

For over 80 years, SHA has been the primary leader in providing quality affordable housing to individuals and families, while encouraging partnerships necessary for residents to develop self-sufficiency and to be productive members of the community.

Our goals is to assist families to find and obtain affordable housing that is decent, safe, & sanitary.

#### HOUSING CHOICE VOUCHER STAFF

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Springfield Housing Authority  
200 North 11th Street  
Springfield, IL 62703



## HOUSING CHOICE VOUCHER

(FORMERLY KNOWN AS SECTION 8)

## PRIVATE LANDLORD PROGRAM



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# SHA PRIVATE LANDLORD PROGRAM

## WHAT IS IT?

The Housing Choice Voucher (HCV) program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single family homes, townhouses and apartments, as long as it meets the program requirements.

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety.

A housing subsidy is paid to the landlord directly by the PHA on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Payment standards are the amount generally needed to rent a moderately-priced dwelling unit in the local housing market and that is used to calculate the amount of housing assistance a family will receive. However, the payment standard does not limit and does not affect the amount of rent a landlord may charge or the family may pay.

Once SHA approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and SHA sign a Housing Assistance Payments (HAP) contract that runs for the same term as the lease. This means that everyone (tenant, landlord and SHA) has obligations and responsibilities under the voucher program.

## LANDLORD RESPONSIBILITIES

The role of the landlord in the voucher program is to provide decent, safe, & sanitary housing to a tenant at a reasonable rent. The dwelling unit must pass the program housing quality standards (HQS) and be maintained up to those standards as long as the owner receives HAP deposits.

In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the HAP contract signed with SHA, which includes proper management of the unit, including performance of all ordinary and extraordinary maintenance, and payment of any utilities included with rent per the lease.

The landlord is also responsible for the collection of the family's rent, compliance with fair housing and equal opportunity requirements.

These are just a few of the responsibilities. All responsibilities are explained to both families and landlords during orientation sessions.

## LANDLORD ORIENTATION

All landlords are required to attend a "New Landlord Orientation" which will review the housing standards, HQS requirements, & compliance with HUD guidelines governing the program along with SHA policies and procedures.

Orientations for new landlords are held on the first Monday of every month at 200 N 11th St in our Administration Building.



## SHA RESPONSIBILITIES

SHA administers the voucher program with funds provided by US Department of Housing and Urban Development (HUD). SHA provides a family with the housing assistance that enables the family to seek out suitable housing and enters into a contract with the landlord to provide housing assistance payments on behalf of the family.

A family that receives a housing voucher can select a unit with a rent that is below or above the payment standard. The housing voucher family must pay 30% of its monthly adjusted gross income for rent and utilities, and if the unit rent is greater than the payment standard the family is required to pay the additional amount.

By law, whenever a family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40 percent of its adjusted monthly income for rent.

If the landlord fails to meet the owner's obligations under the lease, SHA has the right to terminate assistance payments. SHA must reexamine the family's income and composition at least annually and must inspect each unit at least annually to ensure that it meets minimum HQS requirements.

## FAMILY RESPONSIBILITIES

When a family selects a housing unit, and SHA approves the unit and lease, the family signs a lease with the landlord for at least one year.

The tenant may be required to pay a security deposit to the landlord. After the first year the landlord may initiate a new lease or allow the family to remain in the unit on a month-to-month lease.

When the family is settled in a new home, the family is expected to comply with the lease and the program requirements, pay its share of rent on time, maintain the unit in good condition, and notify the PHA of any changes in income or family composition.