Alexandria Redevelopment and Housing Authority

Dear Owner/Manager:

Thank you for your interest in the Alexandria Redevelopment and Housing Authority (ARHA) Housing Choice Voucher Program. This is a general guide to Housing Choice Voucher Program policies, procedures and regulations. The Housing Choice Voucher program is designed to fill the gap between what a family can afford to pay in rent and the actual rent payments. The success of the program depends on ARHA's ability to contract with property managers and owners who have quality, affordable rental units. All Housing Choice Voucher program participants, families and owners, are subject to federal rules and regulations. ARHA will make every effort to inform you on how new or revised rules affect you.

Many low-income families rely on owners like you who are willing to participate in this program. Your decision to list your property with us is greatly appreciated and we ask that you encourage others to also provide this valuable and much needed service. We look forward to your becoming a partner in ARHA's mission to provide decent, safe and sanitary housing to low-income families in the City of Alexandria.

Please review all of the enclosed information provided and should you have any questions feel free to contact our office at 703-549-7115.

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Housing Choice Voucher Program Overview

The Alexandria Redevelopment and Housing Authority (ARHA) and the Department of Housing and Urban Development (HUD) welcome your participation in the Housing Choice Voucher Program. The Alexandria Redevelopment and Housing Authority currently administers the Housing Choice Voucher Program (1722 units), the Public Housing program (644 units) and the Moderate Rehabilitation program (109 project based units).

The Housing Choice Voucher program is a federally funded program that provides housing assistance to eligible low-income families anywhere in the Continental United States, including Puerto Rico and Guam. In the City of Alexandria, the Housing Choice Voucher program is administered by the ARHA. ARHA uses the federal funds to provide assistance to very low and low-income families, the elderly and the disabled. This program enables families to obtain safe, decent and sanitary housing by subsidizing a portion of each family's monthly rent through payments made directly to the property owner. Any type of private housing is eligible, provided the rent is reasonable and the unit passes a housing quality standard (HQS) inspection. The owner retains normal management rights and responsibilities, including resident selection, rent collection, property maintenance, lease enforcement and lease termination.

As an owner/agent, you are responsible for using your normal resident selection procedures to screen prospective residents. ARHA will certify that the family is eligible for the Housing Choice Voucher Program but does not screen them for suitability as resident at your property. Before a family can receive assistance in a unit, you must agree to rent the unit to the family and agree to participate in the Housing Choice Voucher Program.

All units in the Housing Choice Voucher Program must be inspected by ARHA to ensure that they meet the federal Housing Quality Standards (HQS) of being safe, decent and sanitary. If any problems are noted during the inspection, the owner must make repairs before any rental assistance

payments may begin. The Owner will be contacted within 48 to 72 hours of submitting the Request for Tenancy Approval Form (RFTA) to schedule an inspection appointment. Owners should use the housing quality standards inspection checklist to prepare for the inspection. If the unit passes inspection, the Occupancy Specialist for the participant will be notified by the inspector to coordinate the remainder of the move-in process. In the event this unit fails, the owner will be provided with a list of deficiencies in which he/she has thirty (30) days to make the repairs. The owner will notify ARHA when the unit is ready for re-inspection.

ARHA also conducts an annual inspection of all units to ensure that they continue to meet program standards. As an Owner participating in the HCVP, you are required to maintain your rental unit in compliance with local housing codes as well as Federal Housing Quality Standard guidelines.

In order to certify that an owner is able to join the Housing Choice Voucher Program, ARHA requires that the owner:

- Has not been placed on the HUD's debarment List;
- Be current on the utility payments for the property and/or payment agreements related to utilities;
- Documents ownership by producing a copy of the Deed of Record or a HUD 1 Settlement Statement or verifies via the on-line database of Real Estate Taxes (provided that the owner name is an exact match)

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Required Documents for Owners/Managers

Owners are required to submit the documents outlined below as part of the completed Leasing Packet. The items below include the documents which are the sole responsibility of the owner/manager to sign and keep on file.

1. A copy of the Deed of Records (all pages) obtained from City Hall, OR HUD 1 Settlement Sheet OR Real Estate Taxes Report;
2. Valid, government-issued photo identification for the owner and agent (where applicable);
3. Verification of Social Security Number or Tax Identification Number (i.e., SSN card or letter from IRS stating Tax Identification Number);
4. Important Notice to Owners and Tenants;
5. Completed Request for Tenancy Approval (RFTA)
6. Utility Agreement;
7. Owner Certification Form;
8. Fair Housing Act Certification;
9. Alexandria Redevelopment and Housing Authority Fraud Policy;
10. Authorization Agreement for Direct Deposit; w/ voided check
11. Lead-Based Paint: Owner Certification;
12. W-9 Form;
13. Violence Against Women Act (VAWA) Owner Notice; and
14. Agent Authorization (if applicable).

15. Management Agreement (if you have someone else managing your property. A notarized statement or contract between the owner and the management stating that they have authorization to manage the property)

Owner Briefing

If you are a new owner to the Housing Choice Voucher Program, you are required to register for and attend the Owner/Agent/Landlord Briefing Session prior to receiving ARHA approval to participate as an owner in the HCV program.

Owner Responsibilities

- Perform all owner obligations under the Housing Assistance Payments (HAP) contract and the lease;
- Have ARHA approval before moving a tenant into the unit;
- Maintain the unit in accordance with the Housing Quality Standards (HOS), including performance of ordinary and extraordinary maintenance;
- Comply with Fair Housing Laws and requirements;
- Prepare and furnish information required by ARHA or HUD under the HAP contract;
- Collect from the family any security deposit, the tenant's contribution to rent (the part of rent to owner not covered by the housing assistance payment from ARHA), and any charges for unit damage by the family;
- Enforce tenant obligations under the lease;
- Make modifications to a unit occupied or to be occupied by a disabled person;
- Remain current on all city, state, and local taxes, fines, assessments and/or payment agreements related to real estate taxes;
- Remain current on utility payments for the property and/or payment agreements related to utilities; and Comply with the Violence Against Women Reauthorization Act of 2005 (VAWA) when screening and terminating tenants.

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OWNER NON-COMPLIANCE

Owners who do not comply with program requirements will be given ten (10) business days from the date of notification to provide proof that the open items/debts are completed/satisfied. Failure to adjudicate this matter may cause your properties to be denied acceptance into the program or may result in termination from the program.

ARHA will abate, or place on hold all Housing Assistance Payments, or terminate the HAP contract if the owner fails to maintain the property within HOS standards.

IMPORTANT NOTICE TO OWNERS AND TENANTS

Submission of the Leasing Packet
ARHA will not process any Request for Tenancy Approvals (RFTAs) until all Leasing Packet forms have been completed and executed.

Your RFTA may be held until all tenant and owner submissions are complete.
Once the completed Request for Tenancy Approval (RFTA) and Leasing Packet have been accepted, ARHA will:

- Complete a rent reasonableness to determine if the unit is comparable
- Review the unexecuted Lease
- Schedule an inspection of unit
- Prepare HAP contract after receiving executed copy of lease.
- Forward HAP contract for owner signature and
- Begin HAP payments

Please note that if the unit does not pass the Housing Quality Standards (HOS) inspection, and/or if the owner's requested rent is not reasonable, ARHA will attempt to negotiate a reduced rent for a new unit.

ARHA is NOT authorized to pay any rental subsidy until the unit has passed HOS inspection and determined the rent is reasonable. There will be no subsidy payments for any period prior to the passed inspection and rent approval dates. If a tenant moves into a unit prior to the passed

inspection and approval from ARHA the tenant will be responsible for the entire rent for that period. No subsidy payment will be released to the owner until there is an approved inspection, authorized rent, signed lease and executed HAP contract. If you have a question as to whether an inspection and/or rent has been approved please call (703) 549-7115 ext. 207 to be directed to the Occupancy Specialist responsible for the case.

PROHIBITED PAYMENTS

Except for the rent to owner, owners may not charge any additional amounts and/or receive any payments or other consideration (from the family, the ARHA, HUD, or any other public or private source) for rental of the contract unit during the HAP contract term. Owners charging payments outside of what has been approved by ARHA are considered to be in breach of the HAP contract. ARHA may pursue recovery of overpayments, suspension of housing assistance payments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract.

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FAIR HOUSING ACT CERTIFICATION

Housing Choice Voucher Program
Owner's Assurance of Compliance with The Fair Housing Act of 1968

I certify that I and anyone authorized to act on my behalf shall comply with the Fair Housing Act of 1968. Neither In or anyone authorized to act on my behalf will discriminate based on race, color, national origin, religion, sex, gender identification, familial status or disability:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

Owner/Manager/Landlord: Name:_____

Signature:_____ Date:_____

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UTILITY AGREEMENT

- The service for all utilities must be connected prior to the Housing Choice Voucher Program inspection. Your unit **cannot be approved** unless the Housing Choice Voucher Program can verify that utilities are operable.
- The inspector must be given access to the basement for all units (where applicable).
- You should have separate meters for any utility for which the tenant is responsible for payment.

Will the tenant be responsible for any utilities?

Please answer the following questions:

1. Is there a separate electric meter for this unit? ☐ Yes ☐ No
2. Is there a separate gas meter for this unit? ☐ Yes ☐ No
3. Is there a separate water meter for this unit? ☐ Yes ☐ No

I hereby certify that I have inspected the unit located at:

Street:_____ **Apt/Unit#**_____

City:_____ **State:**

I have answered the questions contained in this form truthfully.

Owner/Landlord/Manager/Agent Signature:

_____ **Date:**_____

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VIOLENCE AGAINST WOMEN ACT (VAWA)

In January 2005, a law known as Violence Against Women Act or "VAWA" was signed and approved by the President. VAWA provides new protections for victims of domestic violence, dating violence and stalking who are tenants of public housing or who are assisted with Housing Choice Voucher Program rental assistance. ARHA's VAWA policies are posted on ARHA website and more detailed information is available by request.

You should know that:

1. If an applicant is or has been a victim of domestic violence, sexual violence, and/or stalking this is not an appropriate basis upon which to deny housing.
2. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered a violation of the victim's lease and shall not be good cause for terminating housing assistance, tenancy or occupancy rights of the victim.
3. Additionally, tenancy, assistance or occupancy rights may not be terminated as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the household, a guest, or person under the control of that household, if a household member is the victim.

However, there are some limitations to these protections:

1. Tenancy and/or housing assistance may be terminated if it can be demonstrated that,"an actual and imminent threat" to other tenants or to persons employed at or providing services to the housing development, and/or unit.
2. If a tenant claims protection under VAWA against termination of tenancy or assistance, you may ask the tenant to deliver a certification, which the tenant must provide in 14 days, concerning the incident or incidents that raises the need for VAWA protections.

    - Certification: There are three ways that a tenant can provide requested certification. The tenant may:

    (1) The tenant may complete a HUD-approved form, which the tenant may request from his/her Housing Specialist.

    (2) Provide a police report or court record.

    (3) Have a professional person whom the tenant consulted with about domestic violence, dating violence or stalking provide documentation.

- The tenant may choose *any* of these options for certification of the incident. The tenant *may not* be required to submit specific documentation or more than one form of certification as long as the tenant follows one of the three (3) three certification methods of certification listed above. *To claim protections under VAWA, the tenant must deliver the certification within 14 business days after the receipt of request. This information must be included in all requests for certification.*

3. Confidentiality: Information provided by a tenant about an incident or incidents of domestic violence, dating violence or stalking *must* be held by the owner, manager, and/or ARHA in confidence and not shared without the tenant's consent, *except when this information may be disclosed in an eviction proceeding or otherwise necessary to meet legal requirements.*

4. Removal of/Termination of Assistance to Perpetrator of Physical Violence: An owner or manager may terminate the tenancy and evict a tenant or other lawful occupant, and/or ARHA may terminate assistance to a participant in the Housing Choice Voucher Program, who engages in criminal acts of physical violence against family members or others. This action may be taken against the individual alone, without evicting, terminating the tenancy of, removing, denying assistance to, or otherwise penalizing other household members.

5. Moving to Another Location: If the tenant reporting domestic violence is in compliance with their lease and other Housing Choice Voucher Program requirements, and the tenant reasonably believes they must relocate to protect a member of their household from an imminent threat of harm by domestic violence, dating violence, or stalking, ARHA may issue a voucher to permit the tenant to *move* (port) to another location even though they will be breaking their lease when doing so. ARHA may request the certification described *above* before issuing the voucher.

I have read and understood the VAWA regulations provided by this form.

Name:_____

Signature:_____ **Date:**_____

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OWNER/LANDLORD/MANAGER DIRECT DEPOSIT FORM

Name:_____ Vendor ID:_____

Unit/Development Information

Address:_____ City_____ State:_____ Zip code:_____

☐ Please check box if this unit has previously been part of the Housing Choice Voucher program (HCVP) and you would like to update your banking information for all units recorded under this Federal Tax ID.

☐ Please check this box to add banking information if this unit is new to the HCVP.

☐ Please check this box only if this unit has been part of the HCVP previously and there are no banking updates.

Bank Account Information

(Do not fill out this section if there are no changes to your banking information)

Payee Name:_____ Telephone # _____

I HEREBY AUTHORIZE the Alexandria Redevelopment and Housing Authority to initiate credit entries to my account. Select one: ☐ Checking ☐ Savings

Please indicate the financial institution you wish the Housing Authority Payments to be deposited:

Name:_____

City:_____ State:_____

Routing Number:_____ Account Number:_____

Please attach a copy of a voided check (or a letter from the bank, on their letterhead, with the routing number, your account name, and account number) to this form.

Authorization Confirmation

This authorization is to remain in full force and effect until the **Alexandria Redevelopment and Housing Authority (ARHA)** has received written notification from the owner/agent of its termination in such time and in such manner as to afford the ARHA and the financial institution a reasonable opportunity to act on it.

Owner Name:_____ Tax ID:_____

Signature:_____ Date:_____

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AGENT AUTHORIZATION

If there is an existing Agent Authorization or Management Agreement in place for this unit, please attach this form to the Leasing Packet that is submitted to ARHA. If there is not an Agent Authorization or Management Agreement in place, this authorization is to be completed by the legal owner of the designated property when an individual or entity, other than the owner, is or will be managing the property. Please keep a copy of this authorization for your records.

Property Address:_____ City:_____ State:_____ Zip code:_____

Tenant Name:_____

AUTHORIZATION

I,_____, hereby authorize _____ known as my Agent,
(Owner) (Agent)

To conduct the following business with the Alexandria Redevelopment & Housing Authority on my behalf for the above referenced unit.

Please indicate the Agent's authorized responsibilities:

☐ Contract with ARHA and Tenant (negotiate rent, execute lease and HAP contract).
☐ Grant access to the rental unit.
☐ Access contract and payment information.
☐ Maintain the unit and responsibility for repairs and inspections.
☐ Inform the Owner of obligations and responsibilities to ensure compliance.

AGENT CONTACT INFORMATION

Contact information for my Agent is as follows:
Company Name:_____ Contact Name:_____

Address:_____Phone #:_____ Email:_____

If the Agent's responsibilities are described in a separate agreement, I will provide a copy of that document and any amendments thereto to ARHA. I acknowledge that the appointment of the Agent does not in any way abridge, negate, modify or otherwise eliminate my/our responsibilities and requirements under the Housing Assistance Payments (HAP) Contract with ARHA and that I am responsible for ensuring that the Agent and Property comply in all respects with such responsibilities and requirements.

Signature of Legal Owner:_____ Date:_____

Signature of Agent: _____ Date:_____

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FRAUD POLICY

1. FRAUD

For the purposes of this policy, and in concurrence with the ARHA and HUD's Offices of the Inspector General's (OIG) mandate, "fraud" includes fraudulent activity by any person employed by or contracted with the ARHA; bribery and official corruption; theft of ARHA funds, property or benefits, and serious breaches of integrity. Some examples of activities covered include: extortion/extortion attempts by ARHA employees or officials, acceptance or solicitation of bribes, submission of fraudulent documents, employee collusion with contractors or vendors, material misstatements of facts in the contracts or documents relating to services performed or materials provided, bid rigging and disclosure of confidential information.

2. COVERED PARTIES

This policy will cover:

a. All ARHA employees and officials.
b. All new contractors, subcontractors, vendors and consultants doing business with the ARHA.
c. All owners of housing who receive subsidies from ARHA; and
d. Any other individual or entity doing business with or seeking to do business with ARHA.

3. RESPONSIBILITIES

All "covered parties" must report any type of fraud when they become aware of such activity and must cooperate fully with the OIG in any ensuing investigation.
Please contact HUD OIG Hotline fax complaint to (202) 708-4829 or mail to: 400 Virginia Avenue, SW, Room C-120, Washington, DC 20024
Management officials will support the Fraud Policy and ensure compliance with this policy.

4. PENALTIES FOR FAILURE JO REPORT FRAUD

Penalties for failure to report fraud in a timely manner can include disciplinary action, up to and including dismissal, against ARHA employees and officials; loss of contract and/or debarment from future contracts by contractors, subcontractors, vendors and any other individuals or entity doing business with the ARHA; and other action deemed appropriate by ARHA officials.

5. AWARENESS AND ACKNOWLEDGEMENT OF FRAUD POLICY BY COVERED PARTIES

The following individuals will be required to sign this policy acknowledging that they have read it, will adhere to it, and are aware of the penalties for failure to comply: all new ARHA employees and officials, all new contractors, subcontractors and consultants; and other individuals and/or representatives of companies which do business with the ARHA.

6. CONFIDENTIALITY
All information reported to the DIG is confidential, and the identity of those reporting information to the OIG will be protected.

7 WHISTLE BLOWER PROTECTION
Anyone who provides information to the OIG may not be discharged, demoted or otherwise subject to any adverse action as a result of reporting wrong doing. Any person who retaliates against someone for reporting wrongdoing may be subject to disciplinary action and/or civil liabilities and penalties.

ARHA management supports the position that "whistle blowers" will be protected and commended for their honesty and dedication to the ARHA.

ACKNOWLEDGEMENT: I am aware of the contents of this policy and the possible penalties for failure to comply with this policy.

Owner/Agent Signature:_____

Owner/Agent Name (printed):_____

Tax ID or SSN:_____

Date:_____

Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection

9. Structure Type

- ☐ Single Family Detached (one family under one roof)
- ☐ Semi-Detached (duplex, attached on one side)
- ☐ Rowhouse/Townhouse (attached on two sides)
- ☐ Low-rise apartment building (4 stories or fewer)
- ☐ High-rise apartment building (5+ stories)
- ☐ Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

- ☐ Section 202
- ☐ Section 221(d)(3)(BMIR)
- ☐ Tax Credit
- ☐ HOME
- ☐ Section 236 (insured or uninsured)
- ☐ Section 515 Rural Development
- ☐ Other (Describe Other Subsidy, including any state or local subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Heat Pump ☐ Oil ☐ Other	
Cooking	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Other	
Water Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Oil ☐ Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

12. Owner's Certifications

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

☐ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

☐ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

☐ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)