



Loudoun County

VIRGINIA

WHERE TRADITION MEETS INNOVATION

Housing Choice Voucher Program

Department of Housing
and Community Development

Landlord & Property Manager Overview

LOUDOUN.GOV

Housing Choice Voucher (HCV) Program Overview

- HCV is a nationwide rental subsidy program, formerly known as Section 8
- Funding, program regulations and oversight are provided by U.S. Department of Housing & Urban Development (HUD)
- Administered by local governments and organizations designated as public housing agencies (PHAs)

Housing Choice Voucher (HCV) Program Overview - Continued

- Loudoun County Dept of Housing & Community Development (DHCD) administers vouchers for households that lease up in Loudoun County
- Program provides assistance for very-low income households, including elderly & those with disability status. Rental assistance is based on household income.
- Allows voucher holders to choose housing that fits their needs (neighborhood, size, accessibility, etc.)

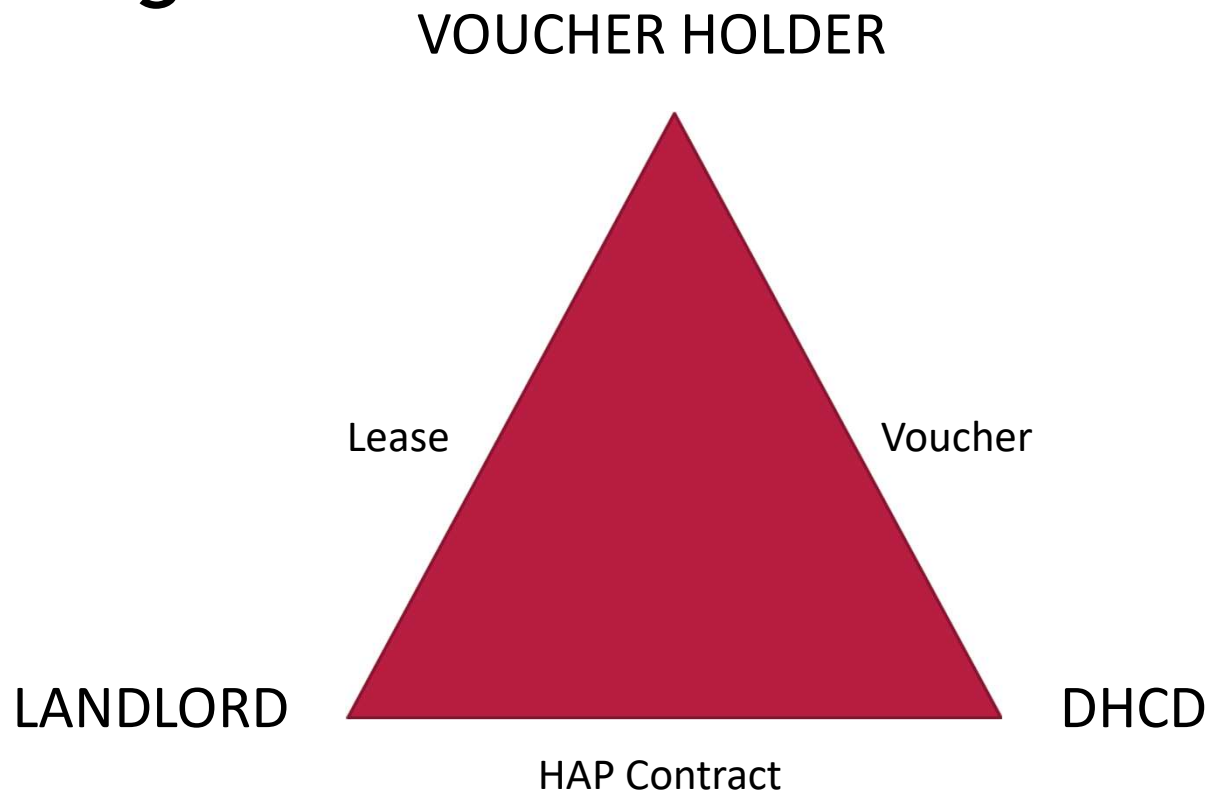
Landlord Benefits of HCV Households

- Fill vacant units with motivated long-term tenants
- Timely and dependable payments from DHCD
- HCV program counsels tenants to follow the terms of the lease
- Tenant rental portion is based on household income and may change during lease year as tenant income changes.
- Annual reasonable rent increases may be requested
- HCV inspections performed biennially
- Direct deposit housing payments (HAP) are encouraged

How to Locate an HCV-Assisted Household?

- Advertise everywhere. Use phrases such as “vouchers welcome”.
- List your property for free at AffordableHousing.com
- List property for free at www.VirginiaHousingSearch.com
- You can list the property for Loudoun County HCV voucher holders at www.loudoun.gov/hcv
- Send an email to the HCV Program letting them know the details of available accessible units or special deals

HCV Triangle



HCV Leasing Process

- Household receives a Loudoun County voucher
- Household identifies a rental property, submits application to landlord for screening & approval
- Landlord and voucher holder complete Request for Tenancy Approval (RFTA) and submit it to DHCD
- DHCD reviews RFTA to make sure rent is affordable for the tenant and reasonable compared to other similar units in the area
- DHCD schedules Housing Quality Standards (HQS) inspection within 15 days of receiving RFTA
- Landlords new to DHCD will require a W-9 form.

Leasing Process Continued...

- If inspection fails, landlord will be given a list of deficiencies to make repairs. A reinspection will be conducted.
- Once the inspection passes, landlord and tenant may execute the lease agreement and submit a copy to DHCD
- Housing Assistance Payment (HAP) Contract is executed.
- Monthly housing assistance payments will be made directly to the landlord on the first business day of each month.
- Tenant will be responsible for paying their portion of rent directly to the landlord.

Housing Assistance Payment (HAP)

Housing Assistance Payments will start following the execution of the lease and signing of the HAP Contract.

Part A: Contract information specifies the household members, unit address & rent. Requires Landlord to sign & return to HCV to start payments.

Part B: Standard contract between PHA and the owner

Part C: Tenancy Addendum: Guidance between the landlord and the family.

Fill Out RFTA

- Complete all fields.
- Commonly missed fields:
 - Unit description:
address & # bedrooms
 - Lease rent & start date
 - Date unit available for inspection
 - Amount of security deposit tenant requested to pay
 - Indicate who is responsible to pay:
T = Tenant O= Owner
 - Prospective Tenant & Owner fill out bottom of 2nd page, sign & date.

HCV Payment Standards

- Maximum amount of assistance that HCV Program will support for the Gross Rent (the combined rent + utility allowance) for the lower of the number of bedrooms allowed per voucher, or actual unit size
- Loudoun County payment standards, effective 01/01/2023, are based on HUD's Small Area Fair Market Rents, determined by zip code
- Revised annually, usually effective January 1st
- New payment standards go into effect at annual recertification and all new lease-ups

Utility Allowances

- Used to determine gross rent of the unit (rent charged by owner + utility allowance = gross rent)
- Updated annually, typically effective January 1st
- DHCD does not pay utility bills. Households are responsible to pay utilities that are not included in the rent.
- Utility allowance categories include gas & electric for heating, cooling and hot water, other electric, water, sewer & trash disposal. See RFTA form.

Inspection Types

- **Initial/Move-in Inspection:** Upon receipt and approval of the Request for Tenancy Approval (RFTA) form
- **Bi-Annual Inspection:** Within 24 months of the last inspection.
- **Quality Control Inspection:** As required by HUD Section Eight Management Assessment Program (SEMAP).

Note: DHCD does not conduct the move-out inspection.

Fair Housing

- The Fair Housing Act prohibits discrimination in housing because of race, color, national origin, religion, sex, familial status, and disability.
- Additionally, Virginia law prohibits discrimination based on source of funds, sexual orientation, gender identity, or marital status.
- [Fair Housing Act – www.hud.gov](http://www.hud.gov)
- Virginia Fair Housing Office
(804)367-8530
fairhousing@dpor.virginia.gov
- DHCD Fair Housing Coordinator:
Melinda.Knebel@loudoun.gov
(703)737-8971

Inform the HCV Counselor...

- Request for change in rent or utility responsibility within **sixty days** prior to lease renewal
- Change of property ownership – notify ASAP.
- Ongoing issues that are not resolved between tenant and owner
- Persons living in the assisted unit that are not listed on the lease and the voucher
- Notices of Eviction or other tenant-directed legal notices

Information at www.Loudoun.gov/HCV

- Payment Standards
- Utility Allowances
- Request For Tenancy Approval (RFTA)
- W-9 form
- Inspection Checklist
- Regulations & Laws that apply to Landlord-Tenants
- Notice regarding HCV Wait List status (open/closed)

HCV Contact Information

- Mailing Address: P.O. Box 7000, Leesburg, VA 20177
- Physical Address & Drop Box: 106 Catoctin Circle SE,
Leesburg, VA 20175
- Main Phone: (703)737-8323 Email: hcv@loudoun.gov
- HCV Program Manager: timi.myers@loudoun.gov
(703)737-8213
- Business Hours: Monday – Friday, 8:30am to 5pm