



**Central Texas Council of Governments**  
**Housing Assistance Division**  
2180 N. Main St. ▪ PO Box 729 ▪ Belton Texas 76513  
254-770-2300 ▪ 1-888-488-4911 ▪ (Fax) 254-770-2329

Tenant	_____
HAP	_____
Tenant Share	_____
Contract Rent	_____
Effective Date	_____

**LANDLORD RESPONSIBILITIES**  
**IMPORTANT REMINDERS FOR PROPERTY OWNERS/MANAGERS**

***PLEASE READ CAREFULLY***

- The purpose of the Section 8 Housing Choice Voucher Program is to provide eligible families with safe, decent and affordable housing. **It is the responsibility of the landlord to manage the assisted unit and to ensure that the tenant complies with the conditions set forth in the lease agreement.** If there are lease violations, the landlord should take proper action to enforce the lease including court action, if necessary. **Remember, the Central Texas Council of Governments/Housing Assistance Division is not a party to the lease. The landlord must inform the CTCOG/Housing Assistance Division, in writing, of any action taken against the tenant. This is to include a 30 day notice, a lease violation notice, a notice of eviction, etc... You must provide the CTCOG/Housing Assistance Division with a copy of said documentation.**
- The lease specifies the person(s) authorized to occupy the rental unit. **When there are unauthorized occupants, the landlord should promptly notify the CTCOG/Housing Assistance Division.** The landlord should also take appropriate action to address the violation with the tenant.
- Section 8 regulations prohibit the termination of tenancy within the first year of the lease except for: (1) serious or repeated violation of the terms and conditions of the lease; (2) violation of federal, state or local law which imposes obligations on the family in connection with the occupancy and use of the dwelling unit and surrounding premises. The landlord may evict the family from the unit within the first year only by instituting a court action. **Again, any actions taken against the tenant MUST be reported, in writing, to the CTCOG/Housing Assistance Division (i.e. forward a copy of said notice). Failure to do so may result in continued assistance for the tenant.**
- **It is the responsibility of the owner to ensure that a Section 8 tenant pays his or her portion of the rent to the owner in a timely manner. Late payment or non-payment by the tenant should be addressed by the owner in an appropriate manner.** The landlord should not dismiss the tenant's failure to pay rent if the tenant's portion is a small amount. The program offers no protection for unpaid tenant rent. If the tenant pays no monthly portion of the rent or has no share of the rent, it is the owner's **MONTHLY** responsibility to ensure that the tenant continues to occupy the unit.
- Under no circumstances will a new contract or an annual lease addendum be approved until the rental unit has **passed** a Housing Quality Standards (HQS) inspection and all required information and documentation has been received by the CTCOG/Housing Assistance Division. **(Annual lease**

addendums/renewal contracts will not be processed until the landlord questionnaire has been received by the CTCOG/Housing Assistance Division.)

- **It is the responsibility of the landlord to ensure that a Section 8 unit is in compliance with HQS.** Failure by the landlord to make repairs in a timely manner may cause the rental assistance to be abated or the contract terminated. **If any violations of HQS are tenant-caused, the landlord should exercise those rights and/or remedies prescribed within the lease agreement to resolve those issues.**
- Tenant-caused HQS violations, which are not remedied in a timely manner, will be cause to terminate rental assistance for the tenant and to terminate the Housing Assistance Program (HAP) contract with the landlord. **Again, any actions taken against the tenant MUST be reported, in writing, to the CTCOG/Housing Assistance Division (i.e. forward a copy of said notice). Failure to do so may result in continued assistance for the tenant.**
- It is the landlord's responsibility to provide written advance notice of address changes. Such notice must be directed by fax, email or regular mail to the Payment and Administrative Specialist.
- Acceptance of the monthly HAP payment by the landlord is certification that the tenant is in possession of and occupying the unit at the time the payment is received.
- It is against program regulations for us to pay rental assistance on an unoccupied unit. **Payments made to landlords on unoccupied units may be considered an overpayment and may be recaptured from the landlord.**

My signature below indicates that I have read and agree to abide by the above information. I also certify that I have received a copy of this notice.

\_\_\_\_\_  
Signature of Property Owner/Manager

\_\_\_\_\_  
Date

**WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.**

Equal Housing Opportunity 