



HOUSING AUTHORITY OF  
**HOPKINSVILLE**



P. O. Box 437, 400 N. Elm St  
Hopkinsville, KY 42240  
Phone: (270) 887-4275  
Fax: (270) 887-4080

## RESPONSIBILITIES OF LANDLORD PARTICIPANTS

Any landlord, owner, or leasing agent who wishes to participate in the Section 8 Housing Choice Voucher program should be aware of and adhere to the following:

1. The landlord must screen their own tenants. The Housing Authority does not screen for suitability. The Housing Authority only screens for eligibility based on HUD regulations.
2. When the landlord (owner or agent) signs the Housing Assistance Payment (HAP) contract, he/she assumes responsibility for the conditions therein.
3. If the resident vacates the premises unexpectedly or gives any advance notice of their intent to move, the landlord **MUST NOTIFY THE HOUSING AUTHORITY IMMEDIATELY**
4. If the utilities in the unit are included in the rent, the utilities must remain on year round. If the utility amount exceeds the utility allowance given by the HA, the landlord/owner cannot ask the tenant to make up the difference.
5. The landlord cannot require the family to pay an amount other than the amount determined by the Housing Authority. Side payments made by tenant to the landlord for water, sewer, garbage or any utilities are **not permitted**. This amount is stated in the Housing Assistance Payment contract and will be amended by the Housing Authority from time to time.
6. Pets will be permitted **ONLY WITH THE WRITTEN PERMISSION OF THE LANDLORD** and only upon execution of a pet agreement (between the landlord and tenant) prior to the pets occupancy of the premises.