
What are my rights and responsibilities as a landlord?

Maintain your property in good condition. Complete repairs within a reasonable amount of time upon request by the housing department or tenant, 24 hrs for emergencies. The amount of time that is considered reasonable depends on the nature of the repair.



- Set reasonable rules about use of unit and common areas.
- Collect appropriate security deposit as directed under the program and use it only as directed by state law.
- Comply with equal opportunity requirements.
- Enforce tenant obligations under the lease.
- Expect your tenant to:
 - pay rent on time
 - keep unit clean
 - avoid illegal activity
 - permit access for repairs
 - avoid damage to property
 - refrain from disturbing others
 - allow only those occupants on the lease to reside in the unit
- Comply with terms and conditions of lease and HAP contract.
- Take action through the Magistrate's Court to evict when the tenant violates the lease.



Calcasieu Parish Police Jury Housing Department



For more information contact:
Calcasieu Parish Housing Department

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**Section 8
Homeowner's Information**

What is Section 8?



The Section 8 program provides assistance for low income families in the private rental market through the Housing Assistance Payment Program.

RENTAL VOUCHER HOLDERS select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of the monthly adjusted income towards rent and utilities. The Housing Assistance Payment (HAP) subsidizes the balance of the rent to the property owner.

Request for Tenancy Approval

When you have selected a tenant he/she will have a "Request for Tenancy Approval" form for you to complete.

Inspection and Rent

The unit will be inspected to insure that it meets Housing and Urban Developments (HUD) Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

Lease and Contract

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Department and the landlord sign a HAP Contract through which the rent is assisted on behalf of the tenant.

Security Deposit

You may collect a security deposit, however the Housing Department prohibits security deposits in excess of private practice, or in excess of amounts charged by the owner to unassisted tenants.

Unit and Homeowner Requirements for a Section 8 Homeowner

- Proof of ownership
- Proof of insurance
- A picture ID
- Social Security Card
- Sign a W-9 form
- Sign a restriction of leasing to relatives
- Sign a disclosure if identity of interest
- Check unit for broken or cracked windows
- All windows need screens that are in good condition and fit correctly
- Check exterior for deteriorated surfaces
- Check the roof for any visible signs of leaks
- If a unit has at least 4 steps, a handrail is needed
- A peephole or glass window is needed on front door
- Walls, floors and ceilings should be free of defects
- All electrical outlets and switches should be in working order
- Broken or cracked cover plates should be replaced
- Any water leaks should be repaired
- All entrance and exit doors should lock
- All windows should open and lock
- Smoke detectors and fire extinguisher are required
- All doors should open and close properly
- Bathrooms should have proper ventilation (either a window that opens and close or a ventilation system)
- Tie-downs are required on manufactured homes
- All units are required to have adequate heating and cooling systems
- An inspection will only be done when the Request for Tenancy Approval is completed and returned to the Section 8 office
- Utilities should be on at the time of inspection (homeowner responsibility)



How do I make a unit available to voucher holders?

You may call the Housing Department to have the unit listed on our list of available units. You may also advertise in the newspaper with the phrase "will accept Section 8." Our families look for those listings.

What do I do when a voucher holder is interested in my unit?



You should screen the prospective tenant carefully to insure you are making a good selection. You may use any or all of the following screening procedures:

-Credit Check

-Landlord References

-Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstances, to refuse to allow children to live in a residential unit.