

## **RIGHTS & RESPONSIBILITIES**

### Responsibilities of MHA:

Ensure that all units in the Housing Choice Voucher program meet the housing quality standards requirements.

Inspect units in response to Request for Tenancy Approval forms submitted by clients. Inform potential tenant and owner of results and necessary actions.

Encourage tenants and owners to maintain rental units in compliance with standards.

Conduct inspections in response to tenant or owner complaints or requests. Inform tenants and owners of necessary actions and deadlines for compliance.

Perform annual inspections of the unit to ensure the unit still meets the HQS requirements. Inform the tenant and owner of inspection results, necessary actions, and deadlines for compliance.

Make assistance payments in a timely manner.

### Responsibilities of Tenants:

Abide by the terms of the lease agreement with the landlord.

Keep the unit in a safe and sanitary condition.

Cooperate with the owner by informing him/her of any necessary repairs in a timely manner.

Cooperate with MHA by keeping all appointments and providing all required documents.

### Responsibilities of Owners:

Comply with the terms of the lease agreement with the tenant.

Generally maintain the unit and keep it in compliance with HQS requirements outlined in the booklet <http://www.hud.gov/offices/adm/hudclips/forms/files/593pih.pdf>.

Cooperate with the tenant by responding promptly to requests for needed repairs.

Cooperate with MHA for inspections, including making necessary repairs.

Notify MHA when there are any proposed changes to the lease, including persons living in the unit and rent changes.