

CHA's Housing Choice Voucher Program

Three-Way Partnership

CHA's Responsibilities	Landlord's Responsibilities	Family Responsibilities to the Landlord and CHA
<ul style="list-style-type: none"> • Determine family eligible for Housing Choice Voucher participation • Approve units and leases • Review and approve rental amount for each unit • Determine family eligibility annually • Inspect subsidized units annually or biennially • Conduct special inspections • Ensure landlords and families comply with program rules • Provide families and landlords with prompt, professional service • Calculate family share of the rent and the Housing Assistance Payment (HAP) • Issue Housing Assistance Payments (HAP) in a timely manner • Establish utility allowances 	<ul style="list-style-type: none"> • Screen families who apply to determine suitability as renters. • Comply with Fair Housing Laws & Lead law requirements • Maintain the housing unit by making necessary repairs, in accordance with State law and Housing Quality Standards (HQS) • Comply with the terms of the HAP Contract • Collect the security deposit and rent due from the family on time. • Comply with and enforce the lease 	<ul style="list-style-type: none"> • Abide by the terms of the lease • Pay the security deposit and rent on time • Maintain and take care of the housing unit • Provide utilities that are not furnished by the landlord • Keep utility accounts current • Be responsible for damages to the unit or premises beyond normal wear and tear • Abide by CHA Family Obligations

