicial dept - housing court case look up.  
[www.Nahro.org](http://www.Nahro.org)