

GENERAL PROCEDURES FOR THE SECTION 8 PROGRAM

The Section 8 program's objective is to provide safe, decent, sanitary and affordable housing to low income families. Section 8 is a rental subsidy program assisting tenants on the open market.

1. An applicant on the waiting list is briefed, issued a Voucher specifying the number of bedrooms needed and receives a listing of prospective units. (A landlord wishing to have his/her name and phone number listed should contact the Section 8 office at (913) 281-3300.)
2. The Section 8 participant contacts a landlord to see where the unit is located.
3. The landlord and participant must complete the Request for Lease Approval and return it to the Section 8 office.
4. The landlord/owner should then contact the Section 8 office inspector to set up an inspection. (Section 8 will not conduct inspections prior to landlord choosing a tenant and the submission of the Request for Lease Approval.)
5. Necessary paperwork, which includes the lease agreement, is processed and the landlord is contacted to sign the Housing Assistance Payment Contract. (After the unit meets HQS.)

BASIC REQUIREMENTS

The owner agrees to maintain and operate the property in accordance with HQS and to take corrective action when needed.

Unit must be inspected annually.

Landlord/Owner notify Section 8 of any unscheduled move-outs.

All property taxes are current.

BENEFITS

Unit is rented for entire year unless tenant moves in violation or landlord evicts.

Section 8 does not interfere with landlord/tenant relationship, but acts as mediator when necessary to resolve conflict. Landlord retains all rights to select tenant, and to evict for good cause.

The Housing Assistance Payment made by Section 8 on behalf of a participant is sent directly to the landlord each month.