

County of Albemarle  
Office of Housing  
1600 5th Street, Suite B  
Charlottesville, VA 22902

Property Owners  
&  
Managers



Your Guide  
to the  
**Section 8  
Housing Choice  
Program**

Rev: 10/2004



The County of Albemarle Office of Housing Shall Not Deny Any Family Or Individual The Equal Opportunity To Apply For Or Receive Assistance Under The Section 8 Programs On The Basis Of Race, Color, Sex, Religion, Creed, National Or Ethnic Origin, Age, Familial Status, Handicap Or Disability.

The County of Albemarle Office Of Housing Is Accessible To Persons With Disabilities. Accessibility for the Hearing-Impaired Is Provided By Calling the Virginia Relay Center by Dialing 711.

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Office of Housing  
1600 5th Street, Suite B  
Charlottesville, VA 22902  
PH: (434) 296-5839  
FAX: (434) 293-0281  
VA Relay: 711  
[www.albemarle.org](http://www.albemarle.org)

# Important Information

## WHAT IS THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM?

The Section 8 Housing Choice Voucher Program helps low-income families pay their rent. The Housing Choice Voucher allows families to rent from privately owned rental properties. The Program is federally funded by the U.S. Department of Housing and Urban Development (HUD) and is administered locally by the County of Albemarle Office of Housing (ACOH).

The Office of Housing works with prospective tenants to assess how much rental assistance they may qualify for. The tenant pays of their monthly income towards rent. The remaining rent is paid by ACOH directly to the landlord.

Our clients go through rigorous counseling and education programs. Case-managers provide client support services to ensure healthy homes and strong families.

## HOW CAN THE HOUSING CHOICE VOUCHER PROGRAM HELP ME?

- The subsidized rental portion paid by ACOH is paid *directly* to the landlord/management company, on time, each month.
- Properties that accept Housing Choice Vouchers as are listed for prospective tenants, lowering your marketing costs.
- Subsidy amounts can be adjusted depending on the tenant's needs. If a tenant is employed, the amount of their rent is adjusted according to their income. This means you STILL receive your full rent each month, regardless of the tenant's employment status.

## WHAT THE PROGRAM DOES NOT DO:

- ☞ The does not screen tenants for the landlord/management company. ACOH assesses the eligibility of each family for the Section 8 Housing Choice Voucher Program. It is the landlord/management company's responsibility to screen each tenant.
- ☞ Does not provide management or maintenance for the leased property. The landlord/management company is responsible for the management and maintenance of each dwelling unit.
- ☞ The Office of Housing does not serve as a collection agency. It is the landlord/management company's responsibility under the Virginia Residential Landlord and Tenant Act to make sure they are paid any amounts owed by the tenant.

**HOUSING QUALITY STANDARDS (HQS):** Each dwelling that is rented to a Section 8 participant must meet HUD housing quality standards. Each unit is inspected prior to occupancy and then annually. All required repairs or renovations must be completed before the Section 8 program participant is allowed to lease and occupy the unit.

**FAIR HOUSING AND EQUAL OPPORTUNITY:** Landlord/management company and their agents are required to comply with all federal and state fair housing laws. Landlord/management company and their agents shall not deny tenancy based on race, color, sex, religion, creed, national or ethnic origin, familial status, handicap or disability.

**LEASE EXECUTION:** Once a unit passes the HQS inspection, the tenant, landlord/management company and ACOH will execute contracts between the various parties. The landlord/management company will have a contract with the tenant and a separate contract with ACOH. The landlord/management company should collect any deposits and application fees from the tenant before the tenant moves into the unit. The landlord/management company will receive the tenant's portion of the rent directly from ACOH each month.

**SECURITY DEPOSIT:** The landlord/management company may collect up to the maximum allowable deposit under the Virginia Residential Landlord/management company and Tenant Act (VRLTA). Please refer to the act for more specific information.

**TAX INFORMATION:** Rental assistance paid to the landlord/management company/management company under the Section 8 program is reported to the Internal Revenue Service. 1099 tax forms are issued to the landlord/management company annually.

**TENANT SELECTION:** The landlord/management company/management company is responsible for ensuring the tenant meets selection criteria. The criteria must be provided, in writing, to applicants.

*ACOH strives to minimize any additional paperwork and administrative tasks required of the landlord/management company. ACOH prepares the tenant paperwork prior to lease execution and apprises them of their rights and responsibilities.*

I am interested in the Section 8 Housing Choice Voucher Program and would like more information!

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Contact (please circle one):

U.S. Mail      Phone      Email

Please mail this coupon to:

County of Albemarle  
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We look forward to working with you!

Comments: