



PUERTO RICO HOUSING FINANCE AUTHORITY

Guidelines for Owners interested in renting using the Section 8 Voucher Program

In Section 8 Voucher Program, families choose the home or apartment they wish to live in. Lessor is responsible for obtaining any of the family's information considered relevant in order to rent. The Authority does not recommend any potential tenant to the lessor.

After the unit is selected, the family contacts you in order to complete the following documents:

- ✓ **Rental Approval Application**
- ✓ **Information about Lessor and Unit to be rented using the Section 8 Voucher Program**
- ✓ **Pre Inspection Check out list**

These documents must be presented at our office along with any other, if necessary, included in the sheet titled **Required Documents to Obtain the Rental Approval Application**.

After the documents are filed, the Rental Approval Application is sent to the Inspection and Appraisal Division and you will be phoned to agree for a date in which the unit will be inspected.

When the unit is approved, a study comparing rents in the area is done; after the Subsidized Housing Division receives the inspection result, the final rent to be paid and the family updates the required information, a date is agreed upon to sign the contracts.

The Authority does not inspect nor pre-qualifies the unit until the family submits the Rental Approval Application with all the required documents.

Inspection Requirements

Please refer to the document entitled **Unit's most important characteristics in order to be considered eligible**.

Rents to paid in this Program

Maximum rent per unit allowed is determined by HUD's fair market rent tables. As a reference, we include a Rent Table by municipality and number of bedrooms plus a Guide to Calculate Rent.

The rent you will receive is approved according to the Fair Market Rent Comparison Study. You are not allowed to receive an amount larger than the approved rent.

The family might or might not be obliged to contribute to the rent depending upon its income.

Deposit

Lessor decides if a deposit is required. If one is asked for, it cannot exceed the amount of **one month** of the approved rent.

The family is responsible for paying the deposit as the Program does not provide for its payment.

Contracts

The following contracts must be signed before any subsidized housing payment is granted to the family:

- Leasing Contract – A suggested Leasing Contract is included in the Voucher Package received by the family. If any discrepancy arises between the Leasing Contract and the Tenancy Addendum, the Tenancy Addendum prevails.
- Housing Assistance Payments Contract (HAP) – Both lessor and the Authority sign the HAP contract which includes all the important details. This contract is established by HUD and cannot be modified.
- Responsibility Contract – Signed between the family and the Authority and includes the responsibilities assumed by the family while participating in the Program. If family does not comply with any of these responsibilities or with any other of the Program's requirements, the subsidy is cancelled.

If any of these contracts is rescinded, the family will no longer receive the subsidy nor the lessor his payments.

Payments

The Authority receives all rental payments by direct deposit.

If the family must contribute to the rent, the lessor is responsible for making that charge and deliver a receipt.

The Authority does not realize any rent charges to the family, nor does it provide legal assistance or carry on evictions.

Utilities

If the unit has an independent meter, the family is responsible for the water and electricity payments. Otherwise, lessor is responsible for the payments.

Lessor must provide a water heater. However, he decides if the stove and refrigerator are provided or any one of them.

If you are interested in renting a unit with the Authority's Section 8 Program, ask the receptionist for the form entitled Property Available for Rent. Once completed, return it to the receptionist to make it available to our Program's applicants and participating families.

The form may also be obtained at the webpage www.afv.pr.gov.

If you have any further question, please call 787 765-7577 ext. 1232 o 1221.



REQUIRED DOCUMENTS TO RECEIVE REQUEST FOR TENANCY APPROVAL

Office hours for delivery: Monday through Thursday 8:00 a.m. to 10:00 a.m.

Documents to be delivered along with the Rental Approval Application:

1. Form including Owner's and unit's information (Provided by the Authority).
2. Initial Pre-inspection check (Provided by the Authority)
3. A copy of the property's deed, sealed and initiated by a lawyer and owner, or a Property's Register certification.
4. If owner is a corporation, the Corporate Resolution must be presented stating authorized person to sign contract with the Authority emitted on the same month and year in which the Rental Approval Application and the IRS SS-4 form are presented.
5. Proof that maintenance payments are up to date.
6. **Copy** of ID with photo of all owners subscribing the deed.
7. **Copy** of Social Security cards of all owners subscribing the deed.
8. Unit's active certification for utilities (AAA and AEE). If utilities are not active, a certification must be presented showing since when. For inactive utilities for more than 11 months, a certification from a licensed electrician or plumber, whatever applies, must be presented.
9. Certification to provide water and electricity (provided by the Authority) or Certification of no arrears with both utility companies for the person responsible for those service payments or, instead, water or electricity bill showing no arrears.
10. Direct Deposit Form.

If one of the owners is deceased, the following must be provided:

1. **Copy** of all heirs' Social Security card.
2. Will or Heirs' Declaratory Statement. If there is a will, a death certificate must be presented.
3. **Copy** of all the heirs' identification.

If owner has a representative, the following is necessary:

1. Power of attorney, certified and sealed by the Power of Attorney Registry on the same month and year when the Rental Approval Application is handed in.
2. Copy of representative's Social Security card and his ID with photo.

Beware: Rental Approval Application will not be accepted if any of the required documents in your case is missing. Additional documents might be required.



UNIT'S MOST IMPORTANT CHARACTERISTICS IN ORDER TO BE CONSIDERED ELIGIBLE

1. Units and their surroundings must be free from health or safety hazards that might jeopardize the tenant's health or security (e.g., units along empty lots, abandoned houses or near gas stations).
2. Unit cannot be located near any business where alcoholic beverages are sold or dedicated to illegal activities.
3. Unit's door locks must be in good condition. If current lock uses a key in both sides of the door, it must be changed for a lock using a key on the outside and a knob inside. The following photo shows an acceptable lock, among others.



exterior

interior

4. Emergency exits must be free of obstructions (e.g., locks with double key holes and trigger locks). In an emergency, a person must be able to exit the property without the need of a key.



NOT
ACCEPTABLE

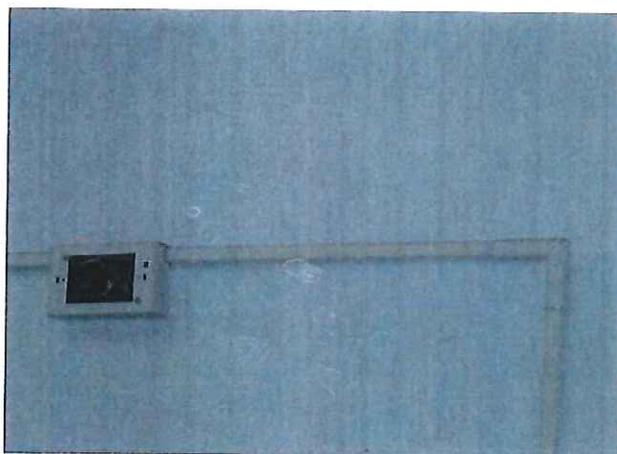
5. All window operators must work adequately.
6. The unit's walls and ceilings must be free of water leakages.
7. The unit's painting cannot be pocketed, peeled nor spotted.
8. Kitchen appliances must be working adequately. Stove must have an oven and all burners must be working adequately. When there is a stove top, an additional oven must be provided (e.g., toaster, conventional oven or microwave). All of these appliances must be present at time of inspection and working properly if they are included in the rent.
9. Kitchen power receptacles on the stove top level, located at less than 6 feet from the sink border, must be of security type GFCI or Ground Fault. The type is also required in all bathroom power receptacles. See next photo.



10. All electric installations must be hazard free (e.g., exposed cables, inadequate ties, hanging lamps from cables, uncovered power receptacles, breakers with open spaces). This last issue means that, between breakers, there cannot be a space allowing direct contact with the electric source. See next photo showing open spaces.



11. All electric cables running along the walls or ceiling must be covered or wired mold. (E.g., hanging lamps, ceiling fans, power receptacles or additional power switches). Chained cables are not accepted. See photo.



12. Unit's bathrooms must be ventilated, either by a window looking to the outside or by a working electrical fan.

13. An electrical or battery smoke detector must be installed and working, for every hall leading to a bedroom. See photo.



14. Stairs with more than four steps, exceeding 36 inches, need railings on both sides. Balconies higher than 30 inches need railings.
15. Hot water must be available in the sink, bathtub and the hand wash basin.
16. Unit must have a tank, solar or line water heater. Shower heaters are not accepted. If a tank water heater is used, its drainage system must be installed less than 6 inches from the floor, as shown in the next photo.



17. Houses partially or totally built in wood are not accepted, except in terraces and balconies.
18. Elevators must be certified and in working conditions.



GUIDE FOR RENT ESTIMATE

This information is provided so you can have an approximate idea of how much the Program might pay for the unit's rental. The final result might not necessarily be the rent that will be paid.

Circumstances to be considered:

Rental amount to be paid will be determined after completing a comparable rent market study done by the Authority.

Rent also depends upon the number of bedrooms needed by the qualified family who will move into the unit.

The lesser rent between the number of bedrooms needed by the qualified family and the unit's bedrooms will be paid.

Follow these instructions to estimate the approximate rent to be paid:

- ✓ Use the table below to identify the rent which applies to your unit. As a benchmark, consider the number of bedrooms and the municipality where the unit is located.
- ✓ Subtract from the rent the total amount of utilities that will not be included in the rent. Factor in the unit's bedrooms and select the appropriate amounts as shown in the following table:

Utilities' credit by number of bedrooms

07-01-2016	Monthly Credit				
Utility or appliance	0 Bdr.	1 Bdr.	2 Bdr.	3 Bdr.	4 Bdr.
Electricity	\$ 43	\$ 43	\$ 58	\$ 86	\$ 108
Water and sewer	\$ 30	\$ 30	\$ 42	\$ 53	\$ 69
Stove (electric/gas)	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4
Fridge	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6
Total	\$ 83	\$ 83	\$ 110	\$149	\$ 187

Example:

3-bedroom home or apartment in Carolina with stove and fridge included in the rent:

809 (rent according to table)
 -86 (electricity)
 -53 (water)

 \$670 (rent subject to comparable rent market)

RENTS BY MUNICIPALITY AND NUMBER OF BEDROOMS

RENTS BELOW SET A MAXIMUM, NOT THE APPROVED RENT
FINAL RENT IS DECIDED AFTER THE UNIT IS INSPECTED

MUNICIPALITY	BEDROOMS				
	0	1	2	3	4
Aguada , Aguadilla, Añasco, Isabela, Lares, Moca, Rincón, San Sebastián	\$392	\$411	\$475	\$638	\$718
Arecibo, Camuy, Hatillo	\$355	\$357	\$475	\$632	\$683
Albionito, Barranquitas, Ciales, Maunabo, Orocoveis	\$380	\$398	\$475	\$638	\$776
Caguas, Cayey, Cidra, Gurabo, San Lorenzo	\$397	\$427	\$507	\$732	\$826
Ceiba, Fajardo, Luquillo	\$401	\$403	\$535	\$763	\$904
Arroyo, Guayama, Patillas	\$392	\$411	\$475	\$627	\$654
Hormigueros, Mayagüez	\$510	\$535	\$618	\$773	\$1,082
Juana Díaz, Ponce, Villalba	\$414	\$434	\$501	730	\$877
Cabo Rojo, Lajas, Sabana Grande, San Germán	\$392	\$411	\$475	\$662	\$831
Agua Buenas, Barceloneta, Bayamón, Canóvanas, Carolina, Cataño, Comerío, Corozal, Dorado, Florida, Guaynabo, Humacao, Juncos, Las Piedras, Loiza, Manatí, Morovis, Naguabo, Naranjito, Río Grande, San Juan, Toa Alta, Toa Baja, Trujillo Alto, Vega Alta, Vega Baja, Yabucoa	\$473	\$504	\$608	\$817	\$1,016
Guánica, Guayanilla, Peñuelas, Yauco	\$392	\$411	\$475	\$610	\$831
Quebradillas	\$392	\$411	\$475	\$691	\$694
Ututo	\$335	\$357	\$475	\$594	\$654
Adjuntas, Coamo, Culebra, Jayuya, Las Marías, Maricao, Salinas , Santa Isabel, Vieques	\$392	\$411	\$475	\$594	\$654