



457 E. MAIN ST. ROOM 406
 NEW IBERIA, LA 70560
 TEL: 337-369-2350

Landlord Application

Address of Rental Unit: _____ # of Bedrooms: _____
 (If you have multiple units, please include the available unit's sheet for each.)

Are the units equipped with handicap features? **YES** **NO**
If yes, please list the features:

Housing Assistance Payment Recipient:

Name: _____
 Business Name: _____
 SSN: _____ or Tax ID#: _____

Primary Contact Information for Owner/Agent/Landlord:

Primary Contact: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____ Alt. #: _____
 Email: _____ Fax: _____

MUST PROVIDE THE FOLLOWING DOCUMENT WITH THIS APPLICATION:

1. Copy of Deed or Ownership Papers
2. State or federally issued photo ID
3. W-9, Completed and Signed
4. Direct Deposit/ACH Authorization Form
5. Management Agreement if the property is managed by a third-party company or agent.
6. Agent Statement

****You must be the owner of the home. No rent to own units allowed.***

 Signature of Owner

 Date

Housing Choice Voucher

Available Unit

Owner Name/Property Management: _____

Property Address: _____

Phone number: _____ E-mail: _____

UNIT TYPE

- Single Family Home Apartment
 Duplex Townhouse Other: _____

<u># Bedrooms</u>	<u># Bathrooms</u>	<u>Age</u>	<u>Square Footage</u>	<u>Available Date</u>	<u>Rent</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Utilities paid by Owner (O) or Tenant (T)

Gas: _____ Electric: _____ Water: _____ Trash: _____ Pest Control: _____

Gas OR Electric

Water Heating: _____ Heating: _____ Cooking: _____

Amenities Included:

- | | | |
|------------------|--------------------------|---------------------------|
| ___ A/C-Central | ___ Washer/Dryer Hookups | ___ Washer/Dryer Provided |
| ___ Heat-Central | ___ New Flooring | ___ Mini-blinds |
| ___ Ceiling Fans | ___ Fenced in Yard | ___ Patio/Deck |
| ___ Oven/Stove | ___ Covered Parking | ___ Garden Tub |
| ___ Refrigerator | ___ Fireplace | ___ Clubhouse |
| ___ Dishwasher | ___ Remodeled | ___ Pool |
| ___ Garage | ___ Playground | ___ Fitness Center |
| ___ Storage | ___ Laundry Facilities | ___ Wheelchair Accessible |
| ___ Gated | ___ Granite Countertops | ___ Separate Shower |



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Becoming A Landlord

We want to make it simple and easy for landlords to participate in the City of New Iberia Housing Choice Voucher Program.

If a tenant approaches you about accepting a Housing Choice Voucher, there are four steps to follow.

Step 1: Screen the tenant to ensure you are making a good selection.

Step 2: Tenants with our Housing Choice Vouchers will have a form to fill out called Request for Tenancy Approval (RFTA). You should complete the landlord section of the form, along with the Disclosure of Lead-based Paint form. When the tenant submits both completed signed forms to our office, we will contact you to schedule an inspection. *You will need to submit the required information on landlord application: ownership documents, ID, W-9, direct deposit form, management agreement and agent statement.*

Step 3: We will inspect the unit to ensure that it meets HUD's NSPIRE Standards. The Housing Choice Program requests that the landlord be present at the initial inspection. The utilities must be on, and the unit must be ready for occupancy. The inspector will discuss any repairs that may be necessary with you.

Step 4: After your unit passes inspection, and the amount of rent you are charging has been approved, you and the tenant enter into an initial lease. When all of the final, signed documents have been received, we release payment to the landlord within at the first of the month and there afterwards.

Determining Rent and Affordability

The City of New Iberia Housing Choice Voucher Program will determine whether the rent being charged for the unit is reasonable and whether the unit is affordable to the family. To do this, the program will review the rent requested by the owner and compare it to comparable unassisted units in the building and or neighborhood to ensure that the rent is reasonable. The program will then evaluate the family's income to ensure they can afford the rent. To pass the affordability test, the family's portion of rent and utilities may not exceed 40 percent of the family's monthly adjusted gross income. If any adjustments need to be made to the rent, the program will contact the property owner.

About Your Lease Agreement

Landlords use their own lease agreement and the same screening criteria that apply to any other applicants and tenants. The lease should not be signed and dated until after the City of New Iberia Housing Choice Voucher Program's approval. The City of New Iberia's Housing Choice Voucher Program must obtain a copy of the executed lease at contract signing.

INSPECTIONS PROCESS

The dwelling unit must pass the program's NSPIRE standards and be maintained up to those standards as long as the owner receives housing assistance payments. The rent requested must be reasonable and the landlord must not charge the tenant any amount other than what the program has determined to be the tenants' portion of rent.

NSPIRE, is a new inspection protocol designed to enhance the quality and safety of housing units participating in the HCV Program. It replaces the previous inspection process with a more comprehensive and standardized approach to evaluating properties, with a greater emphasis on health, & safety standards.

Inspection Extensions The landlord must request an extension within the first 30 days of the unit failing inspection. An extension request requires documentation of the cause for delay in repairs (i.e., tenant unresponsive, outside vendor delays, etc.).

Abatement Process

The landlord has 30 days to make required repairs in an assisted unit during an annual or special inspection.

- Failure to repair by the 30-day deadline will result in the assisted unit going into abatement (Housing Assistance Payments (HAP) are stopped).
- Units in abatement will not receive Housing Assistance Payments (HAP) after the commencement of the abatement period.
- The tenant is not responsible for paying the HAP portion during the abatement period.
- HAP funds will resume to the landlord on the following 1st of the month once the unit passes reinspection.
- 30-days after the abatement takes place, if repairs are not done, the HAP Contract will be terminated.

GETTING PAID

Once New Iberia Housing Choice Program approves an eligible family's housing unit, the family and the landlord sign a lease and, at the same time, the landlord and the Housing Choice Program sign a HAP contract that runs the same term of the lease. Payments will be generated direct deposit, following execution of the HAP contract. In addition, the landlord is expected to provide the services agreed to as part of the lease signed with the tenant and the contract signed with the City of New Iberia's Housing Choice Voucher Program.

Unapproved Fee/Charges

Outside the initial one-time rental deposit, a landlord may not accept or request any additional fees, funds, or charges outside the signed lease and /or HAP contract from the participant. Violation of this rule will jeopardize the landlord's future participation in the HCV Program.

Rent Increases

The landlord may request an increase in contract rent during the participating families re-examination period, no later than 60 days to the annual recertification effective date/lease renewal date. All requests will undergo a rent reasonableness test. Rent increase will be denied if the rent is not reasonable.