

INFORMATION TO PROSPECTIVE LANDLORD/OWNER
INTERESTED IN OFFERING AVAILABLE UNITS TO PARTICIPANTS

Dear **Prospective Participant Landlord**:

- Upon request, Manchester Housing and Redevelopment Authority (MHRA) can provide a booklet entitled “A Good Place to Live”. It helps to explain to prospective landlords our program and is helpful to our Housing Choice Voucher Program (HCV) participants, by providing the type of housing they are required to look for in their search for a subsidized housing unit.
- As a landlord, you are initially required to have a current (not expired) Certificate of Compliance in place. The unit must be located in Manchester or within 6 mile radius.
- If a Section 8 (HCV) participant comes to you to apply for your unit, you need to properly screen them for your approval. HUD does not guarantee tenants’ portion of rent, or occupancy etc. Once you have selected them, the participant must have the necessary form(s) for you to complete (Request for Tenancy Approval, etc) and will have a list of items you need to provide our agency, i.e. an insurance certificate, deed or proof of ownership etc., and other HUD forms as required. Then MHRA goes forward with (required) inspection of the unit by MHRA. Once inspection has passed, MHRA will provide you, the landlord, with MHRA lease and other related documents describing how rent is paid, etc.
- Anytime you do wish to offer any of your rental unit(s) to Section 8, (HCV) participants, you may complete a Rental Market Data form, and return it to MHRA. The HCV participants will have access to this information regarding currently available apartments when they are looking to relocate to a new apartment or are new to the program. You could also elect to include “Section 8 Welcome” to any outside advertisement(s) you place for the available unit(s).

