

CMHA HOUSING CHOICE VOUCHER PROGRAM'S THREE-WAY PARTNERSHIP

CMHA's Responsibilities:

- Determine Family eligibility for participation in the Housing Choice Voucher Program
- Approve units and leases
- Determine the rental amount for a unit
- Determine a family's portion of rent to owner
- Determine family eligibility annually
- Inspect subsidized unit annually
- Ensure that owners and families comply with program rules
- Provide families and owners with prompt, professional service
- Issue Housing Assistance Payments in a timely manner

Owner's Responsibilities:

- Screen families who apply to determine their suitability as renters
- Comply with fair housing laws
- Maintain the housing unit by making necessary repairs
- Comply with the terms of the Housing Assistance Payment (HAP) Contract
- Collect the rent due from the Family and comply with and enforce the lease

Family's Responsibilities to the Owner:

- Abide by the terms of the lease
- Pay rent on time and take care of the housing unit
- Provide any utilities which are not furnished by the Owner
- Provide and maintain any appliances which the Owner does not furnish
- The Family is responsible for damages to the unit or premises beyond normal wear and tear which results in a breach of the housing quality standards

