

## LANDLORD ORIENTATIONS

The Bernalillo County Housing Department (BCHD) holds landlord orientations every 3<sup>rd</sup> Wednesday of the month at 6:30 pm and every 3<sup>rd</sup> Friday of the month at 9:30 am. The orientations are used to inform current and prospective Section 8 landlords about program regulations and procedures, including fair housing, fair market rents, tenant screening, unit maintenance, Tenant and Landlord Rights. These meetings are very informative and it is recommended that all landlords considering taking advantage of these orientations in order to familiarize themselves with BCHD procedures. If you wish to take advantage of these orientations please view the Landlord Orientation schedules and contact BCHD at (505) 314-0200 to reserve your seat.

### PLEASE NOTE!

#### PHA Policy

Owners who have not previously participated in the Housing Choice Voucher (HCV) Program **must** attend a meeting with the PHA in which the terms of the Tenancy Addendum and the HAP contract will be explained. The PHA may waive this requirement on a case-by-case basis, if it determines that the owner is sufficiently familiar with the requirements and responsibilities under the HCV program.

The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to the PHA. The PHA will ensure that both the owner and the assisted family receive copies of the dwelling lease.

The owner and the PHA will execute the HAP contract. The PHA will not execute the HAP contract until the owner has submitted IRS form W-9 and proof of ownership. The PHA will ensure that the owner receives a copy of the executed HAP contract.