

# HCHA Assistance

**Harris County Housing Authority (HCHA)** promotes innovative housing communities and encourages clients to achieve self-sufficiency.

# Responsibilities



Improving  
Lives  
Together.

## Responsibilities of the Housing Authority, owner and assisted families:

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# Responsibilities

## Responsibilities of the Housing Authority, owner and assisted families:

The success of the Housing Choice Voucher Program depends on a cooperative relationship between the Housing Authority, the assisted family and the owner or property manager. As a public service program, our goal is to provide excellent service to the families and owners participating in the program.

The program is designed to maintain the regular owner and tenant relationship.

Our main purpose is to subsidize families' rents; all other aspects of the lease agreement must be resolved between the landlord and the tenant. The following summarizes the responsibilities of each party.

## The Housing Authority's Responsibilities:

- Reviews all applicants to determine families' eligibility for the program.
- Explain the rules of the program to families and property owners/managers.
- Issue Vouchers to families.
- Inspect the assisted units for housing quality standards compliance.
- Approve the unit, the owner and the lease.
- Make housing assistance payments to the owner in a timely manner.
- Re-examine the family's income and composition annually, adjust the rent accordingly and process changes in rent portions when income or family composition changes.
- Ensure that owners and families comply with the program rules.
- Provide prompt, professional service to owners and tenant families.

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## The Owner's Responsibilities:

- Thoroughly screens and interviews families who apply.
- Maintains the property by making necessary repairs in a timely manner.
- Maintains the property by making modifications to unit as reasonable accommodations.
- Collects application fees, security deposits and tenant's monthly rent portion.
- Manages the property and enforces the lease.
- Comply with the terms of the Housing Assistance Payment Contract and HUD Tenancy addendum.
- Comply with all fair housing laws to eliminate discrimination against any family.
- Notify the Housing Authority if a tenant vacates the unit and return the housing assistance payments received after a family vacates a unit.
- Notify the Housing Authority of any owner change immediately, so payment to the new landlord will not be delayed.

## The Family/ Tenant's Responsibilities:

- Provide HCHA with complete and accurate information, determined by HCHA to be necessary for administration of the program
- Make their best and most timely efforts to find a place to live that is suitable for them and that qualifies for the program
- Attend all appointments scheduled by HCHA
- Allow HCHA to inspect the unit at reasonable times and after reasonable notice
- Take responsibility for care of the housing unit, including any violations of housing quality standards caused by the family
- Comply with the terms of the lease with the owner
- Comply with the family obligations of the voucher
- Not commit serious or repeated violations of the lease
- Not engage in drug-related or violent criminal activity
- Notify HCHA and the owner before moving or terminating the lease;
- Use the assisted unit only for residence and as the sole residence of the family. Not sublet the unit, assign the lease, or have any interest in the unit
- Promptly notify HCHA of any changes in family composition
- Not commit fraud, bribery, or any other corrupt or criminal act in connection with any housing programs.
- If all parties fulfill their obligations in a professional and timely manner, the program responsibilities will be fulfilled effectively.