

## What can the Housing Choice Voucher Program Offer You...

- Guaranteed rent payments
- Freedom to choose your tenants
- Free rental advertising
- General safety inspection of your unit
- Accountability for your tenant
- Easy, fast process
- Paperwork that is easy to understand and explained by staff
- Freedom to choose your own rent amount as long as it is within fair market value for the area.

The process to become a Section 8 Landlord is very simple. Please contact our office to learn the steps by which to do so.

Payment Standards based on Fair Market Rent

0 Bedroom .....\$615

1 Bedroom.....\$647

2 Bedroom .....\$852

3 Bedroom.....\$1150

4 Bedroom.....\$1225

\*Can be adjusted according to the participants  
Gross Income and Deductions

FRANKLIN COUNTY HOUSING AUTHORITY



Your Home – Our Foundation

436 West Washington Street  
Chambersburg, PA 17201

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Waynesboro, PA 17268

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## Franklin County Housing Authority

## Section 8 Housing Choice Voucher Program



# Section 8 Housing Choice Voucher

## Guaranteed Rental Payments

Section 8's portion of the rent is paid directly to you, the landlord. The unit must be in good standing with any Housing Quality Standards and the family must be in compliance. We adjust the HAP (Housing Assistance Payment) depending on the Participant's income, allowing the rent to be affordable.



## Screening Process

The Section 8 Department will screen each participant for our program. We

determine eligibility for our program. As the landlord, you may complete any screening process you see fit. This can include: a background check, application fee, past landlord references, or a credit check.

You, as the landlord, are encouraged to enforce the rules you set forth in your lease. If, for whatever reason, your tenant violates the lease, you are required to let the Section 8 Department know. This allows us to make sure our participants/your tenants are following all guidelines they have agreed to.

## Inspections

We complete an initial inspection to start the process of becoming a Section 8 Landlord. This initiates the Housing Assistance Program Contract or HAP Contract. This inspection includes some of the following:

- Adequate living space
- Adequate facilities and services
- Adequate light and ventilation
- Freedom from any condition which endangers the health and safety of the participant

We do follow-up inspections every other year to make sure the unit is still meeting these requirements.

## Easy Paperwork and Process

The process is very simple.

1. Complete a Request for Tenancy Approval. This form provides us with information about the property, the address, when the unit would be available for an inspection, and when you would like to start tenancy.
2. We contact you to schedule an Inspection with our Certified Section 8 Inspector. This will be a time that is convenient for you to allow us into the property.

3. Once the inspection passes all Housing Quality Standards we contact the Participant. We inform them of the passed inspection and allow them time to complete their portion of the paperwork.
4. After the participant completes the required paperwork, someone from our organization will be in contact with you. You will have a few papers to sign and review. We will also have you sign a W-9, Direct Deposit form, and contact information form.
5. This contract cannot be changed or rent increased in the first year.
6. The Section 8 Department will send you paperwork when any HAP Payment changes occur. This will be for informational purposes only.
7. You, throughout the year, are required to keep regular maintenance on your unit.

