



Bremerton Housing Authority Landlord Fact Sheet

The process, benefits and other useful information for landlords who partner with the Bremerton Housing Authority

The Process

**Steps 1-3 are optional; if you've already found a tenant, skip to Step 4*

Step 1*

Decision to partner with Bremerton Housing Authority (BHA)

Step 2*

Decide what you'll charge for rent & utilities; double check with Landlord Liaison to see if you've priced unit affordably

Step 3*

List your unit on AffordableHousing.com

Suggested items to list:

- Rent amount
- Location
- Bedrooms
- Deposit Amount
- Tenant-paid utilities
- Screening fee
- Pet policy
- Amenities/features

Step 4

Once you've found a tenant you've approved, complete the RFTA packet with them and submit to BHA

Step 5

BHA will process your RFTA packet to determine if the unit is considered "rent reasonable" and affordable by HUD standards

Step 6

If unit is rent reasonable and affordable, BHA will schedule inspection

Step 7

Once unit passes, landlord and participant can sign lease!

Step 8

The last step! Once BHA receives all paperwork, the HAP contract between BHA and landlord is executed. Payment will be processed afterwards; BHA does check runs every 1st and 15th of each month.

The Benefits

- ✓ Reliable and guaranteed rent payments
- ✓ Long-term tenants (voucher holders typically live in a rental longer than non-voucher holders)
- ✓ Access to Landlord Mitigation funds to help with some move-in, vacancy and damage cost(s)
- ✓ List your unit for free on our website
- ✓ The opportunity to get paid while providing housing stability for families

Dos & Don'ts



Do remember that a person's voucher can be considered and counted as income!



Do remember that voucher holders only have to make 2.5-3x their portion of the rent, not the full rent amount, if that is part of your screening criteria



Don't automatically refuse someone because they're a voucher holder - that could be considered income discrimination in Washington state



Don't rely on Bremerton Housing to screen your tenants! It's important that you have complete control over who you choose to approve for your rental, as long as you are following Fair Housing guidelines

What are HQS Inspections?

One of the most common questions from landlords is about Section 8 HCV inspections. These are known as HQS, or Housing Quality Standards, inspections. Here's a few FAQs we've put together:

What exactly are they?

They are inspections conducted routinely to ensure minimum health and safety standards are being met. These standards are set by HUD and not concerned with appearance.

What do inspectors look for?

Please visit www.bremertonhousing.org > [Property Owners](#) > [Landlord Forms](#) and click on the HQS Pre-Inspection Checklist link to get a better idea of what inspections are primarily focused on



Does BHA inspect for housekeeping?

No - BHA only conducts inspections to ensure minimum health and safety standards are being met to remain in compliance with HUD requirements. Housekeeping standards are subjective, and can't be monitored by BHA; landlords are encouraged to monitor for housekeeping standards outlined in their lease agreements with their tenant.

For more FAQs, please visit

<https://bremertonhousing.org/landlord-faq/>

For helpful Forms and Resources, please visit

<https://bremertonhousing.org/landlord-forms/>

The Relationship Between You, BHA and Your Tenant

There is a 3-way partnership between BHA, you and the tenant. Please note the lease agreement, HAP contract, and Section 8 program administration placement.

