

## LANDLORD'S OBLIGATIONS

### Lease:

The Lease is signed by the tenant and the landlord for a term of one year; the Denver Housing Authority (DHA) is not a party to the lease. Neither the landlord nor the tenant is authorized to make any type of supplemental agreement for any portion of the rent. You are responsible for collecting the full security deposit, and it should be comparable to unassisted units. DHA does not pay damage claims. If the tenant damages your unit, you will need to charge the tenant for damages, and if necessary, take them to court for collection. If you want a rent increase, you must request it in writing to the Section 8 office.

### Housing Assistance Payments Contract (HAP):

This is a legal agreement signed by you and the Denver Housing Authority. The term of the contract is for one year. Each month, by endorsing and cashing your HAP check, you are certifying the following: 1) Your unit meets Housing Quality Standards (HQS). 2) Your unit is leased to the right tenant, and to the best of your knowledge, the family members are living in the unit. 3) You are charging the tenant the correct rent.

### You Are Responsible For:

- Performing all management and rental actions for the unit, and screening prospective tenants. Section 8 can provide you with past landlord information. We strongly encourage you to do reference, police, and credit checks, etc. We are not endorsing this client for rental suitability.
- Performance of all maintenance, making sure the unit meets HQS standards.
- Enforcement of the lease with the tenant. If the tenant violates the lease, you must enforce the lease by serving the proper legal notice instituting a court action. You must provide DHA with copies of the documents.
- Frequent inspections of your unit. If the tenant causes damages, you should charge the tenant reasonable amounts for those damages and/or enforce the lease, including eviction.

### Annual Inspection by DHA:

Once a year, DHA will inspect your unit to verify that the unit continues to meet HQS. If a unit fails the inspection, the landlord has 30 days to make sure the repairs are completed and return the signed certification with receipts by the deadline date. Failure to comply will cause termination of the HAP contract between you and the Housing Authority, and no further HAP payments will be sent. Therefore, we strongly urge you to inspect your unit frequently and keep receipts for materials. Section 8 will do random inspection audits to confirm that the repairs were made to the unit. We also strongly encourage you to conduct periodic inspections of your unit to make sure the tenant is complying with your lease in regards to cleanliness, damages, etc.

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### LANDLORD'S OBLIGATION CERTIFICATION

**I have read and understand my Landlord Obligations, the Lease and HAP Contract, and do hereby agree to carry out my responsibilities.**

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Owner/Agent Signature

Date