

HOUSING CHOICE VOUCHER PROGRAM (HCVP/Section 8)

TENANTS GUIDE

The Housing Choice Voucher Program (HCVP/Section 8) is a federally funded program administered through Housing and Urban Development (HUD) that provides rental assistance to eligible Culver City residents in need. The program is designed to assist low-income individuals and families obtain affordable, privately owned rental housing, and increase their housing choices.

1. APPLICATION PROCESS

In order to apply, first contact CCHA to see if applications are being accepted. During the application process, CCHA will collect information and determine if your family is eligible for placement on our waiting list.

2. ELIGIBILITY REQUIREMENTS

CCHA determines eligibility based on household size and total household income. To be eligible, your household's income must be verified as equal to or below income limits set by HUD.

How much Rental Assistance will I receive?

- The assistance provided is different for everyone. The amount the Housing Agency pays your landlord is based on your household income.
- In general, families must pay at least 30% of their adjusted monthly income for rent and utilities.

3. RECEIVING A HOUSING CHOICE VOUCHER

Once you are issued a voucher, you must locate a suitable rental unit based on your needs. The family is responsible for conducting their own housing search.

4. LOCATING AND LEASING A UNIT

When your family locates a suitable unit and wants to rent it:

- The housing unit may be an apartment, single family home, duplex, condominium, or townhome.
- The owner may require that you fill out a standard rental application.
- When the owner agrees and selects your family for the unit, both you and the owner fill out a "Request for Tenancy Approval" form and submit it to CCHA.
- CCHA will check to make sure the family can afford the rent, and the rent is reasonable.
- CCHA will send an inspector to the unit to make sure it is decent, safe, and sanitary, and that it meets HUD's housing quality standards.
- After the unit passes inspection and CCHA approves the monthly rent, you will enter into a standard lease with your owner, pay your first month's rent and Security Deposit, and the family moves in.

5. BEING A GOOD TENANT

Once your family is settled into the home, your family is expected to:

- Comply with the lease and program requirements, pay your share of rent on time, and maintain the unit in good condition.
- Annually recertify your household and notify CCHA of any changes in income or family composition.
- Make the unit available for CCHA to inspect at least once a year, as long as rental subsidy is being paid.

