

# Housing Authority Of Hopkinsville

400 North Elm Street  
Post Office Box 437  
Hopkinsville, Kentucky 42241-0437

For Hearing Impaired  
1-800-648-6056 (TIIY Only)  
1-800-648-6057 (Voice Only)

FAX  
270-887-4080

270-887-4275

## LISTING AND LEASING A UNIT THROUGH SECTION 8

If you have a property that you would like to lease to a Section 8 program participant, this document explains the general process entailed.

1. Call Section 8 Office with property address and bedroom size.
2. List your name and telephone number
3. The property will be listed by bedroom size and given to all Section 8 Voucher holders.
4. If the Voucher holder or Section 8 tenant wants to see the unit they will call Landlord/Manager and set a time to view the unit.
5. At that time the Landlord will go over any lease agreement (you may have a separate lease as long as it does not over-ride a HUD Regulation. Examples: No pets, late charge after a certain time of the month, lawn mowing, etc.) Also you may request landlord references from the tenant to screen for suitability factors such as housekeeping and timely payment of rent.
6. Section 8 does not pay for damages caused by Section 8 tenants or unpaid tenant rent. The family cannot continue to receive their Section 8 if they do not leave in good standing with the owner when they vacate a unit.
7. When both tenant and landlord are in agreement that the unit and tenant are suitable and the landlord agrees to lease with Section 8, Owner/Manager will call the office and set up the inspection. After the unit passes inspection, the lease and Housing Assistance Payments (HAP) contract will go into effect. The initial contract is for 1 year. If the family chooses to stay longer, then the contract will continue on a month to month basis until owner or tenant gives 30 day notice to vacate the unit.
8. Section 8 encourages all Owners/Property manager(s) to participate in our rental program in order to help the Housing Authority achieve its goal of providing decent, safe, sanitary and affordable housing for all residents of Hopkinsville.