



PITTSBURG PUBLIC
HOUSING AUTHORITY
101 N Pine St -
Pittsburg KS 66762

(620) 232-1210
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Pittsburg Public Housing Authority Rental Assistance Programs

Guidance Manual For Owners/Landlords

Landlords and Pittsburg Public Housing Authority Services – A Community Partnership

Landlord Packet

Rental Subsidy Programs

What is the Section 8 Housing Choice Voucher Rental Assistance Program?

The Section 8 Housing Choice Voucher (HCV) Rental Assistance Program is funded by the U.S. Department of Housing and Urban Development (HUD) to allow low-income families and individuals to lease safe, decent, and sanitary housing at an affordable cost to them. The family may choose any type of dwelling, as long as it meets Housing Quality Standards (HQS). The landlord retains private property rights, including management, tenant selection, and maintenance. HUD determines the rules and regulations for the Section 8 HCV program.

Owners/Landlord will potentially receive two payments, one from the Pittsburg Public Housing Authority (PHA) and the other from their tenant for any family responsibility.

The Section 8 program using two contracts. The Pittsburg Public Housing Authority signs a Housing Agency Payment (HAP) contract with the owner/landlord that outlines the obligations of the PHA and the owner/landlord. The tenant is not a party to this agreement. Then, the owner/landlord and the Section 8 program participant signs a lease that outlines the obligations of the owner/landlord and tenant. The PHA is not a party to this agreement.

Owners/Landlords participating in the Section 8 program are responsible for screening and selecting tenants and for enforcing the lease.

What is the Tenant Based Rental Assistance (TBRA) Program?

The Tenant Based Rental Assistance Program is funding by the Kansas Housing Resource Corporation (KHRC) and is administered under HUD HOME rules and regulations. Currently, it is used solely to assist with Security Deposit Assistance. KHRC allows the Pittsburg Public Housing Authority to pay security deposit up to \$700 on behalf of eligible tenants. The family may choose any type of dwelling, as long as it meets Housing Quality Standards (HQS) and within the city limits of Pittsburg.

Owners/Landlords will receive a payment directly from the Pittsburg Public Housing Authority.

Owners/Landlords participating in the TBRA program are responsible for screening and selecting tenants and for enforcing the lease.

What is the Emergency Solutions Grant (ESG) Program?

The Emergency Solutions Grant is funding by the Kansas Housing Resource Corporation (KHRC). Currently, it is used solely to assist individuals or families that are homeless or at risk of becoming homeless within 21 days. KHRC allows the PHA to assist families or individuals with up to 3 months of assistance to eligible participants. Assistance can include; rent, rental arrears, security deposit, and utility assistance. The goal of this program is getting these individuals or families into permanent housing. The PHA can assist anywhere in Crawford County. Payment would come directly from the City of Pittsburg.

Owners/Landlords participating in the ESG program are responsible for screening and selecting tenants and for enforcing the lease.

How to become a Section 8/TBRA/ESG Landlord:

You do not have to do anything until a program participant wants to rent your unit.

Owners/Landlords may advertise that they are participating in the Section 8, TBRA, or ESG programs by listing their properties online or in the newspaper and including the phrase “will accept Section 8, TBRA, and ESG.”

Owners/Landlords may also request the PHA to add them to their Landlord List that is given out by contacting the Pittsburgh Public Housing Authority at 620-232-1210.

Step 1:

A family contacts owner/landlord to express interest in a listed property. The owner/landlord should ask to see the Voucher and check the expiration date. If the date is current the applicant is eligible for assistance. The applicant can request a one-time thirty (30) day extension if necessary; check with the PHA to verify the extension.

Step 2:

It is the responsibility of the owner/landlord to screen the family for suitability as a tenant. The PHA only verifies family income and composition for eligibility.

After the owner/landlord approves the family, the family and landlord complete the Request for Tenancy Approval (Form HUD-52517) which the family should have if they have a Voucher. It must be completed in its entirety and signed by both landlord and tenant. When the PHA receives the Request for Tenancy Approval, the assumption will be made that the owner/landlord has screened and approved the applicant as a tenant. The Request for Tenancy Approval is not a contract; it is a request for the PHA to review the property.

The PHA staff will review the signed Request for Tenancy Approval and determine if the rent is affordable based on the family's income and if it is reasonable when compared to units in the private market (Rent Reasonableness).

Step 3:

Once Step 2 has been completed the unit is determined affordable and meets Rent Reasonableness requirements, owner/landlord and tenant (if tenant resides in the unit) will receive a letter notifying them of the inspection date and time. The PHA must have access to the interior and exterior of the unit to conduct the inspection and it is recommended that the owner/landlord be present at the time of inspection. If the applicant currently lives in the unit the tenant, owner/landlord, or another adult must be present. All utilities must be on for the inspection.

If the unit does not meet HQS requirements, owner/landlord will receive a list of repairs and will be given thirty (30) days to make the repairs before re-inspection. If the owner/landlord chooses not to make the repairs, the owner should notify the PHA and the tenant will be unable to receive rental assistance at that unit.

If the unit passes inspection, the PHA will enter into a Housing Assistance Payment (HAP) Contract with the owner/landlord and the family will enter into a lease with the owner/landlord. The family may move into the unit at any time that the owner/landlord and family have agreed

- Owner/landlord must abide by Kansas Residential Landlord and Tenant Act (K.S.A. 58-2540 to K.S.A 58-2573)

Responsibilities of the Family

- Owner/landlord and tenant may not be immediate family
- Keeping the unit and yard clean
- Complying with ALL obligations of the Housing Choice Voucher
- Cooperating with Housing staff in completion of program paperwork
- Complying with the terms of the lease agreement with the owner/landlord
- Paying the tenant portion of rent to the owner/landlord each month on time
- Taking care of the property: repair or reimburse the owner/landlord for any damaged items; report any needed maintenance items to the owner/landlord
- Paying for those utilities not provided by the owner/landlord, and keeping utility services connected at all times
- Keeping family owned appliance in good working order
- Providing written notice to owner/landlord and Pittsburg Public Housing Authority (PHA) of a proposed move
- Cooperating with inspections and having a representative present at the unit, so that the inspection can be conducted as schedule
- Reporting all household and income changes in writing to PHA within ten (10) days of such changes

Advantage to the Pittsburg Public Housing Authority Representative

- An abundance of participating owners/landlords insures a higher lease-up rate of Housing Choice Vouchers and increased rental opportunities for participating families
- Provides affordable, decent and safe housing for low-income families and individuals
- A working partnership between owner/landlords and the PHA helps to insure family unity and community involvement

Advantages to the Owner/Landlord

- The owner/landlord will receive the PHA portion of the rent to owner/landlord before the fifth (5th) day of each month, unless beyond the control of the PHA
- The PHA will not allow a family to move with continued assistance during the first year of the lease without a mutual rescission of the lease signed by both family and the owner/landlord, unless violations of the HAP contract occur, VAWA, or beyond the tenant's control
- The PHA may assist owner/landlords in addressing family breaches of the lease agreement in an attempt to prevent eviction and termination of assistance
- PHA staff is available to the owner/landlord to address any questions or concerns they may have
- The owner/landlord is not responsible for a breach of contract of the HQS that is not caused by the owner/landlord, and for which the family is responsible. However, the PHA may terminate assistance to a family because of HQS breach caused by the family

HOUSING QUALITY STANDARDS

CHECKLIST

The unit you choose must be "**safe, sanitary, and decent**". Use this checklist to help determine if the unit will pass the basic inspection guidelines. A housing agency representative will inspect the unit. All areas of the unit, inside and outside will be inspected. All storage buildings or garages located on the property will be inspected.

- ☐ Are foundations, stairs, rails, gutters and porches sound and free from hazards or deterioration?
- ☐ Are there any signs of roof leaks?
- ☐ Is there a handrail for 4 (four) or more steps?
- ☐ Is the chimney or other brickwork free of loose bricks and mortar?
- ☐ Is the paint chipping, peeling, or cracking on either the interior or exterior of unit or any other building on property?
- ☐ Can all windows be locked?
- ☐ Are the windows and frames in good condition?
- ☐ Are walls, ceilings, and floors in good condition?
- ☐ Are appliances present and working properly?
- ☐ Is the plumbing free from leaks and working properly?
- ☐ Are there 2 (two) working electrical outlets or one outlet and one light fixture in each room used for living?
- ☐ Can all windows be locked and are they in good condition?
- ☐ Is there adequate space for storage and food preparation?
- ☐ Are the tub, sink, shower and toilet in good condition and working properly in the bathroom?
- ☐ Is there an operable, lockable window or an air vent in the bathroom?
- ☐ Are there enough bedrooms for your family?
- ☐ Is there a window in good condition in each bedroom?
- ☐ Are the furnace and water heater in good working condition?
- ☐ Does the hot water heater have a pressure relief valve and discharge 6 to 8 inches from the floor?
- ☐ Does the unit have at least 2 exits?
- ☐ Are all rooms well-lit and free from electrical hazards?
- ☐ Are the house and yard free from trash and other debris?
- ☐ Does the furnace provide adequate heat for all rooms, including the bathroom?
- ☐ Is there a smoke detector in appropriate areas in the home?
- ☐ Is there a carbon monoxide detector in appropriate areas in the home?

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

City of Pittsburg
201 W. 4th St.
Pittsburg, KS 66762

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



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ELECTRONIC ACH PAYMENTS

The City of Pittsburg has changed its payment method to electronic ach payments. Attached a voided check or deposit slip and fill in the blanks below and mail, fax or email to:

Pittsburg Public Housing Authority
City of Pittsburg
101 N Pine St
Pittsburg, KS 66762

Phone: 620-232-1210
Fax: 620-232-3453
Email: section8@pittks.org

Name of Business or Individual: _____

Tax ID / Social Security Number (SSN): _____

Bank Name: _____

Bank Account Number: _____

Bank ABA/Routing Number: _____

Account Type (Checking, Savings, Other): _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address (if available): _____

Signature: _____ Date: _____

EXAMPLE CHECK FORMAT

1025

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

MEMO _____

⑆ 323075709 ⑆ ⑆ 0912345678912 ⑆ 0125

↓ ↓ ↓

Routing Transit # Your ACH Account # Check #