

Housing Choice Voucher Information

HCV is a HUD funded program that provides the property owner with direct monthly payments on behalf of the participating family to cover a portion of the rent

Becoming a Participating Land Lord

Participation in the HCV program is voluntary. However, many families in your community rely on landlords like you who are willing to participate. An advantage of participating in the program is that a landlord will have a contracted monthly rental assistance payment, which helps promote stable tenancy.



**The Key to Affordable Housing is
Your Participation**



**Fort Collins Housing Authority
1715 West Mountain Ave
Fort Collins, CO 80521**

**Phone: (970) 416-2910
Fax: (970) 221-0821
fcha@fcgov.com**

Housing Choice Voucher Program

*To help low income families obtain
safe, decent and affordable
housing.*



Information for Landlords

**THE PROCESS FROM
START TO FINISH**

The Process from Start to Finish:

1. The Landlord screens and selects a suitable tenant.
2. The tenant provides the initial lease paperwork from the Housing Authority called the “*REQUEST FOR TENANCY APPROVAL*” to be completed by the Landlord & tenant.
3. The tenant submits the completed paperwork to the Housing Authority. The Housing Authority contacts the Landlord to set up a time to inspect the unit.
4. After the unit passes inspection, the tenant signs the Landlord’s lease and submits a copy to the Housing Authority.
5. The Landlord reviews and signs the “*HOUSING ASSISTANCE PAYMENT (HAP)*” contract which has been provided by the Housing Authority.
6. The first rent assistance check is mailed to the Landlord.

Please note that this initial process can take as little as 1-2 weeks. The Housing Authority understands that a quick turn-around is important to you and we work hard to expedite this process.

Questions & Answers:

Q: If I take one tenant on HCV, am I required to take more?

A: Taking additional participants is not required.

Q: Who is responsible for paying the security deposit?

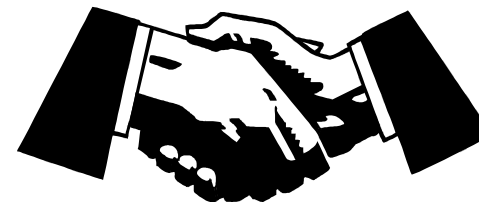
A: The tenant is responsible for paying the security deposit.

Q: How do I request a rent increase?

A: After the first year of the lease, the Landlord may request a rent increase with a 60 day notice to the tenant and the Housing Authority. The proposed increase must be reasonable and cannot exceed any rent increase on similar unassisted units.

Q: Can I evict a problem tenant?

A: The Landlord may evict a HCV tenant, as with any other tenant, by following State and local laws for eviction.



Q: When will I receive the rent?

A: Upon the initial start of the lease there may be a 15-30 day delay before receiving the first rental assistance check. After the initial check, the Landlord will receive a check on the first of each month. The tenant will pay their portion of the rent as stated in the Landlord’s lease agreement.

Q: Who do I call if I have a question or problem?

A: Call the Fort Collins Housing Authority at (970) 416-2910 and ask to speak to your HCV Housing Coordinator. If you are unsure who to ask for, simply provide the first and last name of your tenant and you will be directed to the appropriate coordinator.