

The logo for the Huntington Housing Authority. It features the word "HUNTINGTON" in a bold, gold, serif font. Below it, the words "Housing Authority" are written in a black, cursive script font. The entire logo is set against a white rectangular background.

HUNTINGTON
Housing Authority

LANDLORD ORIENTATION

WELCOME

MISSION STATEMENT

Our aim is to ensure safe, decent, and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure fiscal integrity by all program participants.

TOPICS

THE
RELATIONSHIPS
BETWEEN
PARTIES

AN OVERVIEW OF
THE FAMILY
OBLIGATIONS

CHANGES OF
INCOME OR
HOUSEHOLD
COMPOSITION

LEASE RENEWAL

RENT INCREASE
REQUESTS

INSPECTIONS

HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT PROCESS

THIS PRESENTATION WAS CREATED FOR LANDLORDS WHO ARE READY TO SIGN A HAP CONTRACT, HOWEVER, IF YOU ARE NOT YET AT THAT STAGE IN THE PROCESS YOU WILL STILL FIND VALUABLE PROGRAM INFORMATION TO ASSIST YOU.

- SELECT A TENANT
- SUBMIT THE REQUEST FOR TENANCY APPROVAL, ALSO KNOWN AS MOVING PAPERS
- PASS HOUSING QUALITY STANDARDS INSPECTION (HQS)
- CONTRACT AND LEASE CAN NOW BE SIGNED

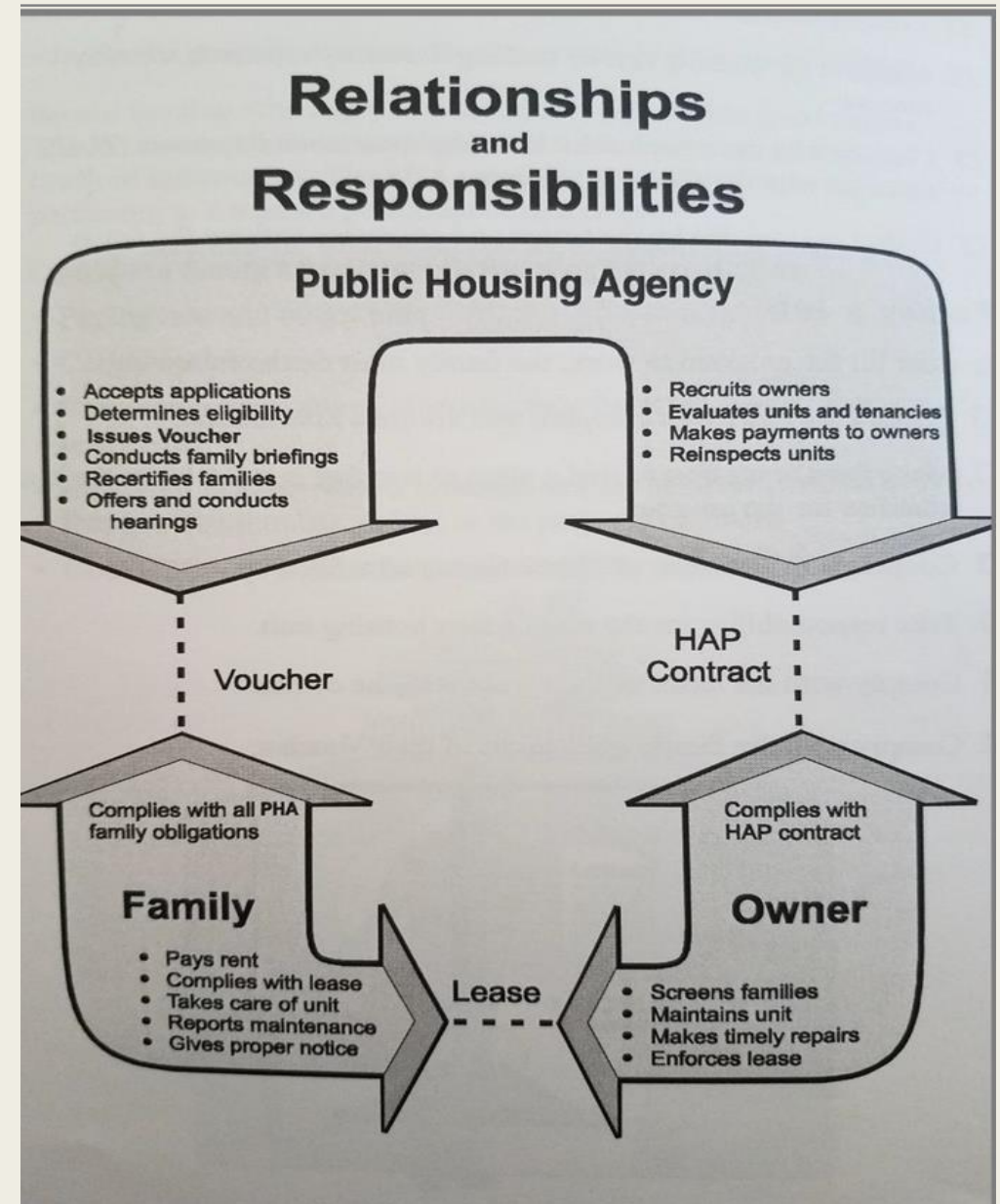
THE HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT

- THE HAP CONTRACT INCLUDES:
 - THE TENANT'S NAME
 - THE UNIT ADDRESS
 - THE HOUSEHOLD MEMBERS
 - THE EFFECTIVE DATES
 - THE CONTRACT RENT
 - THE TENANT PORTION OF THE RENT
 - THE HOUSING ASSISTANCE PAYMENT



RELATIONSHIP

- THE HAP CONTRACT IS BETWEEN THE LANDLORD AND THE HOUSING AUTHORITY.
- THE TENANT IS NOT REQUIRED TO SIGN THIS FORM.
- THE LEASE IS BETWEEN THE LANDLORD AND THE TENANT. THE HOUSING AUTHORITY IS NOT A PARTY TO THE LEASE.
- THE FAMILY SIGNS THE FAMILY OBLIGATIONS TO PARTICIPATE IN THE PROGRAM. THE FAMILY SIGNS THIS FORM TO ACKNOWLEDGE AN UNDERSTANDING OF PROGRAM RULES.



OBLIGATIONS OF THE FAMILY

PAYING THE TENANT
PORTION OF THE RENT

PAYING FOR ANY
UTILITIES THAT ARE
ASSIGNED TO THE
TENANT

COMPLYING WITH THE
TERMS OF THE LEASE

REPAIRING ANY TENANT
CAUSED HOUSING
QUALITY STANDARD
DEFICIENCIES

GIVING PROPER WRITTEN
NOTICE WHEN MOVING
FROM THE UNIT OR
TERMINATING THE LEASE

REPORT ANY CHANGES
OF HOUSEHOLD INCOME
WITHIN 30 DAYS OF
OCCURRENCE

REQUESTING PROPER
APPROVAL FROM THE
HOUSING AUTHORITY
WHEN ADDING SOMEONE
TO THE HOUSEHOLD

MORE...

THE FAMILY MUST SUPPLY ANY INFORMATION THAT THE HOUSNG AUTHORITY REQUIRES TO DETERMINE THAT THE FAMILY IS ELIGIBLE FOR THE PROGRAM.

ALL INFORMATION SUPPLIED MUST BE TRUE AND COMPLETE.

THE FAMILY MAY NOT OWN THE UNIT OR SUBLEASE THE UNIT.

THE FAMILY MAY NOT ENGAGE IN ANY DRUG RELATED OR VIOLENT CRIMINAL ACTIVITY.

INCOME REPORTING

THIS PROGRAM IS INCOME
BASED.

THE AMOUNT OF SUBSIDY A
FAMILY RECEIVES IS BASED
ON THE HOUSEHOLD
INCOME.

AT THE INITIAL LEASE UP,
THE FAMILY MUST PAY AT
LEAST 30% BUT NOT MORE
THAN 40% OF THEIR
MONTHLY ADJUSTED
INCOME TOWARDS RENT
AND UTILITIES.

THE 40% CAP IS ONLY AT THE
INITIAL LEASE UP AND DOES
NOT APPLY FOR LEASE
RENEWALS.

THE TENANT IS REQUIRED TO
REPORT CHANGES OF
INCOME WITHIN 30 DAYS OF
OCCURRENCE.

The HOUSING ASSISTANCE
PAYMENT & TENANT
PORTION OF RENT MAY
CHANGE BASED
ON FAMILY'S CHANGES IN
CIRCUMSTANCE.

YOU WILL RECEIVE A
RENT CHANGE LETTER IN
THE MAIL CONFIRMING THE
RENT BREAKDOWN AND THE
EFFECTIVE DATE.

HOUSEHOLD MEMBERS, ADDITIONAL

THE HOUSING AUTHORITY REQUIRES A CRIMINAL BACKGROUND CHECK, A VERIFICATION THAT THE NEW HOUSEHOLD MEMBER IS NOT A LIFETIME REGISTERED SEX OFFENDER, NOR OWES ANY AGENCY DEBT FOR A FEDERALLY ASSISTED PROGRAM.

THE HOUSING AUTHORITY REQUIRES THE FAMILY RECEIVE PRIOR WRITTEN APPROVAL BEFORE ADDING AN ADULT MEMBER AS AN OCCUPANT IN THE UNIT.

MOST FREQUENT OWNER VIOLATIONS

01

ACCEPTING
PAYMENT FOR A
VACANT UNIT

02

FAILING TO
MAINTAIN THE
UNIT AT HQS
REQUIREMENTS

03

ACCEPTING OR
REQUIRING SIDE
PAYMENTS

RENT INCREASE REQUESTS



AFTER THE INITIAL LEASE TERM, AN OWNER MAY REQUEST A RENT INCREASE.



ALL RENT INCREASE REQUESTS REQUIRE A 60-DAY WRITTEN NOTICE.



PLEASE BE MINDFUL OF ANY NEW YORK STATE LAWS.



THE RENT REQUEST IS SUBJECT TO APPROVAL. THE HOUSING AUTHORITY CONDUCTS A RENT REASONABLE TEST TO ENSURE THAT THE REQUESTED RENT IS REASONABLE TO OTHER COMPARABLE UNITS IN THE AREA.

SPECIAL INSPECTIONS

TENANT OR
THE LANDLORD MAY
REQUEST A SPECIAL
INSPECTION.

THE HOUSING
AUTHORITY WILL COME
OUT TO INSPECT THE
UNIT TO DETERMINE IF
REPAIRS ARE REQUIRED.

HOUSING QUALITY STANDARDS (INSPECTIONS)

HQS INSPECTIONS ARE DONE
ON A BIENNIAL PLATFORM.
THEY ARE CONDUCTED EVERY
OTHER YEAR.

FAILURE TO COMPLY WITH
INSPECTION REQUIREMENTS
AND DEADLINES MAY RESULT
IN THE ABATEMENT, NO
PAYMENT.

IF DEFICIENCIES ARE NOT
CORRECTED, HAP CONTRACT
MAY BE TERMINATED.

THE TENANT IS NOT
RESPONSIBLE FOR ANY HAP
PAYMENTS THAT ARE ABATED
FOR THE OWNER'S FAILURE
TO COMPLY.

HOUSING ASSISTANCE PAYMENTS

- HOUSING ASSISTANCE PAYMENTS COULD BE HELD IF EITHER THE TENANT OR OWNER FAIL TO COMPLY WITH PROGRAM REQUIREMENTS.



UTILITY

- A NEW HAP CONTRACT IS REQUIRED FOR ANY CHANGES REGARDING THE UTILITIES OR APPLIANCES.
- NO CHANGES IN UTILITY OR APPLIANCE RE-ASSIGNMENT MAY BE PUT INTO EFFECT UNLESS AGREED UPON BY THE OWNER AND THE TENANT.



CONTACT INFORMATION

TOWN OF HUNTINGTON HOUSING AUTHORITY

- 1A LOWNDES AVENUE, HUNTINGTON STATION, NY 11746
- OFFICE PHONE (631) 427-6220
- OFFICE HOURS: 8AM to 4PM Monday to Friday

LANDLORDS MAY ENROLL FOR DIRECT DEPOSIT BY FOLLOWING THE ATTACHED LINK AND SUBMITTING A VOIDED CHECK.

- <https://forms.office.com/r/SBSqXL3cn1>
- FOR QUESTIONS ABOUT DIRECT DEPOSIT, PLEASE EMAIL AT FORMS@HUNTINGTONHA.ORG



THANK YOU FOR THE PARTNERSHIP TO SERVE OUR COMMUNITY.