

## WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS AN ASSISTED TENANT?

What you can expect from your Landlord:

- To complete repairs within a reasonable amount of time upon request by yourself or BCHA and within 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.
- Not to enter your unit without your permission and proper notice except for emergencies or when you have requested repairs. You cannot unreasonably withhold permission.
- You are expected to:
  - Pay rent on time
  - Keep unit clean
  - Avoid illegal activity
  - Permit access for repairs
  - Avoid damage to property
  - Refrain from disturbing others
  - Allow only those occupants on the lease to reside in your unit
  - Follow rules for use of unit and common areas.
  - Comply with terms and conditions of lease and HAP contract.
  - Pay required security deposit as set out in your lease.
  - Provide BCHA with a copy of all actions or notices you give to or receive from your landlord.
  - Comply with the terms of your Care Plan as determined by your Service Provider Agency

## Shelter + Care Housing Voucher Program

- What are the requirements for a unit to be rented with Housing Choice Voucher Assistance?
- How do I find a unit available to be rented with my Voucher?
- What do I do when I find a unit I am interested in renting?  
(details inside)

**Burleigh County Housing Authority  
does not discriminate against any  
person because of Race, Color,  
Religion, Sex, Handicap, Disability,  
Familial Status, or  
National Origin.**

504 Coordinator,  
Dwight Barden  
701-255-2540

### BURLEIGH COUNTY HOUSING AUTHORITY

410 SOUTH 2ND STREET  
BISMARCK ND 58504

Phone: 701-255-2540  
Fax: 701-255-3459  
www.burleighcountyhousing.com  
TDD: 1-800-545-1833 EXT.439



## Shelter + Care Housing Voucher Program



## TENANT INFORMATION

Burleigh County Housing Authority  
410 South 2nd Street  
Bismarck ND 58504  
701-255-2540  
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## WHAT IS THE SHELTER + CARE VOUCHER PROGRAM?

The Shelter + Care Program provides housing assistance for families in the private rental market who are:

- Homeless
- Disabled (at least one adult family member)
- Have a current Supportive Services Care Plan with a Service-Provider Agency
- Low-income

## WHAT ARE THE REQUIREMENTS FOR A UNIT TO BE RENTED TO MY FAMILY WITH A SHELTER + CARE VOUCHER?

The unit must meet HUD Housing Quality Standards (HQS)

### The Unit must:

- Meet applicable building codes
- Have a working smoke detector
- Have a vent or window that opens in the bathroom
- Have doors and windows which lock
- Have private area for toilet
- Have cook stove or microwave and food prep area (except for special housing i.e. group residence, SRO, etc.)
- Have all utilities paid by resident metered separately
- Have no chipping, chalking, cracked or peeling paint in pre-1978 units (Lead-based regulation requirement)
- Have water, sewer and garbage paid by Landlord within Bismarck City limits
- The rent must be approvable within HUD Payment Standards (You will be given this information when your name reaches the top of BCHA/s waiting list and you attend your eligibility appointment.)
- The rent must be approvable in comparison to market rent for like units.

## HOW DO I KNOW A UNIT IS AVAILABLE TO ME AS A SHELTER + CARE VOUCHER HOLDER?

You may ask the landlord from whom you wish to rent, or check the list the BCHA office provides to you at your eligibility appointment to see if the unit is listed on our list of available units. You may also check in the newspaper for the phrase “HAP Welcome”.

## WHAT DO I DO WHEN I WANT TO RENT A UNIT WITH MY VOUCHER?

### LANDLORD SCREENS RESIDENT

The Landlord must screen you as a prospective resident in accordance with his/her established screening policy. After you contact a landlord, BCHA can certify your income eligibility for the program to that landlord. We do not provide a reference as to your expected behavior as residents. They may use any or all of the following screening procedures:

- Credit Check
- Landlord References
- Criminal Check
- Home Visits

We encourage all of the above screening methods as long as landlords do not discriminate. Discrimination includes any resident selection based on race, color, religion, ancestry, sex, country of birth, disability, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal in most circumstances, to refuse to allow children to live in a residential unit.

### REQUEST FOR TENANCY APPROVAL

When you have selected a unit you wish to rent, you will have a “Request for Tenancy Approval” form you received in a packet from BCHA for your prospective landlord to complete. When you submit the completed form to our office, a housing representative will contact the landlord to schedule an inspection.

### INSPECTION AND RENT

The unit will be inspected by BCHA to insure that it meets HUD Housing Quality Standards. Your landlord will also be mailed a copy of the inspection form.

## LEASE, CONTRACT AND SUPPORTIVE SERVICES CARE PLAN

After the unit passes inspection and the rent has been approved, the landlord and resident enter into a lease for an initial term of one year. The HA and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the resident. The tenant must have entered into a supportive services care plan with a service provider agency such as Pride, HIT, WCHSC, Enable, Community Options, Support Systems, etc. and provide a copy of this plan to BCHA.

## DO I NEED TO PAY A SECURITY DEPOSIT?

- Yes
- The Voucher Program prohibits security deposits in excess of private practice, or in excess of amounts charged by the landlord to unassisted residents.
- In accordance with state law.

## WHAT IS THE TERM OF THE LEASE AND CONTRACT?

After one year, the lease is renewed for a specified time period, month to month. You may vacate your unit with a 30-day written notice to your landlord and BCHA after the 1-year term of the lease expires. If you remain in the unit, you must be recertified by BCHA for eligibility and the unit inspected for HQS annually, at which time the landlord may request an annual adjustment rent increase which must be approved by BCHA. This request must be submitted in writing to BCHA and resident sixty days prior to renewal.

## SHELTER + CARE HOUSING VOUCHER PROGRAM Burleigh County Housing Authority

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