Boulder Housing Partners

Leasing Your Home to a Housing Choice Voucher Participant

Homeowner Leasing Guide

Private homeowners are essential partners of the Housing Choice Voucher Rental Assistance Program

Step-by-Step Guide

Renting to a community member with a Housing Choice Voucher is very similar to renting to others. Homeowners advertise an availability, screen potential residents, then select a new resident as they would normally do. There are then two main differences. The first is that Boulder Housing Partners (BHP) will provide a basic inspection of the rental home at no cost to the owner. The second is that the homeowner will receive a portion of the monthly rent directly from BHP and the resident will pay the remainder. To begin receiving these housing assistance payments, there are a few steps for a homeowner to follow.

Step 1 — Owner Advertises an Available Rental

Step 2 — Owner Screens and Selects Resident

Owners are encouraged to screen all applicants as they would normally do, including a background and rental history check. The owner determines if an applicant is a suitable resident based on their own screening criteria.

Step 3 — Owner Requests Rental Assistance Payments

Once a Housing Choice Voucher applicant is selected, the renter will provide the homeowner with the *Request for Rental Assistance*. This paperwork can be completed in less than 30 minutes and specialists are available in our main office to answer homeowner questions. Once completed, homeowners submit this paperwork to Boulder Housing Partners. We will process this paperwork in a timely fashion to keep the leasing process moving forward.

Step 4 — BHP Reviews/Approves the Request & Inspects the Home

BHP's staff will review the *Request for Rental Assistance* to ensure:

- Rent is reasonable compared to other similar rentals in the area
- Rent does not exceed what the family can afford
- The initial lease term is at least 12 months
- The rental home is in livable condition and meets basic safety standards as set by the US Department of Housing and Urban Development. BHP will schedule a time to inspect the home. If it fails inspection, the owner is provided a reasonable timeframe to make repairs.

Step 5 — Resident Signs Lease and Moves In

Once the rental passes inspection and the rent amount has been approved, the resident can sign the lease and move in. Homeowners then provide a copy of the signed lease to BHP, who will provide the first payment within 7 days. BHP will then send the Housing Assistance Payments contract to the owner to be signed and returned. This signed HAP contract will allow future payments to be made to the homeowner. BHP offers owners a direct deposit option to receive payment quickly and easily. At the end of the calendar year, BHP will provide an IRS Form 1099-MISC (Miscellaneous Income Form) for the owner's tax records.

Step 6 — Continued Occupancy

BHP will continue to monitor the eligibility of each family receiving assistance. We do this to ensure ongoing compliance with all program agreements, including the homeowner's lease terms. Should any leasing issues arrise with the resident, BHP is available to assist. Rental homes are inspected by BHP every two to three years, unless a special inspection is requested.

Providing Homes, Creating Community, Changing Lives
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