

# BHA

## BRICK HOUSING AUTHORITY

165 CHAMBERS BRIDGE ROAD • BRICK, NJ 08723 • (732) 920-9400 • FAX (732) 920-7604

### TENANT BRIEFING PACKET

We are pleased to offer you Section 8 Rental Assistance. The Section 8 Housing Choice Voucher Program is designed to assist you with rental assistance payments, while assuring that you are in decent, safe, and well-maintained housing. In this packet, we explain important information about the Section 8 Program before you begin your search for housing.

The Brick Housing Authority (BHA) will:

- Establish your portion of the rent, which is based on 30% of your income
- We will ensure well-maintained and safe assisted housing by inspecting the unit initially and annually

You will be responsible for:

- Searching for housing
- Paying your security deposit
- Cleaning your unit
- Reporting needed repairs to the owner
- Paying your portion of the rent to the owner
- Keeping all tenant-paid utilities active

General information about Section 8:

Here we have outlined your basic responsibilities, as well as those of the landlord and the BHA. Please make yourself familiar with this section.

BHA Responsibilities To inspect and approve your unit, to annually review family size and income, to issue payment to the landlord

Tenant Responsibilities To search for housing, to provide truthful income/family information, to pay the tenant portion of the rent, adhere to lease terms and conditions, cooperate with annual inspection and recertification, keep appointments with the BHA

Landlord Responsibilities Comply with HUD/BHA requirements, screen and select tenants, maintain property in compliance with HQS

## The Voucher:

This document tells you the number of bedrooms you are assigned, the dates you can search for housing, & the rules you must follow to continue participation in the Section 8 Program. A family must submit a complete request for tenancy approval prior to expiration of the voucher. Once the request for tenancy approval has been submitted, the time on the voucher stops, or is suspended. If the unit is unacceptable for the program, the family will be given the remaining time on the voucher to continue to search for housing.

## Restrictions on renting to relatives:

The BHA cannot approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family; unless the BHA determines that approving the unit would provide a reasonable accommodation for a family member who is a person with a disability declared by the Social Security Administration.

## Portability:

You may consider searching for housing in areas outside of the BHA's jurisdiction. Here is a listing of some housing authorities in nearby areas. You are not however limited to these choices and your voucher can be sent to any housing authority in the United States.

- Monmouth County Rental Assistance Program: 3000 Kozloski Rd Freehold, NJ 07728
- Belmar Housing Authority: 710 8<sup>th</sup> Avenue Belmar, NJ 07719
- Berkeley Township Housing Authority: 44 Frederick Drive Unit A Bayville, NJ 08721

## Grounds for Termination:

The BHA may deny or terminate assistance to a family for reasons including the following:

- If a family violates any family obligation as stated in the voucher and/or federal regulations
- If any member of the family has ever been evicted from public housing
- If any member commits drug related, violent, or other serious criminal activity
- If the BHA determines that any family member is illegally using a controlled substance in the unit
- If the BHA determines that any family member's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents

- If any family member commits fraud, bribery, or another corrupt criminal act regarding any federal program
- If the family has engaged in or threatened abusive or violent behavior towards personnel
- If the family currently owes rent or other amounts to another HA in connection with Section 8 or other public housing programs
- If the family breaches an agreement with the BHA to pay amounts due
- If the family violated program requirements or failed to meet family obligations while previously participating in the Section 8 (HCV) program with another housing authority

### Informal Hearings:

The BHA must provide participants with the opportunity for an informal hearing to consider whether certain BHA decisions are in accordance with the law, HUD regulations and BHA policies. An opportunity for a hearing is required for BHA decisions regarding the following:

- Determination of annual adjusted income to compute the Housing Assistance Payment
- Determination of appropriate utility allowances for tenant paid utilities from BHA utility allowance schedule
- Determination of bedroom size under the BHA subsidy standards
- Determination to terminate assistance for participant family because of family's action or failure to act
- Determination to terminate assistance because the family has been absent from the assisted unit for longer than HUD rules or BHA policy allow

A participant in the Section 8 program has the right to request an informal hearing for the purpose of determining whether or not a decision to terminate assistance was in compliance with HUD regulations or BHA policies. The request for an informal hearing must be submitted in writing and must be received by the BHA within 10 (ten) days from the date of the notification of determination.

### Security Deposit:

You must be prepared to pay the security deposit; the BHA does not assist with security deposit payments. The BHA does not set or establish security deposit amount which the owner may charge. The HUD rule states that the owner may not charge any more than he would for a tenant on the open market; which is typically one and a half months rent.

## GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons (Minimum #)	Persons (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	5	10
6 Bedrooms	6	12

Our general policy indicated that a bedroom may be expected to be shared by at least two children of the same gender. Units will be viewed as not to require use of the living room for sleeping purposes. A separate bedroom will be provided for an elderly dependent residing with a younger family. Exceptions to the occupancy standard are considered when a physician or other qualified professional has provided documentation of the need for a separate bedroom or when city or local codes dictate a different occupancy standard.

### Frequently asked Questions:

These are not all-inclusive solutions, but merely suggestions for how to handle various situations that may occur. The Section 8 staff is available to assist with additional concerns or problems.

**Q: What should I do before signing a lease?** A: Conduct a personal inspection of the unit; the inspector does not look for cosmetic beauty. Make sure you want to live there because the lease requires occupancy for one year. **Read the lease:** make sure you understand your obligations.

**Q: May I move into the unit as soon as I find one?** A: The Housing Authority cannot tell you and the owner what date you may move in. **But we can tell you when we will begin the contract (ie. payments on your behalf).** We will begin the contract and payment on the first day the unit passes inspection (unless you and the owner agree to a later date). **If the unit has not passed this agency's inspection and you have moved into the unit, you are responsible for that rent.**

**Q: What happens if I cannot pay my rent?** A: Always pay your rent. As much as we would like

to end on that note, we realize there are times when situations may prevent you from complying. The decision as to what happens depends on the owner. Some owners choose to evict immediately. **Contact your landlord and resolve the problem.** Serious or repeated violation of the lease such as eviction for non-payment of rent or utilities that are shut off, or damage to unit beyond normal wear and tear can result in termination of the assistance.

**Q: What procedure should I follow if repairs are needed?** A: Contact the owner. If the owner has not responded in a timely manner, write a letter to the landlord that explains the problem and send a copy of that same letter to the Housing Authority Inspection Manager.

**A word of caution:** if you caused the damages, you are responsible for the repairs. **Never withhold rent based on needed repairs to the unit.**

**Q: What should I do if someone wants to move in with me?** A: You must request approval to add any member to your unit. The Housing Authority **and** the owner must give you permission before anyone moves into your unit. Promptly notify the HA in writing of the birth, adoption or court-awarded custody of a child.

**Q: What should I do if someone moves out of the home?** A: Promptly notify the HA in writing if any family member no longer lives in the unit. Documentation of the former member's new residence will be required.

**Q: What should I do when my income changes?** A: A decrease in income should be reported, in writing, within 30 days of the change.

**Q: What should I do if I want to move?** A: Check to see when your lease expires and for renewal provisions. The initial lease term is a minimum of one year. After the first year, the language in the lease dictates when you can move. A minimum 30 Day written notice from the first of the month is always required. If problems develop during the lease term, all parties (the owner, the tenant, and the Housing Authority) must agree to rescind or break the lease.

**Q: What should I do in order to get my security deposit back when I move?** A: Return the unit to the owner in good condition; clean the unit thoroughly and return the keys.

**Q: What must I do to keep my Section 8 Housing?** A: **Follow the rules and regulations of the housing program and adhere to the lease.** Each year, the Housing Authority is required to complete an annual reexamination. This is simply a review of your income and family size to determine that you are in the appropriate sized unit and to determine that your rent is consistent with your income. **It is essential that you keep scheduled appointments with our office and the inspector.**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

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# **A Good Place to Live!**

## Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

## Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and  
Additional things that you should think about for the special needs of your own family. These are items that you can decide.

## The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read *A Good Place to Live*. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

## The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

# 1. Living Room

**The Living Room must have:**

## **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

## **Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

## **Electricity**

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

## **Floor**

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

## **Window**

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

## **Lock**

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

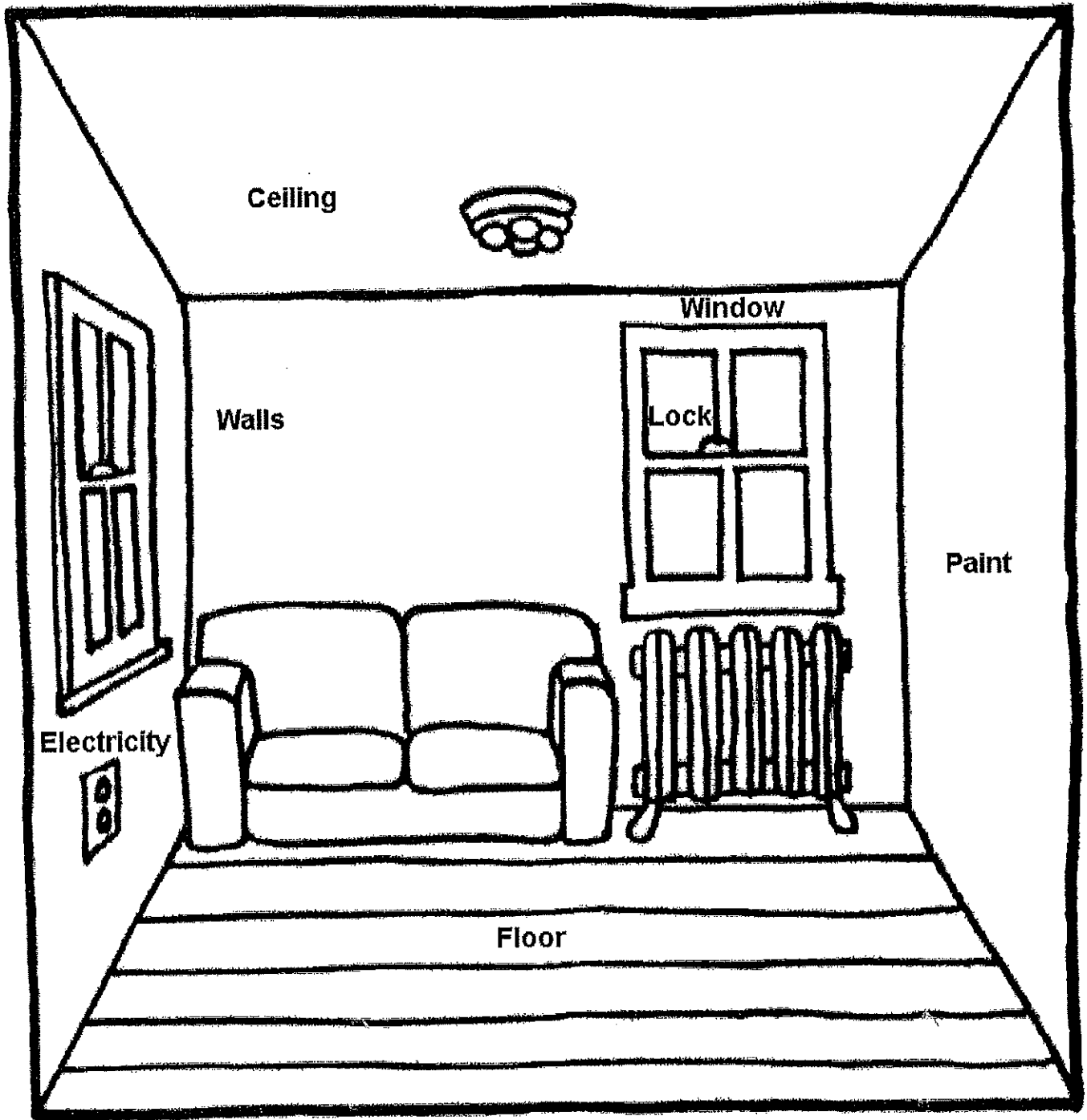


## **Paint**

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

### **You should also think about:**

- The types of locks on windows and doors
  - Are they safe and secure?
  - Have windows that you might like to open been nailed shut?
- The condition of the windows.
  - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
  - Are there storm windows?
  - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
  - Are they worn, faded, or dirty?
- The condition of the floor.
  - Is it scratched and worn?



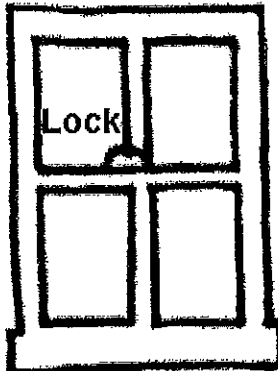
Ceiling



Walls

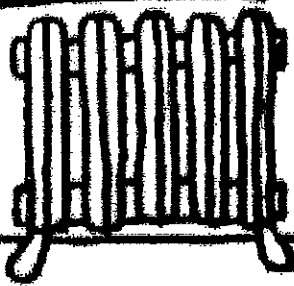


Window



Lock

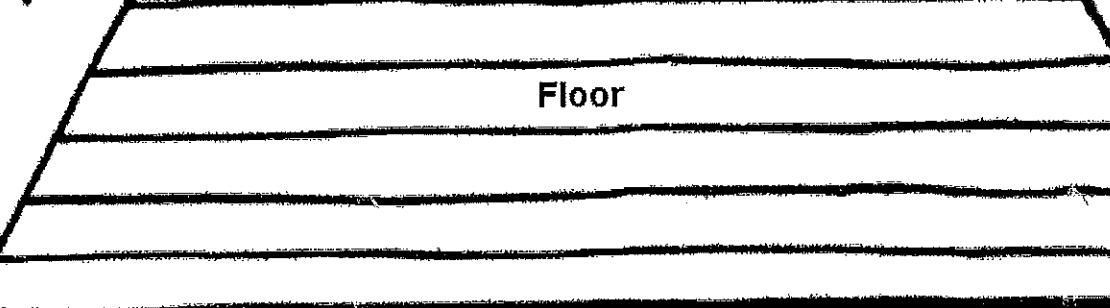
Paint



Electricity



Floor



# 2. Kitchen

**The Kitchen must have:**

## **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

## **Storage**

Some space to store food.

## **Electricity**

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

## **Stove and Oven**

A stove (or range) and oven that works (This can be supplied by the tenant)

## **Floor**

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

## **Preparation Area**

Some space to prepare food.

## **Paint**

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

## **Window**

If there is a window, it must be in good condition.

## **Lock**

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

**Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

**Serving Area**

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

**Refrigerator**

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

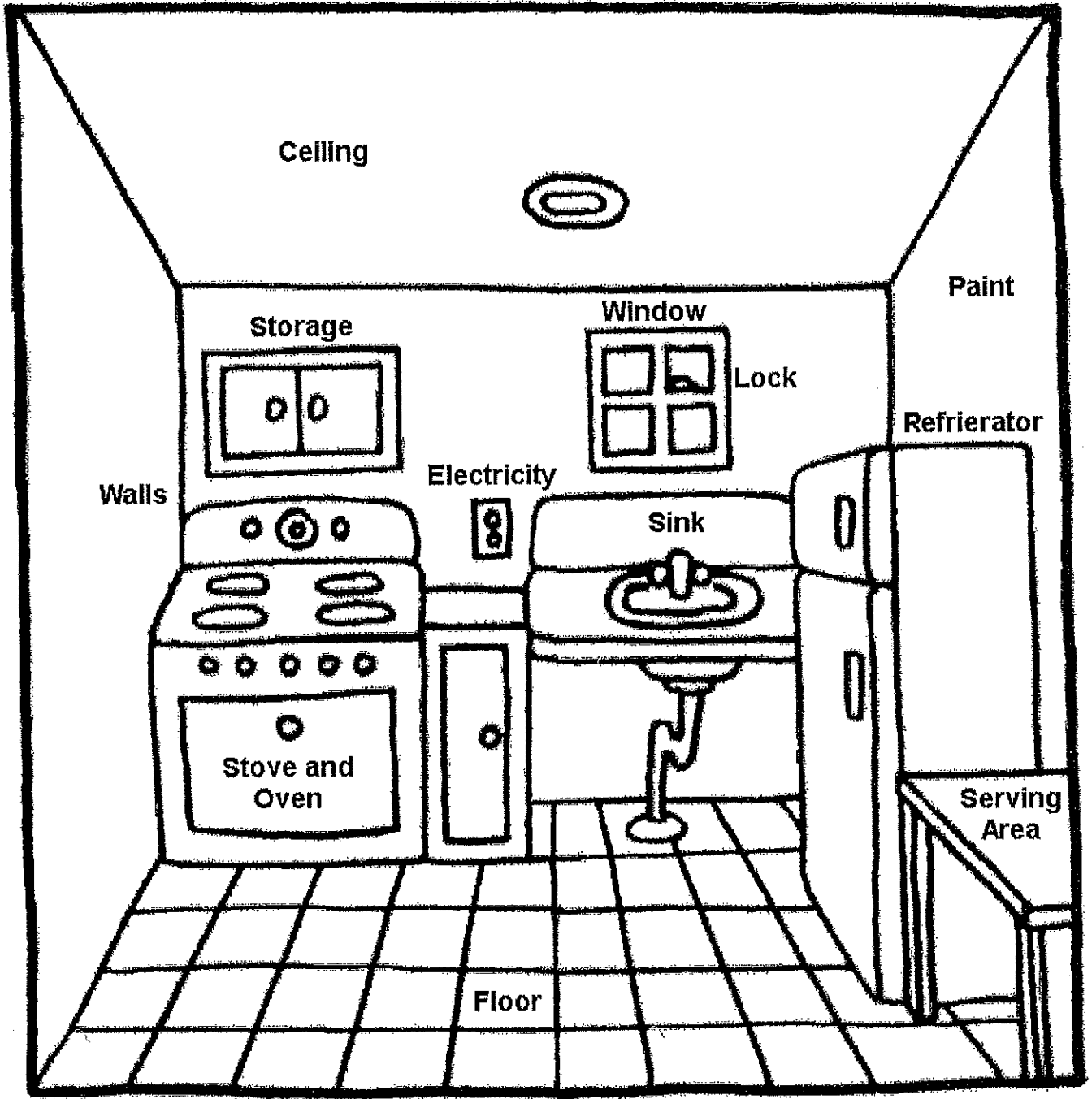
**Sink**

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

**You should also think about:**

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



Ceiling

Storage

Window

Lock

Walls

Electricity

Sink

Stove and  
Oven

Refrierator

Serving  
Area

Floor

# 3. Bathroom

## The Bathroom must have:

### Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

### Window

A window that opens or a working exhaust fan.

### Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

### Toilet

A flush toilet that works.

### Tub or Shower

A tub or shower with hot and cold running water.

### Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

### Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

### Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

**Electricity**

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

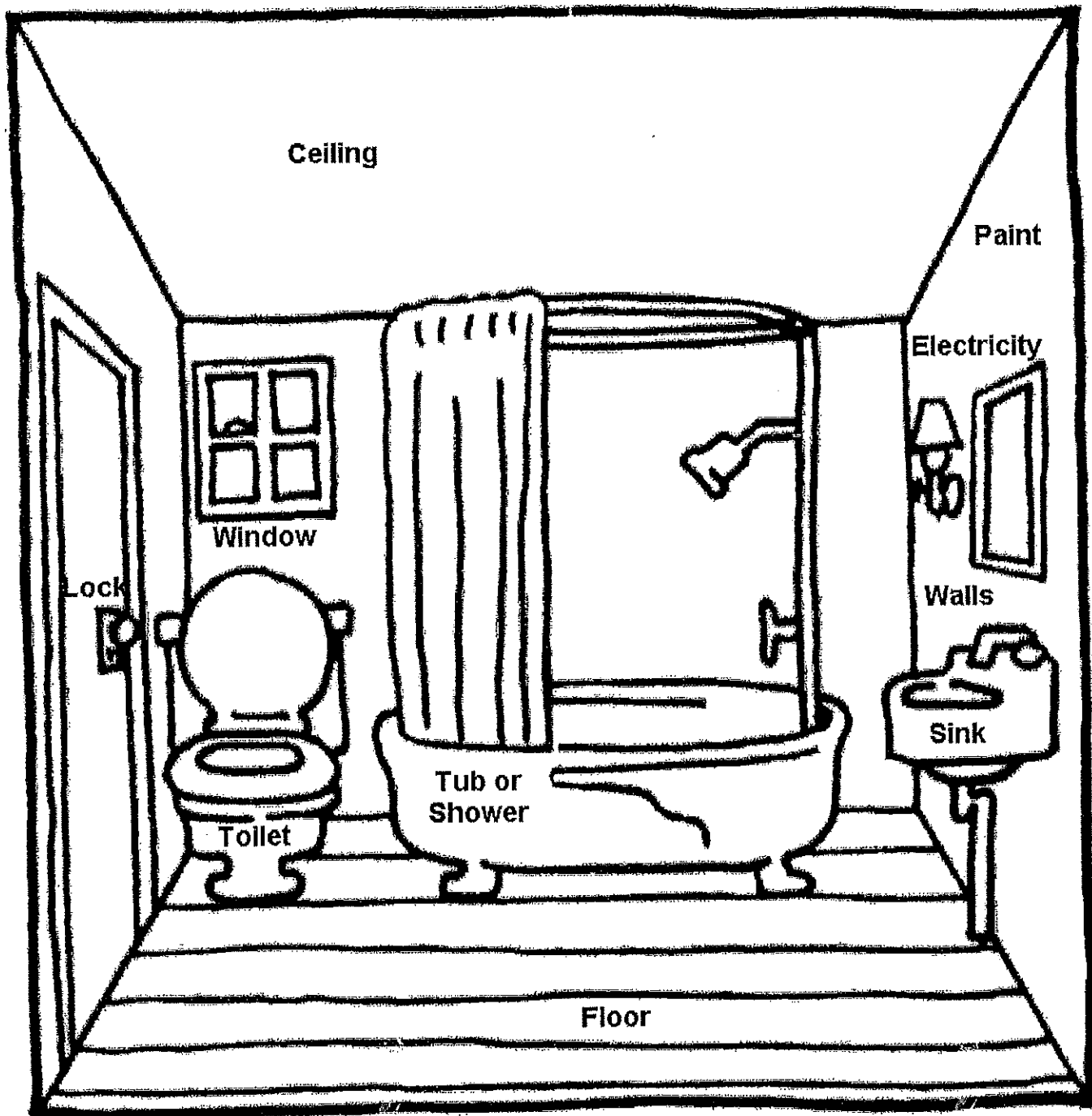
**Sink**

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

**You should also think about:**

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



Ceiling

Paint

Electricity

Window

Lock

Walls

Sink

Tub or  
Shower

Toilet

Floor



# 4. Other Rooms

**Other rooms that are lived in include:** bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

**Other Rooms Used for Living must have:**

## **Ceiling**

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

## **Walls**

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

## **Paint**

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

## **Electricity in Bedrooms**

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

## **Floor**

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

## **Lock**

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

## **Window**

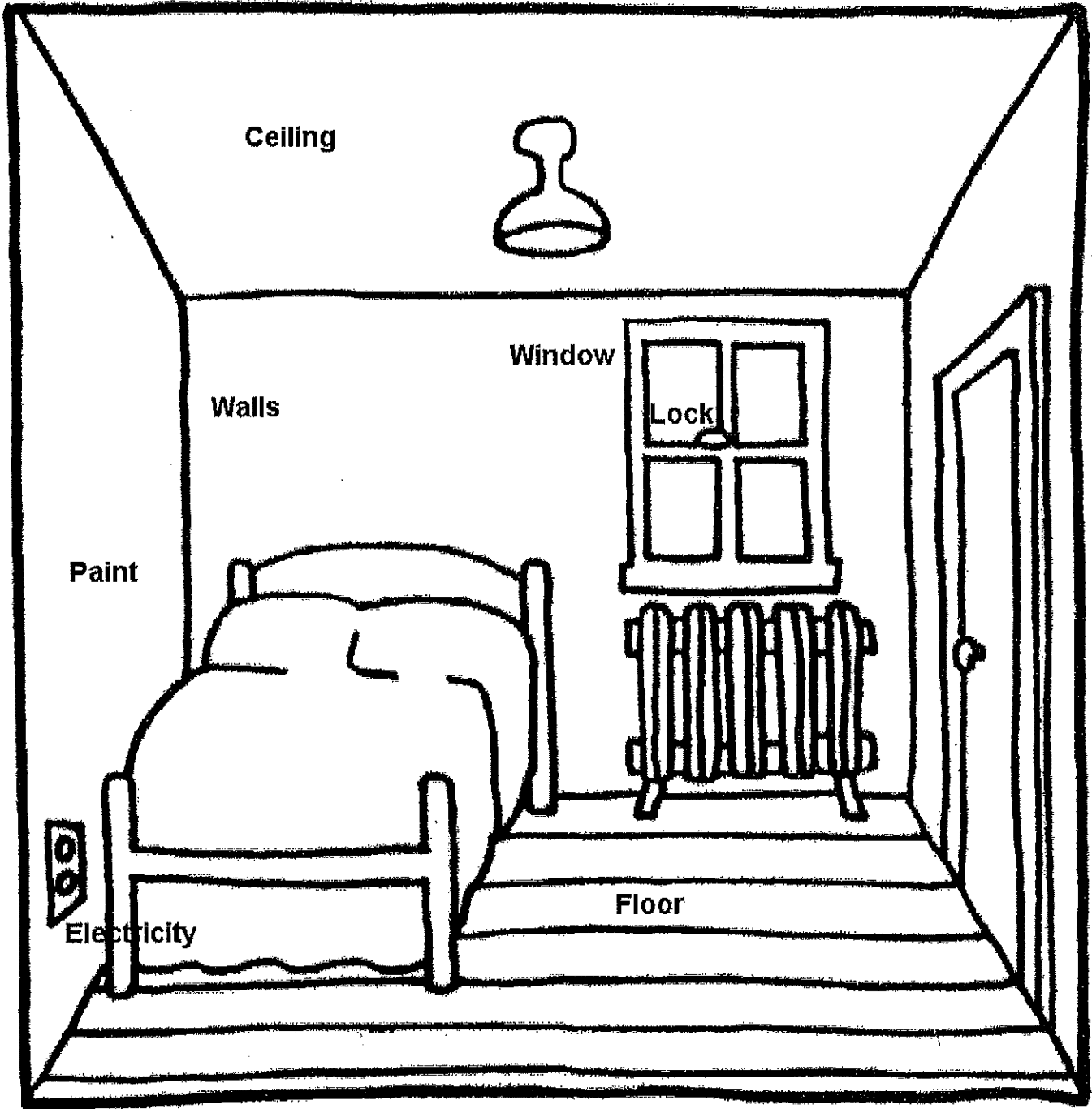
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

**Other rooms that are not lived in may be:** a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

## **You should also think about:**

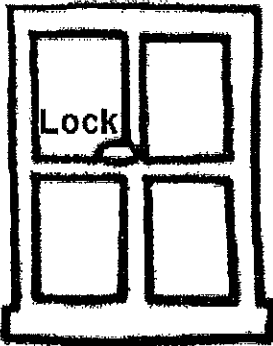
- What you would like to do with the other rooms.
  - Can you use them the way you want to?
- The type of locks on windows and doors.
  - Are they safe and secure?
  - Have windows that you might like to open been nailed shut?
- The condition of the windows.
  - Are there small cracks in the panes?
- The amount of weatherization windows.
  - Are there storm windows?
  - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
  - Are they worn, faded, or dirty?
- The condition of the floors.
  - Are they scratched and worn?



Ceiling



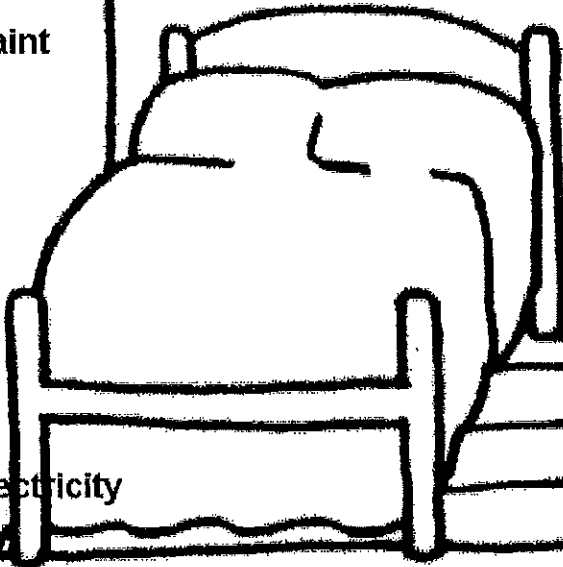
Window



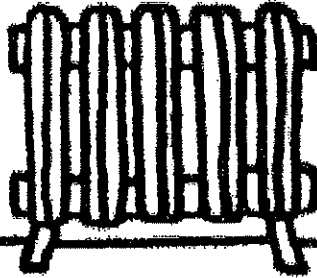
Lock

Walls

Paint



Electricity



Floor

# 5. Building Exterior, Plumbing, and Heating

The Building must have:

## Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

## Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

## Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

## Foundation

A foundation in good condition that has no serious leaks.

## Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

## Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

## Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

## Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

**Cooling**

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

**Plumbing**

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

**Water Heater**

A water heater located, equipped, and installed in a safe manner. Ask the manager.

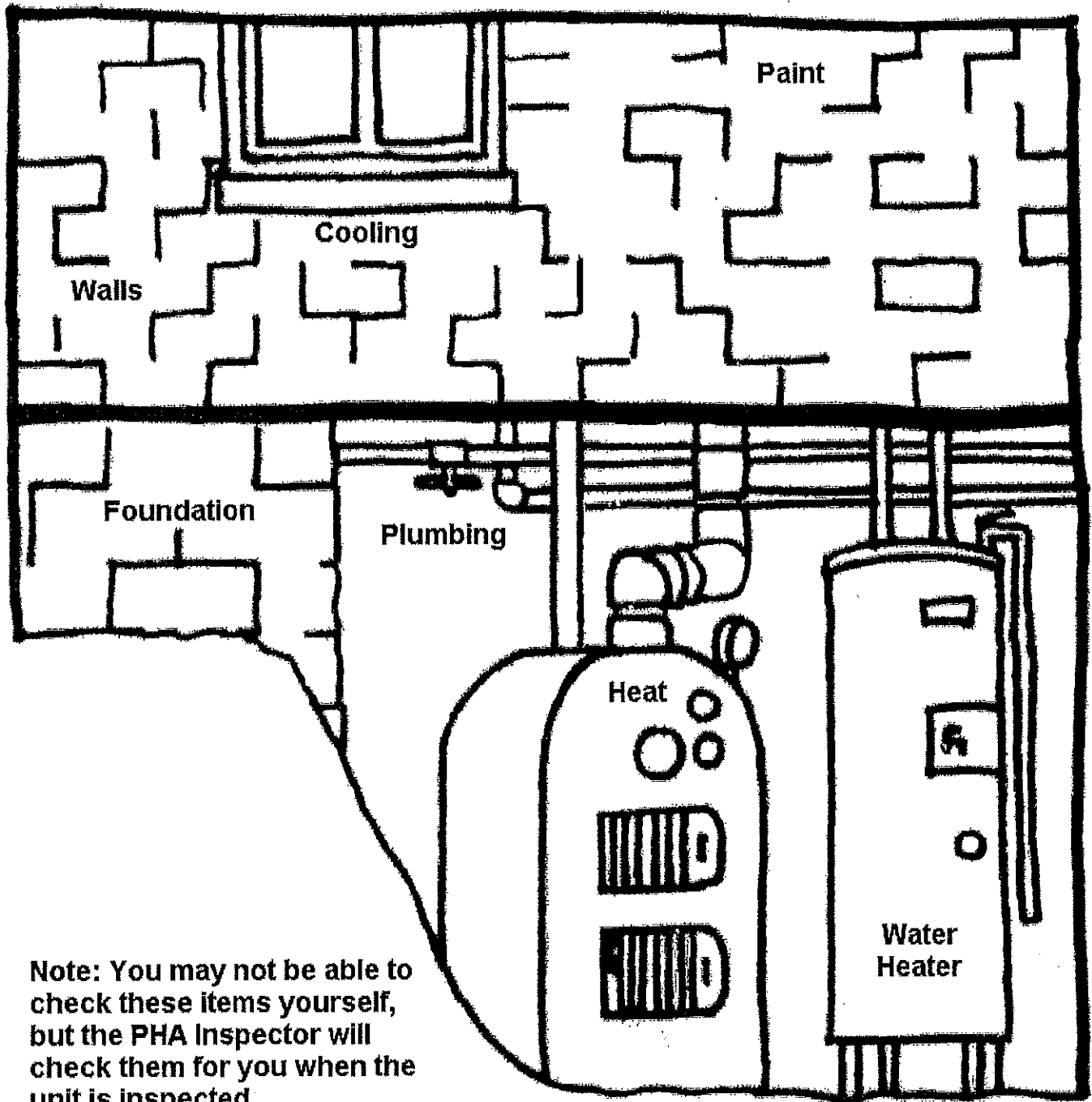
**Heat**

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

**You should also think about:**

- How well maintained the apartment is.
- The type of heating equipment.
  - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
  - Is there insulation?
  - Are there storm windows?
  - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
  - Will the unit be cool enough for you in the summer?



**Note:** You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

# 6. Health and Safety

**The Building and Site must have:**

## **Smoke Detectors**

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

## **Fire Exits**

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

## **Elevators**

Make sure the elevators are safe and work properly.

## **Entrance**

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

## **Neighborhood**

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

## **Garbage**

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

## **Lights**

Lights that work in all common hallways and interior stairs.

## **Stairs and Hallways**

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

**Pollution**

No serious air pollution, such as exhaust fumes or sewer gas.

**Rodents and Vermin**

No sign of rats or large numbers of mice or vermin (like roaches).

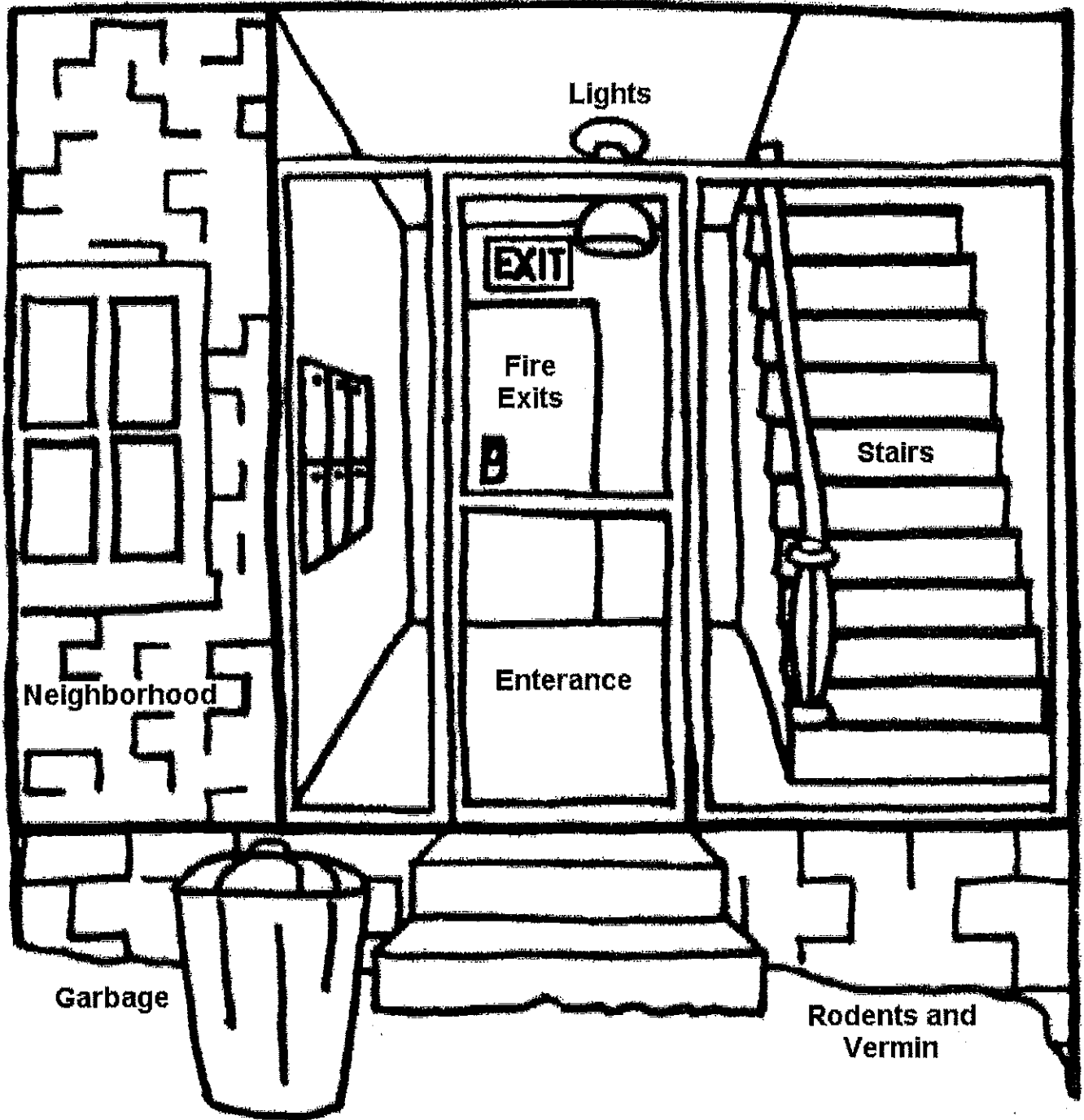
**For Manufactured Homes: Tie Downs**

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

**You should also think about:**

- The type of fire exit.  
--Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.  
--Are there stores nearby?  
--Are there schools nearby?  
--Are there hospitals nearby?  
--Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).





**Note:** You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

### **Responsibilities of the Public Housing Authority:**

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

### **Responsibilities of the tenant:**

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

### **Responsibilities of the owner:**

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.