

HOUSING CHOICE VOUCHER PROGRAM FREQUENTLY ASKED QUESTIONS

How do I list my property with the Housing Choice Voucher Program (HVCP)?

Property may be listed by visiting TNHOUSINGSEARCH.ORG. You may also advertise your property in various other means that are normal and customary for our market.

How do I select an HCV Program tenant?

The HCV does not provide owners with tenants. We advise that you advertise your property, list it on TNHOUSINGSEARCH.ORG, and screen for the most suitable tenant. The method and criteria used to screen prospective tenants should be uniform for all potential clients.

How do I get my property pre-qualified for the HCV Program?

HCV does not pre-qualify units. Once you have completed a Request for Tenancy Approval (RTA) for a HCV participant, an inspection will be scheduled for your unit. The RTA packet is used for requesting an inspection.

How long is the approval process for renting to an HCV tenant?

A unit is considered approved once it has passed inspection and the rent amount has been accepted. You will be notified once the unit has been approved and asked to provide a lease so that we can move forward with the Housing Assistance Payment (HAP) contract execution. Subsidy payments will begin shortly after the HAP contract has been executed; HAP contracts will be executed within thirty (30) days of the unit passing inspection.

How much rent can I get for my unit?

The approved rent amount is based on multiple factors reviewed during the rent reasonableness process. If the requested rent amount is not acceptable the owner will be contacted with a counter offer.

Can I get an early inspection?

Inspection schedules are pre-determined; the scheduling clerk will schedule the earliest date available once an inspection request is received.

What time will my unit be inspected (initial inspections only)?

The inspector will contact the owner with an estimated time the morning of the inspection.

What happens if my unit was not ready, when will it be re-inspected (initial inspections only)?

The scheduling clerk will contact the owner again to confirm a re-inspect date. If the unit is not available on the second inspection date, the RTA will be voided and forwarded to the family's assigned housing specialist. **The voucher expiration date will not be extended due to a unit that was not ready to pass the HQS inspection.**

After my unit passes inspection, what's the next step?

Unit data will be reviewed to determine rent reasonableness. The owner will be asked to submit a proposed lease and the HAP contract will then be executed.

Can I move in my unit after it passes inspection?

A unit is approved once it passes inspection and the rental amount has been approved. We do not advise that you move into a unit until it has been approved and the HAP contract executed.

I have purchased some property and a HCVP is already renting the unit, what do I do?

An appointment must be scheduled to process a change of ownership. You must provide proof of ownership documentation which includes; a Deed of Trust or HUD Settlement statement executed within the last 30 days, a new signed lease that has been executed between the new owner and current HCVP family, a W-9 form completed by the owner/agent, picture identification and a copy of the management agreement if the property is managed by an agent.

If the tenant does not pay their rent, what should I do?

The landlord must enforce the lease agreement between the family and the owner. The Memphis Housing Authority is not party to the lease agreement and is not responsible for collecting rent from the family. If court action is taken against the family and the court finds the family is obligated for the unpaid rent, MHA may terminate the family's housing assistance. However, the owner must provide the HCVP department with a court judgment before any action will be taken against the family.

If the HCVP tenant damages my property, what do I do?

Consequences for tenant caused damages should be covered in the lease agreement of which MHA is not a party; and enforced by the landlord. However, the landlord should provide written notice to the HCVP department of repeated lease violations.

I am and HCVP landlord and need to change my mailing address, how do I make that change?

Change of address requests must be submitted in writing identifying the vendors' new mailing address and the old address for comparison to ensure the correct vendors' account is changed. Address changes can be submitted by mail to:

Housing Choice Voucher Program
700 Adams Ave
Memphis, TN 38105