

Landlord Information

Thank you for your interest in the Housing Authority of Rock Hill's Housing Choice Voucher Program. One of the many advantages of participating in our program is the free Housing Referral service. The referral service provides information on private rental housing in the city of Rock Hill to families, elderly and persons with disabilities seeking affordable housing in the private market. The Housing Referral listing is updated weekly and includes property address, bedroom size, rent amount and landlord name and telephone numbers.

Housing Referral forms are available to the general public upon request and may be mailed, or picked up from our office.

To list your property on the Housing Referral Form, submit by mail or in person the **HCV (Section 8) Property Listing Form** to the **Housing Operations Department - HCV (Section 8) Division**, located at 467 S. Wilson Street, P.O. Box 11579, Rock Hill, SC 29731.

A successful program depends on our agency being able to contract with property owners who can supply decent, safe and sanitary housing for participating families, elderly and persons with disabilities. There are a variety of reasons why landlords and property owners participate in the Housing Choice Voucher Program. One of the most common is the desire to help their communities. Participants include families, elderly and persons with disabilities of low to moderate income trying to keep pace with the rising cost of rental housing.

In the Section 8 Housing Choice Voucher Program, the PHA does not perform the property management functions; however it does many administrative tasks, such as accepting applications for assistance, maintaining a waiting list, determining applicant eligibility, rent to owner, inspections and recertifications. There is a three (3) way partnership among the PHA, the participant and the owner/landlord.

Responsibilities of the PHA and of the Owner include:

- Screen families who apply for tenancy, to determine if they will be good renters.
- Comply with the terms of the Housing Assistance Payment Contract.
- Conduct normal landlord functions during the term of the lease.
- Comply with all applicable fair housing laws.
- Maintain the housing unit by making necessary repairs in a timely manner.
- Must adhere to provisions on modifications to a dwelling unit occupied or to be occupied by a person(s) with disabilities.
- May not lease property to a relative (parent, child, grandparent, grandchild, sister, or brother) of any member of the assisted family, unless approved by PHA for accessibility.
- Lease may not require more than sixty (60) days moving notice from tenant.
- Collect rent and otherwise comply with and enforce provisions of the dwelling lease.
- Security deposit cannot exceed the amount charged to unassisted tenants.
- Payment for owner-supplied utilities and services.

HCV (Section 8) Property Listing Form

To add your property to the list of properties available to Section 8 participants, return this form to the Housing Authority. A "Landlord List" is provided for voucher holders who are searching for a property to lease. Section 8 participants are also advised to check local newspaper listings and computer searches for properties currently available; landlords are encouraged to list "S8 Accepted" when advertising properties for rent. This list may be purged annually.

Note: The property must be in the City Limits of Rock Hill, South Carolina.

Please Print Info and Sign	Owner Information	Agent / Property Management
Name to Appear on Check		
Person to Contact		
Mailing Address		
City, State, Zip		
Business Phone Number		
Email Address		
Signature		

Please add the following property (properties) to the list of properties available to Section 8 program participants:

1st Property Description			
Property Address: _____ <small>[Street Name & Number]</small>	_____ Rock Hill _____ <small>[City]</small>	_____ SC _____ <small>[State]</small>	_____ _____ <small>[Zip]</small>
Bedrooms: _____	Full Bathrooms: _____	Half Bathrooms: _____	Approx. Square Footage: _____
Type of Unit (select one): <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Single Family Home			
Year Built: _____ Lead Base Paint Rules apply to properties built 1978 or earlier.			
Rent Requested: \$ _____ Is the requested rent negotiable? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2nd Property Description (If Applicable)			
Property Address: _____ <small>[Street Name & Number]</small>	_____ Rock Hill _____ <small>[City]</small>	_____ SC _____ <small>[State]</small>	_____ _____ <small>[Zip]</small>
Bedrooms: _____	Full Bathrooms: _____	Half Bathrooms: _____	Approx. Square Footage: _____
Type of Unit (select one): <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> Single Family Home			
Year Built: _____ Lead Base Paint Rules apply to properties built 1978 or earlier.			
Rent Requested: \$ _____ Is the requested rent negotiable? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Note: Tax information will be provided to the IRS for those who receive payments.

Please notify the Housing Authority when your property has been leased or if you want your name removed from our listing.

Mail: P.O. Box 11579, Rock Hill, SC 29731 **Fax:** 803.324.5857 **E-Mail:** kthornburg@rhha.org