

Information for Prospective Landlords

Once a family has been awarded a voucher, they are officially able to begin searching for a unit. Please be advised that as a landlord, you are under no obligation to rent to any specific person. Although we perform background checks as part of our eligibility requirements for the Housing Choice Voucher (HCV) Program, we do not provide this information to you, and you should follow all procedures that you have in place regarding your requirements for a renter. If you do background checks, credit checks, and rental history, you will still need to perform those checks, as our agency does not screen for suitability of a client to be a renter.

Once you have approved a family for your unit, you will need to complete a landlord packet. After all the required forms are complete and submitted back to Biddeford Housing, we are required to determine if the unit is affordable for that family and if the rent is reasonable for the area. If either of those tests fail, we will contact you to negotiate the rent. You are under no obligation to accept what is proposed, however if the unit is not considered affordable for the client, we will not be able to proceed.

After the unit has been deemed affordable, we will contact you to schedule an inspection. Once the inspection passes, a lease-up date will need to be established (please double-check with Biddeford Housing for an eligibility date), and a 12-month lease can be signed. The lease cannot be signed before the inspection passes! The lease must contain the following information: Name of tenant(s), unit address, the total approved rent amount, the term of the lease with a holdover clause, and the utilities that the tenant is responsible for paying.

We will complete a rent calculation to determine what the tenant's portion will be and what Biddeford Housing will pay. The landlord may not charge the tenant any amount other than the portion approved by Biddeford Housing. We will have you review and sign the Housing Assistance Payments (HAP) Contract along with a few other forms and will need a copy of the signed lease to complete the lease-up process. The HAP contract is the document that Biddeford Housing enters into with the landlord that allows us to pay you our portion of rent. The HAP contract will list the total rent and the amount that you can expect from us upon initial lease-up.

Once the lease-up process is complete, Biddeford Housing can begin making payments. Payments are made once a month via direct deposit and are released to your bank within the first few business days of each month. Biddeford Housing does not process a mid-month HAP run, so it is always best to return all documents in a timely manner.

Anytime the family experiences a change, we will send you a HAP amendment that will notify you of any changes in the Biddeford Housing portion and the tenant portion. Aside from our annual inspections and paying a portion of the tenant's rent, being a landlord on the HCV program is not much different than renting privately to a client.

(continued)

Important Info:

1. The contract rent amount cannot be adjusted within the initial term of the lease.
2. Biddeford Housing requires at least a 60-day notice of a rent increase, or 75-day notice if being raised more than 10%, according to Maine State Law. This notice should be a copy of what you are providing the tenant with.
3. If you have issues with a tenant, you must follow your lease guidelines as Biddeford Housing does not get involved in most tenant/landlord issues. Biddeford Housing is not a party to the lease, however, please keep Biddeford Housing informed.
4. If the tenant violates the lease for any reason, Biddeford Housing must receive a copy of the notice you are giving your tenant. This also includes any termination notices.
5. Aside from a birth, adoption, or court-awarded custody of a child, the tenant cannot move anyone in prior to receiving Biddeford Housing and the landlord's approval.
6. Biddeford Housing establishes updated Payment Standards annually in accordance with HUD's published FMRs and HUD regulations.

Biddeford Housing regularly assists HCV Participants who are searching for housing in the area, and we maintain a list of reputable landlords and property managers to share with prospective tenants. We would be pleased to include your name and contact information on this list! Our goal is to connect renters with reliable housing options and to support property owners who provide quality rental experiences. If you would like to be added to the list, please provide us with the following information:

- Contact Name
- Contact Phone Number
- Contact Email Address
- Preferred Contact Method
- Website for application (if applicable)
- Do you have 1, 2, 3 and/or 4 bdrm units?
- Do you allow pets?
- Any other pertinent information

Biddeford Housing also welcomes solicitations from landlords when a unit becomes available. Information we seek is:

- How much is the rent?
- What utilities are included, if any?
- When will the unit be available?
- What is the best way for the tenant to contact you?

The information above should be sent to Beth Tufts at btufts@bhousing.org or Michelle Vire at mvire@bhousing.org, so we may pass it along to anyone that is searching for a suitable unit.