



BREMERTON
HOUSING
AUTHORITY

About the Section 8 Program

Presented by the Bremerton Housing Authority

www.bremertonhousing.org | 360-616-7142 | landlord@bremertonhousing.org

A little bit about the Section 8 program



- Section 8 is also referred to as the HCV (Housing Choice Voucher) program.
- Funding comes from the federal government. This is done through the department of Housing and Urban Development (HUD), who administers this funding to Public Housing Authorities (like BHA), who in turn manage the programs locally.
- Different types of Section 8 programs that all fall under the Section 8 umbrella:
 1. “Regular” Section 8 HCVs (what most people think of when they hear “Section 8”).
 2. Emergency Housing Vouchers (EHVs) that were recently authorized and implemented under the 2021 American Rescue Plan Act.
 3. Veteran’s Assistance Supportive Housing (VASH) vouchers, a joint program between BHA and the VA, whose purpose is to move homeless veterans into housing.
 4. And more...

Benefits of working with Section 8

- ✓ **Reliable and on-time rent payments from BHA:** If the tenant loses their income in some way, they report it to us, and we can adjust their portion accordingly. During COVID, many landlords expressed their appreciation for the stability of receiving their rent portion from BHA uninterrupted.
- ✓ **Less turnover costs on average:** Section 8 tenants tend to stay in their units longer, which reduces costs related to turning a unit as well as spending the time and money on finding new tenants to fill a vacancy.
- ✓ **The Landlord Mitigation Fund Program:** as mentioned a bit earlier, there are funds available only to landlords who rent to a tenant receiving a subsidy like Section 8. These funds are designed to offer an incentive to work with the HCV program as well as to provide extra security to landlords. A handout is available for those interested in learning more.
- ✓ **A dedicated point-of-contact at BHA:** Lori Reisinger, BHA's Landlord Liaison.

Additional programs BHA administers

FSS: Family Self-Sufficiency Program

FSS is a voluntary work-based program designed to enable eligible voucher households to increase their earned income and become more economically self-sufficient

ROSS: Resident Opportunities Self-Sufficiency

Similar to FSS, this program's purpose is to assist BHA program participants in achieving their economic opportunity goals by connecting them to training, job placement and other opportunities

Ready to Rent

A newly unrolled program, this voluntary 6-week renter training is administered by BHA's Landlord Liaison. Its purpose is to give participants the tools and knowledge they'd need to succeed as tenants. A handout is available for landlords interested in learning more about how this program can benefit them.

Who are BHA's households?

- BHA serves over 1,500 households all throughout Kitsap and Mason counties
- Over half of all voucher holder households are either elderly and/or disabled
- Roughly 45% of voucher holders are single person households
- As the cost-of-living increases, more and more working families rely on Section 8 rental assistance to make ends meet
- Generally, Section 8 households tend to be longer-term tenants (averaging 7-8 years)
- VASH households – homeless veterans are helped through a partnership between BHA and the VA
- EHV households – families fleeing domestic violence, are experiencing homelessness, or are in danger of homelessness

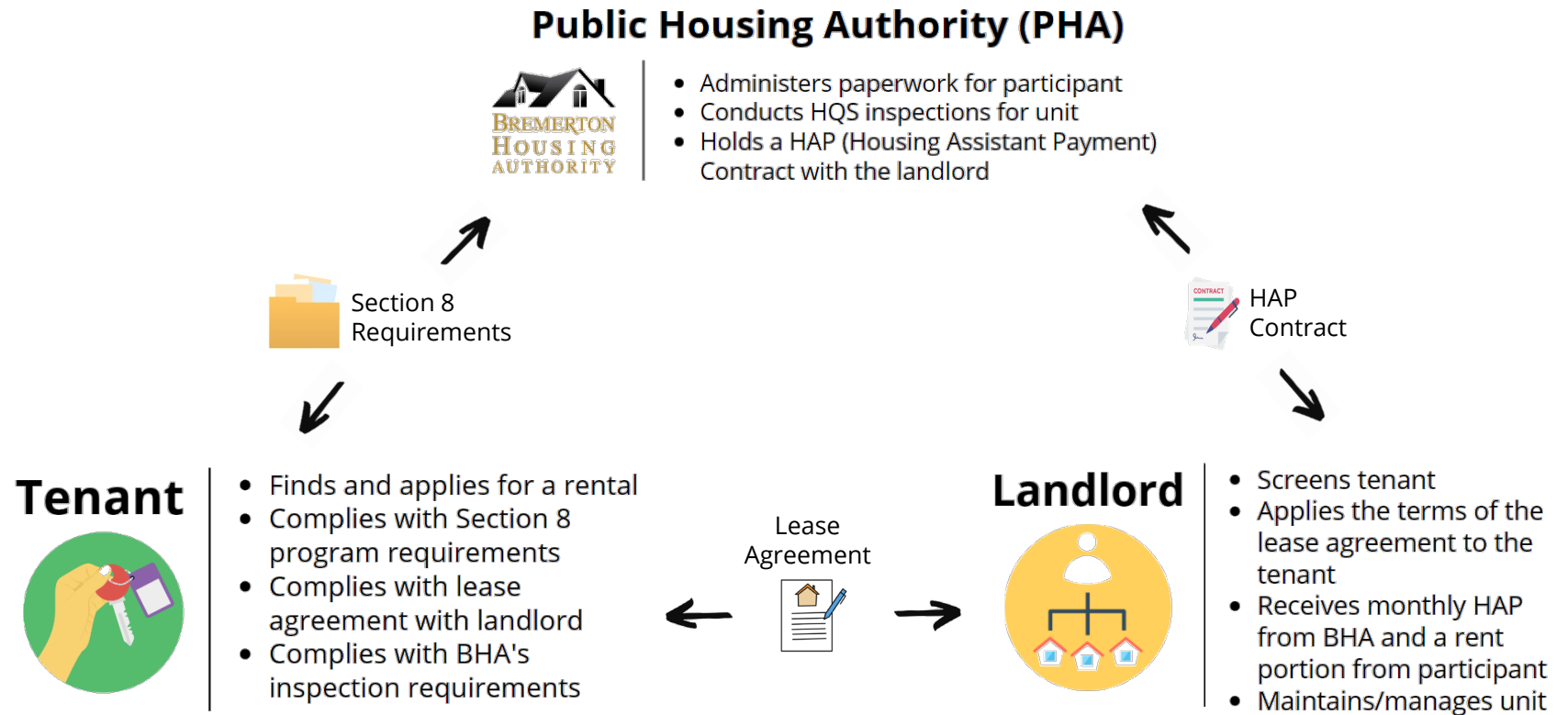
What exactly is a Housing Choice Voucher?

- A Housing Choice Voucher (also just referred to as just a voucher) is a written contract between BHA and the household that describes the Section 8 program requirements they must comply with and is a confirmation of the household's eligibility for rental assistance
- To the right, you will see an actual example of what a voucher looks like, and what information it lists:
 - The household's name
 - The voucher size
 - The issue date
 - The expiration date
 - The issuing Public Housing Authority (in this case, BHA)
- BHA determines the voucher size based off family composition
- Vouchers are not an indefinite time period and have an expiration date if family does not select a unit

Voucher Housing Choice Voucher Program		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0169 (Exp. 04/30/2016)
<small>Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.</small>			
<small>Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.</small>			
<small>Please read entire document before completing form Fill in all blanks below. Type or print clearly.</small>		Voucher Number	
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size	
2. Date Voucher Issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy)	
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy)	
4. Date Extension Expires (if applicable) (mm/dd/yyyy) (See Section 6, of this form)		4. Date Extension Expires (mm/dd/yyyy)	
5. Name of Family Representative		6. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA) Bremerton Housing Authority			
8. Name and Title of PHA Official		9. Signature of PHA Official	Date Signed (mm/dd/yyyy)
1. Housing Choice Voucher Program A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent. B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.		2. Voucher A. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher. B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes a participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect. C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.	

How Section 8 Works with Landlords

Now that you understand the broad basics of the Section 8 program, let's drill down a little more into how you as a landlord would work with the program and your tenant. Think of it as a triangle of 3 partners.



Frequently Asked General Landlord Questions & Answers



General Landlord Questions

1. How does BHA determine how much rent I can get?
2. What amount of the rent do tenants pay? How is that calculated?
3. Are landlords allowed to raise the rent under Section 8?



1

How does BHA determine how much rent I can get?

Basically, the amount of subsidy BHA can pay is determined by the household's income, payment standards, building type, and utilities not included in rent

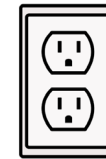
Household's Income



Income: Section 8 uses 30%-40% of their income to determine "affordability" of their portion.

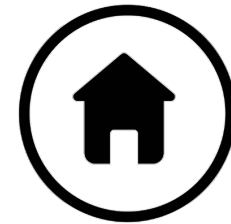
Payment standards: broken down by bedroom size and based off of FMRs for the area.

Estimated cost of tenant-paid utilities



Max rent amounts take tenant-paid utilities into account. This generally means the more utilities the tenant pays, the less amount of max rent.

Unit's List Price



Rent comparability:

Section 8 determines the gross rent based off a comparability of similar units in the area. The purpose of this calculation is to ensure that BHA doesn't pay more for a subsidized unit than a market-rate unit.

1

How does BHA
determine
how much
rent I can get?

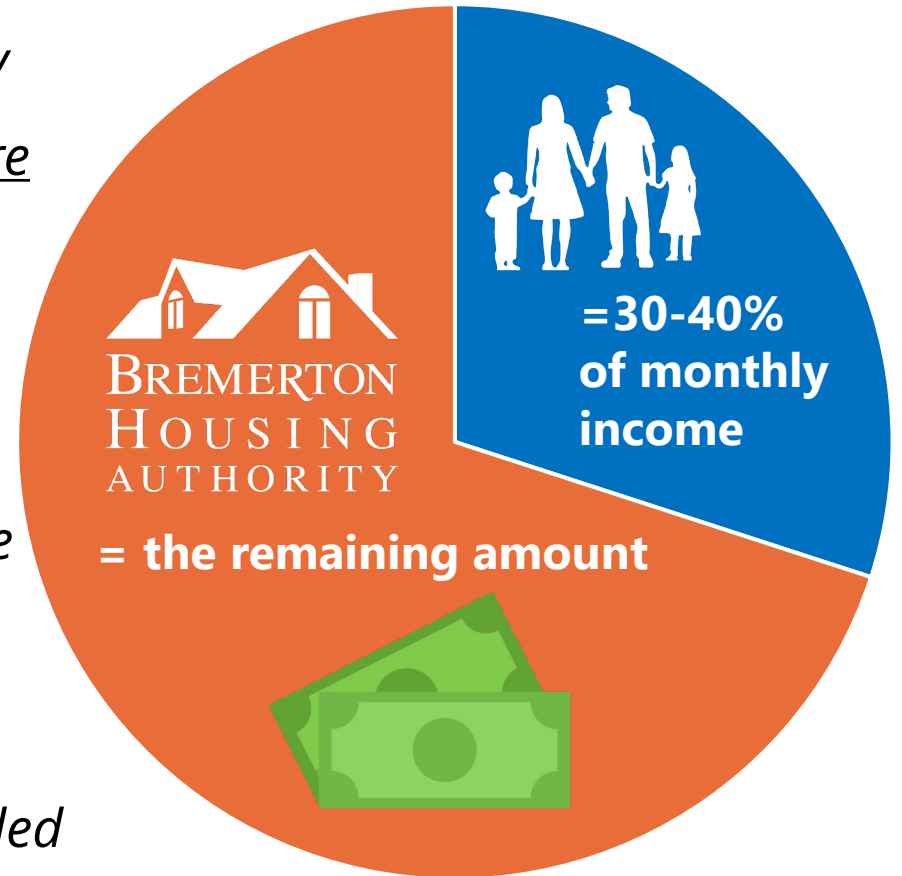
Please remember...

BHA does not expect you to memorize all of this information. We understand how complicated it can be to juggle all these numbers around, and so we generally tell landlords to ask for the amount they think is reasonable. If that is too high, we will then give you a counter-offer and let you decide if you think you can accept that amount.

2

How much does the tenant household pay?
How is that calculated?

Simple answer: tenants with a voucher will pay at least 30% to no more than 40% of their monthly household income towards their rent portion. If they are responsible for any utilities, monthly costs for that are also included in that calculation.



3

Are landlords allowed to raise the rent under Section 8?

The short answer? Yes, so long as:

- The 12-month initial lease term has ended
- The landlord gives the tenant proper notice in accordance with WA State law
- The rent adjustment must be determined to be rent reasonable

The fine print (don't worry about remembering these details, that is what I'm here to help with you with if you want to know more):

- *You can download the request form itself from our website*
- *All approved adjustments will be effective 60 days after receipt of the request or on the date specified by the owner, whichever is later.*

Frequently Asked HQS Inspections Questions & Answers



HQS Inspection Questions



1. What are HQS inspections?
2. What are some things inspectors look for?
3. Do you have a list of most common deficiencies?
4. How quickly does it take to schedule and conduct an inspection?
5. What happens if the inspector finds something? How much will that slow down the process?

1

What are
HQS
Inspections?

“HQS” stands for Housing Quality Standards

*You’ve probably heard about Section 8 and inspections.
Here’s a basic overview of HQS inspections:*

- *They are concerned with Health & Safety issues in the unit*
- *They are conducted to ensure that units meet the minimum performance and acceptability criteria as defined by HUD*
- *There are 2 main types: initial and annual/biennial*

2

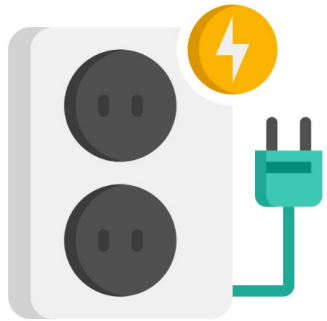
What are some examples of what things HQS inspectors look for?



Properly functioning appliances in kitchen



Working smoke and carbon monoxide detectors



Properly functioning lights and outlets



Bathroom has no leaks and has working plumbing



Lead-based paint in certain circumstances



Roof is sound and has no leaks



Unit has no tripping hazards



Adequate heating that produces enough to heat all living areas


The previous slide had some examples but is not all-inclusive. However, I hope it gave you a better idea of what inspections focus on...

- I usually explain to landlords that the point of HQS inspections is not to nitpick; it is to ensure the unit meets basic standards set by HUD
- I've also heard from landlords that these standards identify issues that they'd want to know about
- BHA's inspectors are always looking to work with landlords to correct any possible deficiencies that arise (we want people to get housed just as much as you want your tenant to move in!)

3

Is there a list of the most common deficiencies?

Yes! The Landlord Liaison and BHA's HQS Inspectors created an "HQS Pre-Inspection Checklist" for landlords



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Housing Quality Standards (HQS) Pre-Inspection Checklist

<p>Plumbing, Heating & Utilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> All utilities must be turned on for inspection <input type="checkbox"/> All plumbing systems must be leak free and work properly <input type="checkbox"/> Both kitchen and bathroom(s) must have hot and cold running water <input type="checkbox"/> Heating system must be in safe working condition and produce enough heat for all living areas in unit <input type="checkbox"/> Hot water heaters must have a pressure/temperature relief valve. Discharge pipe must be no more than 6" inches off the floor or be routed outside. <input type="checkbox"/> Hot water tank electrical connection needs to be covered with flex conduit <p>Electrical</p> <ul style="list-style-type: none"> <input type="checkbox"/> All electrical outlets working, and any 3-prong outlets are either grounded OR have working GFCI protection <input type="checkbox"/> All outlets near a water source must be GFCIs or have working GFCI protection <input type="checkbox"/> All outlets and switches must have covers with no cracking <input type="checkbox"/> No unsecured or exposed wiring; all wiring must be secured to wall or ceiling <p>Structure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Absolutely no tripping hazards anywhere: carpets/flooring, porches, stairs, and walkways must be free of trip hazards <input type="checkbox"/> All ground floor exterior doors and windows must lock, except for screen doors, and must provide a reasonable seal against outside elements and heat loss <input type="checkbox"/> Handrails or railings, both interior and exterior, must be present anywhere where there are 4 or more steps <input type="checkbox"/> Handrails or railings must be present on a porch or landing more than 30" inches high <input type="checkbox"/> The foundation and roof must be structurally sound and watertight 	<p>Smoke Detectors & Fire Prevention</p> <ul style="list-style-type: none"> <input type="checkbox"/> Units must have a working smoke detector and carbon monoxide detector on every level <input type="checkbox"/> All living spaces must have 2 means of fire egress (e.g., doors, windows) <input type="checkbox"/> For units with a basement and/or attic, smoke detector(s) must be present in either <input type="checkbox"/> For apartment buildings with 5 or more units, smoke detectors must be present in each bedroom AND the main living area or hallway <input type="checkbox"/> For standalone, single family, duplexes and mobile homes and/or buildings with 4 or less units: must have one working smoke detector on each living level <p>Bedroom(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must have at least 1 outlet and 1 overhead light, or 2 working outlets <input type="checkbox"/> Window(s) and door(s) that are designed to open, must open and close securely <p>Bathroom(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least 1 shower or bathtub in unit in working condition <input type="checkbox"/> At least 1 sink in working condition <input type="checkbox"/> Must have either an outside window OR exhaust fan OR vent to outside <input type="checkbox"/> Must have flushing toilet that works, is securely mounted, and has no leaks <p>Kitchen</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stove & oven must be in working order and have all knobs and burners <input type="checkbox"/> Refrigerator must work, be appropriate size for household, have a good door seal/gasket, and maintain proper temperature <p>For Units Built Before 1978: <i>If children under the age of 6 will reside in household, the HQS inspector will be checking for chipping, peeling and/or cracking paint surfaces in both the interior and exterior</i></p>
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Please visit our website at www.bremertonhousing.org and search for "Landlord Forms" to download a copy

4

How much time does it take to schedule an inspection?

Once we receive the completed BHA RFTA paperwork (we'll get into the specifics of that paperwork a little later), we will contact you within 5-10 business days to schedule the inspection. This process involves the inspectors running a rent reasonable test and then calling you to set up a time as soon as you both are able to.

5

What happens if the inspector finds something?

If the inspector finds any "deficiencies", that is usually just a simple matter of correcting it and letting them know once that's done so they can follow up. They are here to ensure you understand what is needed to get the unit passed.

Frequently Asked Section 8 Tenants Questions & Answers



Section 8 Tenant Questions

1. How is renting to a Section 8 tenant different than a non-Section 8 tenant?
2. Does BHA screen households for tenancy?
3. Do Section 8 households have to be screened differently?
4. What do I do if the tenant is causing problems?
5. What if a Section 8 tenant damages my unit?
6. Can BHA provide mediation services for issues between me and my tenant?
7. Does BHA help with security deposits and move-in costs?
8. If I rent to one Section 8 household, does that mean I have to rent all my units to Section 8 households?
9. Do Section 8 tenants have to follow their lease?
10. I've heard Section 8 tenants are higher risk tenants – does BHA address this concern in any way?

1

How is renting to a Section 8 tenant different from a private market tenant?

Some landlords are concerned that there are legal protections afforded to Section 8 tenants that prevent landlords from treating them as they would any other of their tenants. That is inaccurate; Section 8 tenants are to be managed exactly as any other tenant would according to WA State Landlord-Tenant law.

While there are more similarities than not between Section 8 and non-Section 8 tenants, here are the main exceptions:

- **Inspections:** Section 8 households must have annual inspections conducted by BHA.
- **HAP (Housing Assistance Payment) Contract:** landlords who rent to Section 8 households will not only have a lease with the tenant, but a contract with BHA as well.
- **Rent adjustments:** must be approved by BHA and rent reasonable for the household.
- **One screening criteria exception:** under a WA State law from 2018, landlords cannot refuse a Section 8 household to apply. For any “3x/rent” rules, landlords should use the household’s rent portion, not the gross rent amount.

2

Does BHA screen or pre-approve for tenancy?

No – there are many ways that landlords screen for tenancy. Some landlords ask for references. Some landlords are more flexible on a case-by-case basis, while others generally don't deviate for standards set by a corporate owner. One example would criteria around accounts in collections – one landlord may say no exceptions while another may exclude medical collections.

3

Do Section 8 tenants have to be screened differently?

There is only ONE exception in how Section 8 households are screened: minimum income requirements must be waived. For example, if one of your screening criteria is to ask for 3x/rent, you will not use 3x the gross rent amount to determine eligibility. You will only use their rent portion in this equation. Scenario: Maria, a Section 8 voucher holder, applies to an apartment that is \$1750/month. Instead of requiring Maria to make \$5250, the landlord can only require that she make 3x her rent portion of \$225. If Maria's income is at least \$675/month, she'd meet the requirement.

4

What do I do if a tenant is causing problems?

Landlords will enforce their lease agreement as they would any non-Section 8 household. This means that any part of the agreement that the tenant is not in compliance with would be addressed no differently than a regular tenant. If your tenant is not in compliance, please let BHA know, because even though we don't enforce the lease, we need to keep track of these instances for our household's records.

5

What do I do if a Section 8 tenant damages my unit?

In 2018, WA State established the Landlord Mitigation Fund Program. This program was designed to provide landlords with an incentive and added security to work with tenants receiving rental assistance. *The program offers up to \$1,000 and up to 14 days' rent loss to the landlord in reimbursement for some potentially required move-in upgrades, and up to \$5,000 of qualifying damages.* This fund is only available to landlords who rent to subsidized households (like Section 8).

Note: for more information, contact Nicholas Yuva at landlordfund@commerce.wa.gov or 360-725-2949

6

Can BHA provide mediation services between landlords & tenants?

Unfortunately, no – BHA is not able or authorized to act as a legal authority with anything related to the landlord-tenant relationship (e.g.: lease agreements, WA State Landlord-Tenant law, disputes, etc.) This is one of the reasons BHA highly encourages to thoroughly screen a household for tenancy before signing a lease with a tenant.

7

Does BHA help with security deposits and move-in costs?

Security deposit assistance is not automatically attached to Section 8 vouchers. There are a few exceptions for limited assistance, but the household must make prior arrangements with BHA in these situations. BHA recommends that landlords allow tenants to request the option to pay their security deposit in installments as outlined in the updated 2020 WA State Landlord-Tenant laws.

8

If I rent to one Section 8 household, does that mean I'm obligated to rent all future units to Section 8 households?

No – you are in no way, shape or form limiting yourself to an all or nothing approach to your tenants having Section 8 or not. Some landlords who partner with BHA rent the majority of their units to private market tenants, there are some landlords who do the opposite, and there are quite a few who prefer to go with a case-by-case basis.

9

Do Section 8 tenants have to follow their lease?

Yes – Section 8 tenants have to follow their rental agreement obligations just as any private market tenants. Just as all other tenants, they are covered by state, local and federal laws.

10

I've had a bad experience with a Section 8 tenant in the past, or know someone personally who did. How do I know that won't happen to me?

Unfortunately, one bad experience is enough to deter someone from the program, and BHA can definitely empathize with these situations. That's why we highly recommend screening for things like rental, credit, or criminal history exactly as you would with any other tenant, as BHA cannot screen for tenant suitability.

Likewise, there is also the Landlord Mitigation Fund Program to keep in mind, as it adds an extra incentive and security to work with a tenant receiving rental assistance. Please grab a copy of the informational flyers I've printed for additional information and who to contact about it.

Frequently Asked Section 8 Process Questions & Answers



Section 8 Process Questions

1. How does someone receive a Section 8 voucher?
2. What does the process look like for voucher holders? What does it look like before they receive the voucher?
3. Where does my involvement come in? Where do I work with the tenant, and where do I work with BHA?
4. What happens after I found a tenant I've approved?
5. What's an RFTA and what's in it?

1

How does someone sign up for and receive a Section 8 voucher?

One of the frequent questions we get asked is what does getting a voucher entail. A very general overview is as follows:

- 1) The BHA Section 8 waitlist, which is usually closed, opens to the public; household applies to be added to the waitlist; the household will be notified if their name is added
- 2) With a few exceptions, the household could be waiting at least a year
- 3) BHA notifies the household that they've reached the top of the list; eligibility has to be determined by BHA
- 4) If the household is eligible and approved, they are scheduled orientation and issued the voucher
- 5) The household is now able to start "shopping" for a unit on the market

1	2	3	4	5
Section 8 waitlist opens	Household gets on waitlist	Household comes to top, eligibility determined	If eligible and approved, household attends orientation and is issued voucher	Household is now able to start "shopping" for a unit

2

What does the process look like for a household before they get their Section 8 voucher?

Section 8 voucher holders have to go through an entire waitlist process before they'll be able to even receive their voucher. When a household applies for a unit with a brand-new voucher, they will have already had to go through the previous process, which we'll drill down a little more here.

- For #3, the wait time is several months to over a year long before they hear from BHA
- Eligibility is determined so the household can be approved to receive subsidy under HUD's standards. When we determine eligibility, we must verify all household member's ID and Social Security numbers, adult's assets and income, and several other factors.
- For #4, the household must attend a briefing orientation that goes over their obligations for the Section 8 program
- For brand new voucher holders, #5 is when you'll most likely be making first contact with the household. You may also have a current voucher holder apply for a unit, which is a different process.

1	2	3	4	5
Section 8 waitlist opens	Household gets on waitlist	Household comes to top, eligibility determined	If eligible and approved, household attends orientation and is issued voucher	Household is now able to start "shopping" for a unit

3

Where does a landlord come in throughout the process? Where does BHA come in? What about all 3?

Once you've had the Section 8 household apply for your unit, there will now be a process involving all 3 entities between the household, BHA and the landlord

Step	6	7	8	9	10	11
What happens after tenant finds a unit	Landlord either approves or denies household rental application	Landlord and household complete RFTA (BHA paperwork; we can answer questions)	BHA receives RFTA; inspector reviews. If the numbers work, inspector schedules inspection	BHA's inspector will work with landlord to get unit passed according to HUD standards (HQS)	Once unit passes inspection, tenant is free to sign lease	BHA and the landlord work together to execute the HAP contract
Who is involved	<i>Household, Landlord</i>	<i>Household, Landlord</i>	<i>Landlord, BHA</i>	<i>BHA, Landlord</i>	<i>Landlord, Household</i>	<i>BHA, Landlord</i>

4

I've approved a Section 8 household for tenancy! What are the next steps?

When you get to Step 7, you and the household will complete the RFTA packet. RFTA stands for Request for Tenancy Approval. Completing and submitting this packet will get it sent to the Housing Inspector for processing.

The purpose of this packet is to gather the information of the unit, ensure that it is affordable for the household, as well as considered rent reasonable. Earlier we touched on these factors of rent calculation – this is how BHA will get concrete numbers and information to make the determination.

Should everything check out, the Housing Inspector will contact you to schedule the initial inspection.

Let's look at a sample RFTA packet on the next page.

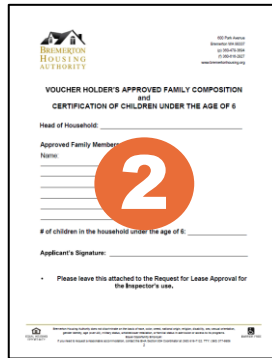
5: What's an RFTA and what's in it?

RFTA stands for Request for Tenancy Approval. This packet of paperwork is what you and the applicant you've approved for tenancy will fill out and submit ASAP. It is the catalyst to getting the inspection scheduled.



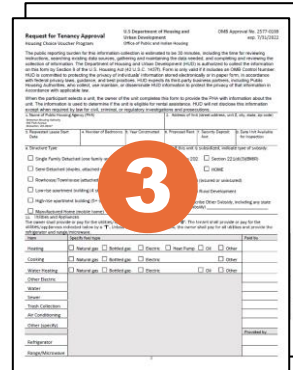
1

Request for Tenancy Approval
Instructions: Read the Request for Tenancy Approval form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.



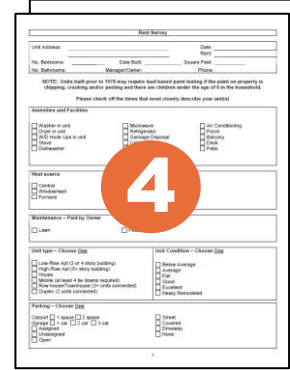
2

VOUCHER HOLDER'S APPROVED FAMILY COMPOSITION
CERTIFICATION OF CHILDREN UNDER THE AGE OF 6
Head of Household:
Approved Family Member:
of children in the household under the age of 6:
Applicant's Signature:



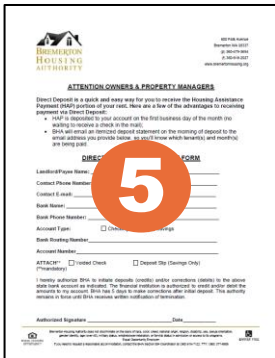
3

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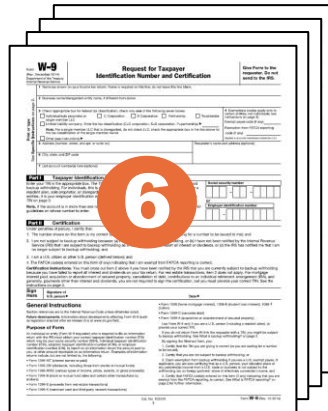
4

Rent Survey
Instructions: Read the Rent Survey form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.



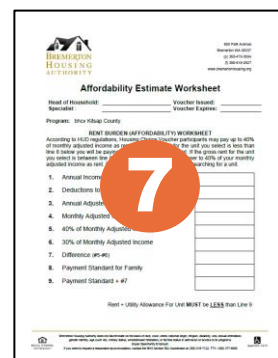
5

ATTENTION OWNERS & PROPERTY MANAGERS
Instructions: Read the Direct Deposit Enrollment form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.



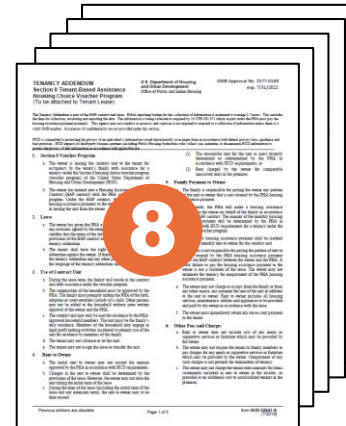
6

W-9
Request for Tenancy Approval
Instructions: Read the W-9 form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.



7

Affordability Estimate Worksheet
Instructions: Read the Affordability Estimate Worksheet form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.



8

HUD Tenancy Addendum
Instructions: Read the HUD Tenancy Addendum form carefully before filling out the form. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative. The form is to be filled out by the voucher holder or their representative.

1. **Request for Tenancy Approval instructions** (pg. 1): instructions; owner/manager contact information.
2. **Voucher holder's approved family composition** (pg. 2): voucher holder needs to sign; purpose is to document all household members.
3. **Request for Tenancy Approval** (pgs. 3-4): official HUD form to gather information about the unit. Both landlord and voucher holder need to sign pg. 4.
4. **Rent Survey** (pgs. 5-6): More detailed unit information needed to determine rent reasonableness.
5. **Direct Deposit Enrollment form** (pg. 7)
6. **W-9 Form** (pgs. 8-11)
7. **Affordability Estimate Worksheet** (pg. 12): Informational only – unique to each household. Pay special attention to Line 9.
8. **HUD Tenancy Addendum** (pages 13-17): hold on to this document – you will attach it to your signed/executed lease that we will need after unit has passed inspection.

What else should landlords know about working with Section 8?



Benefits of working with Section 8

- ✓ **Reliable and on-time rent payments from BHA:** If the tenant loses their income in some way, they report it to us, and we can adjust their portion accordingly. During COVID, many landlords expressed their appreciation for the stability of receiving their rent portion from BHA uninterrupted.
- ✓ **Less turnover costs on average:** Section 8 tenants tend to stay in their units longer, which reduces costs related to turning a unit as well as spending the time and money on finding new tenants to fill a vacancy.
- ✓ **The Landlord Mitigation Fund Program:** as mentioned a bit earlier, there are funds available only to landlords who rent to a tenant receiving a subsidy like Section 8. These funds are designed to offer an incentive to work with the HCV program as well as to provide extra security to landlords. A handout is available for those interested in learning more.
- ✓ **A dedicated point-of-contact at BHA:** Lori Reisinger, BHA's Landlord Liaison.

Where to learn more about partnering with BHA

- *Already have a tenant you've approved with a voucher?*
- *Looking to share your listings with BHA households currently shopping for units?*
- *Have any other questions about Section 8?*

Contact BHA's Landlord Liaison:

Lori Reisinger | landlord@bremertonhousing.org | 360-616-7142