



# Section 8 HCVP Tenant and Landlord Briefings

*Educating Voucher Holders & Landlords for Hassle-Free Lease-Ups*

When is the last time you reviewed your HCV tenant briefing process? How do landlords know about or view your HCV program? Educating voucher holders on program requirements and providing essential program information on locating and leasing a safe, decent, and sanitary unit is key to complying with Section 8 HCVP regulations.

Acquainting and providing landlords with information to help them understand the rules, regulations, processes, benefits, and paperwork associated with the HCV program is important in improving landlord and PHA relationships.

This EZ-Steps “live” online mini-course will review what must be covered when a family is selected from the waiting list, as well as how to conduct effective landlord briefings to attract new landlords and retain current landlords.

Participants will also learn what must be included in voucher holder briefings and what added information should be provided to make the lease-up process hassle free. Training topics include:

- The Required Family Oral Briefing
- The Required Family Briefing Information Packet
- Outreach and Recruitment of Owners/Landlords
- Scheduling the Briefings
- Responsibilities of the PHA, Family, and Landlord
- Benefits of Being an HCV Landlord
- Where a Family may Lease a Unit
- Advertising a Unit and Unlawful Practices
- Landlord Screening
- Conflict of Interest and Disapproval of Owners/Landlords
- Security Deposits and Other Landlord Charges/Fees
- Lease-up Process



**Who should participate:** Supervisors, HCVP Occupancy staff, Case Workers, and Quality Control Staff

**June 5, 2018 (Tuesday)**

10:00 a.m. – 1:00 p.m. (Central Time)

Registration Fees: \$129 per person      Consortium Partner Rate: \$99 per person

**TO REGISTER**, please visit [www.nelrod.com/courses-and-events](http://www.nelrod.com/courses-and-events) or contact Christian Arnett at 817-922-9000, ext. 111 or email: [arnettc@nelrod.com](mailto:arnettc@nelrod.com).

If you would like to be removed from this fax list, please email Brandon at [brandon@nelrod.com](mailto:brandon@nelrod.com) or call 817-922-9000 ext 138. Requests will be processed in the shortest reasonable period of time, not to exceed 30 days. Thank you.