

Dear Owner:

Thank you for your interest in the Housing Choice Voucher Program. This program is designed to help low-income households fill the gap between what they can afford to pay for rent and the actual rental amount. You can list your property with the Housing Choice Voucher Program by visiting our website at www.princegeorgescountymd.gov/FormCenter/Housing-22/List-a-Property-to-Rent-on-the-Housing-C-148.

The primary advantage to you in renting your property through the Housing Choice Voucher Program is timely and direct program payments each month. We will pay a portion of each month's rent based on the tenant's monthly income. If a Housing Choice Voucher family selects your unit and it passes the required Housing Quality Standards (HQS) inspection, we will enter into a program contract with you. A separate application, inspection and contract are required for each rental unit.

Please note that the Housing Authority of Prince George's County, (HAPGC) requires that all HAP contracts begin on the first of the month. Payments are forwarded on or about the first of the following month after the execution of the HAP contract.

If you decide to participate in the Housing Choice Voucher Program, you will work primarily with our Rental Specialists and Housing Inspectors. The Rental Specialists are responsible for determining the client's eligibility, issuing vouchers, client re-certifications, and signing Housing Assistance Payment (HAP) contracts. They are the liaison between you and the tenant. The Housing Inspectors are responsible for ensuring that the unit meets approval standards and has rent that are reasonable in the current market in your specific area.

We look forward to you becoming our partner in providing safe, decent, and affordable housing in Prince George's County. We also invite you to join our efforts to promote the Family Self-Sufficiency (FSS) Program for our participants. Should you have further questions, please contact our Division at (301) 883-5501.

RENTAL ASSISTANCE DIVISION

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



Jessica G. Anderson-Preston, Executive Director

Yolanda L. Hawkins-Bautista, Chair – Board of Commissioners

Dear Landlord:

The U.S. Department of Housing and Urban Development (HUD) requires public housing authorities and landlords to take practical steps to control lead-based paint hazards in housing units receiving federal assistance.

The regulation only affects housing units built before 1978 that have a child younger than six years of age residing in the unit. It requires a landlord to conduct paint stabilization repairs, clearance and risk assessment tests prior to signing a new lease and also at annual re-examination. HUD has given the local housing authority the responsibility to ensure that landlords comply with this rule.

HUD has exempted the following properties from the regulation:

- a) Units built after January 1, 1978.
- b) Units exclusively for the elderly or disabled.
- c) Zero bedroom units.
- d) Properties already found to be free of lead-based paint by a certified inspector.
- e) Properties where all lead-based paint has already been removed.

Landlords are not required:

- a) To abate the unit.
- b) To use safe work practices or to do clearance inspections on surfaces less than 2 square feet in the interior and 20 sq. ft. on the exterior of the unit.
- c) To do anything if the unit has no visible chipping, peeling or cracking surfaces.

For all other units, HUD requires every landlord to conduct repairs and testing when the following conditions are present:

- a) Whenever there are chipping, peeling, or cracking surfaces greater than 2 sq. ft. on the interior of the unit, or in common areas, a landlord must use paint stabilization to repair the surfaces. A qualified person who must use safe work practices must do the repairs.
- b) Whenever paint stabilization repairs are completed, a landlord must conduct a clearance test to ensure that no lead dust exists in the unit. A trained and/or certified clearance inspector must do the clearance tests.
- c) Whenever a local housing authority is notified that a child with an environmental intervention blood level (ELB) is living in or plans to live in the unit, a certified risk assessor must do a risk assessment test. This test requires an on-site investigation to determine the existence, nature, severity, and location of lead-based paint hazards.

Because most landlords are already complying with housing quality standards (HQS) and other existing local lead-based paint requirements, we believe that this new rule will have a minimum financial impact on landlords. Please contact the Rental Assistance Division, at (301) 883-5501 for more information on this matter.

Sincerely,

Housing Choice Voucher Division

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Summary of Housing Choice Voucher Program Requirements

Security Deposit

The owner may collect a security deposit from Housing Choice Voucher tenants, so long as the amount is not in excess of private market practice or in excess of security deposits for the owner's unassisted units.

Damage Claims and Vacancy Loss Payments

Owners may not claim reimbursement from the Department of Housing and Community Development (DHCD) for damages or other amounts owed by the tenant under the lease. If a family moves out, the owner may keep the housing assistance payment for the month in which the family moves out, regardless of when the family moves. DHCD will not make any further payments for vacancy loss.

Owner Participation

Owners have the sole responsibility for screening tenants. DHCD may reject any owner with a history of violating Housing Choice Voucher Housing Quality Standards (HQS) or applicable housing standards. Owners will not be approved if DHCD has been informed of sanctions and equal opportunity proceedings.

Tenant Termination

Owners may terminate leases for serious or repeated violations of the lease, violations of tenant obligations under Federal, State or local law, or any other good cause. Good cause includes failure to accept offer of new lease; family history of disturbance to neighbors; destruction of property; living or housekeeping habits resulting in damage; and owner's desire to use unit for personal, business or economic reason. Owners are permitted to terminate tenancy for any criminal (included drug-related) acts that threaten persons who live on the premises or in the immediate vicinity.

Portability

A family may move anywhere in the United States where the jurisdiction has a housing authority to administer the Housing Choice Voucher Program. This portability provision is available to voucher holders.

Tenant Responsibilities

- a. The Housing Choice Voucher tenant *is responsible* for HQS violations caused by the family, i.e., failing to pay for tenant-supplied utilities.
- b. The Housing Choice Voucher tenant *must* give the owner (landlord, manager) and their Rental Specialist in the Housing Choice Voucher Program a minimum of 30 days written notice of intent to move out of the unit.
- c. The Housing Choice Voucher tenant *is not responsible* for the rent portion covered by the HAP contract; therefore the owner may not terminate tenancy for non-payment of HAP.

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HOUSING QUALITY STANDARDS INSPECTION PROTOCOL

All units must be empty, vacant, and clean. If any furniture is to be left for a tenant, it must be in writing and signed by both the tenant and the landlord.

All utilities (gas, electric, water, etc.) must be on at time of inspection. If the unit is heated by oil, the oil tank should contain at least ½ tank of oil.

Regardless of the season, there must be a working cooling and heating system. Thermostat must be set at 76 degrees (generally May thru September) and 78 degrees (generally October thru March).

All units must have 10-year battery smoke detectors on each level of the home. Homes with gas utilities must have CO2 detectors as well.

All surfaces, floors, appliances, yards, and exterior surfaces, such as siding at the unit must be clean and sanitized.

Landlords, walk with this list and check off each item. Take video or pictures of your unit. This inspection protects not only you, but everyone involved.

- Inspect all private walkways and driveways to the unit. There should be no major damage so there are no trip hazards.
- Inspect the condition of the roof, gutters, chimney, chimney cap, down spouts, and splash guards.
- Inspect stairs and railings around unit, including walkouts. There must be a secure railing for four (4) steps or more.
- Inspect the deck, balcony and patio condition. Decks will be checked for condition of the boards, surfaces, and stability.
- Inspect any exterior structures (i.e. sheds, garages) to ensure they are in good repair, empty, and broom swept clean and check exterior surfaces for damage, missing material, growth of foliage, and/or algae.
- Inspect closed doors to assess the seal of door to frame, check for light showing around the door on all sides top to bottom, and also ensure the door is in good condition.
- Inspect dead bolt locks for operation. All doors leading to outside must have a dead bolt. There are no key to key locks accepted on the program (only thumb turn style dead bolts).
- Once inside, inspect all walls, ceilings and floors in each room for cracks, leaks, water or structural damage, peeling paint, and mold.
- Inspect floors for stability and safety. Carpeting will be assessed for condition, cleanliness, and to ensure there are no trip hazards. Worn or torn carpet needs to be replaced. Buckled carpet needs to be stretched.
- Inspect the operation of each window to ensure it rises with ease, has the ability to stay up on its own in all positions, and no windows are broken or cracked. All operable windows must have working locks and window screens that are properly installed and fully intact (no holes, rips or tears). All window sills and frames must be clean, free of peeling paint and debris, intact, and have no dry rot.
- Inspect all sliding glass doors to ensure it is operational and have a screen door.
- Inspect the outlets in all rooms for power, correct wiring, and not broken or objects left inside.
- Inspect all outlets and light switches to ensure they are not loose and have a cover.
- Inspect the proper operation of all appliances, including the stove burners and oven. The stove and oven must be clean. The stove hood should have a working light and exhaust fan.
- Inspect the dishwasher to ensure it drains properly and not through the air gap.

- Inspect the refrigerator; it must be clean, operational, and the door gaskets must be intact and in position (not ripped/torn and connected to the door).
- Inspect all faucets for proper operation, check sink connections and make sure all sinks have proper P traps and drain properly without leaks.
- The inspector will test GFCI outlets around the kitchen counter. There should be a GFCI outlet by all water sources.
- Inspect all kitchen cabinets must have all drawers and doors intact and open/close properly. All sink bottoms need to be intact and not dry rotted or damaged.
- Inspect all bathrooms. The bathroom door must latch and lock.
- Inspect tile floors and walls to ensure they are intact and have no missing pieces.
- Inspect the vanity and sink to ensure it is intact. The sink should not be peeling. The pop up must work properly or stoppers can be provided so the sink can hold water. Assess all faucets for proper operation, check sink connections make sure all sinks have proper P traps and drain properly without leaks.
- The inspector will test GFCI outlets (there should be a GFCI outlet by all water sources).
- The tub must be clean and free of peeling paint. If the tub is peeling or rust is present, it must be replaced or re-glazed. There cannot be mold present on any surface, including caulking.
- Inspect the shower head for leaks. The shower diverter must be operational. There must be a stopper or a way to fill the tub.
- Inspect to ensure the toilet must be secured at the base and top, it should flush properly, and no leaks can be present.
- Inspect all light fixtures should contain proper bulbs and covers, vanity bulbs should be used where they are required.
- If there is no window in the bathroom, a ventilation fan is required and must be operable with cover.
- Inspect all bedrooms as any other room (floors, windows, walls, ceilings, and electrical). Bedroom windows cannot have bars (sleeping rooms) unless they are safety release bars.
- Inspect all closet doors to ensure they are on track and have base hardware, so doors don't swing and stay on track.
- Inspect the basement as any other room. Ceilings, walls, floors, doors and windows. Bedrooms in the basement must have emergency egress and rescue opening.
- All finished areas should have flooring, or the cement sealed with appropriate sealant (unfinished areas don't require flooring or sealing, such as laundry room or unfinished basement).
- If there is a fireplace in the unit, proof that it was cleaned and inspected must be provided to the inspector. If the tenant will be prohibited from using it, it must be closed off with plywood or other appropriate material.
- Pools should be closed with a hard cover. If the pool is to be used, they should be insured for use and maintenance be conveyed to tenant.
- Inspect all yards; grass should be cut and free of debris. Fences need to be intact. Drain covers in place.
- Inspect all electrical boxes to ensure they have no open slots and hard spacers where there are openings. There should be no exposed wiring in the home.
- Inspect to ensure the home is free of infestation (roaches, mice, etc.). If there is any present, an extermination program is recommended, and such proof shall be given.

Once your unit passes inspection, the caseworker will be notified. Please do not permit the tenant to move in until you are contacted by the caseworker with the approval.

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY
LANDLORD HAP DIRECT DEPOSIT AUTHORIZATION FORM

I am authorizing the Housing Authority of Prince George's County to deposit my monthly Housing Assistance Payments (HAP) in my: (select one)

_____ Checking Account

_____ Savings Account

Please submit a Voided Check (if Checking account is selected) or Bank Direct Deposit form (if savings account is selected) with your authorization form. You can also submit documentation from your bank representative confirming 1) the bank account number, 2) routing number, and 3) name on the account. **The name on the account must be the same name of the landlord (HAP recipient).**

ALSO, Effective 11/1/18, Direct Deposit Stubs are only disbursed by Email. Please be sure to include your email address below. Please provide the following information should it be necessary to contact you regarding the information that you have submitted:

Email Address: _____

Cell Phone #: _____

Office #: _____

You can mail your completed Direct Deposit form and supporting documentation to: HAPGC, Attn: FAS, 9200 Basil Court, Suite 500, Largo, MD 20774. You can also email your completed documents to APVENDORS_FAS@CO.PG.MD.US

Please sign as appropriate:

Printed Name of the Payee currently appearing on the Check

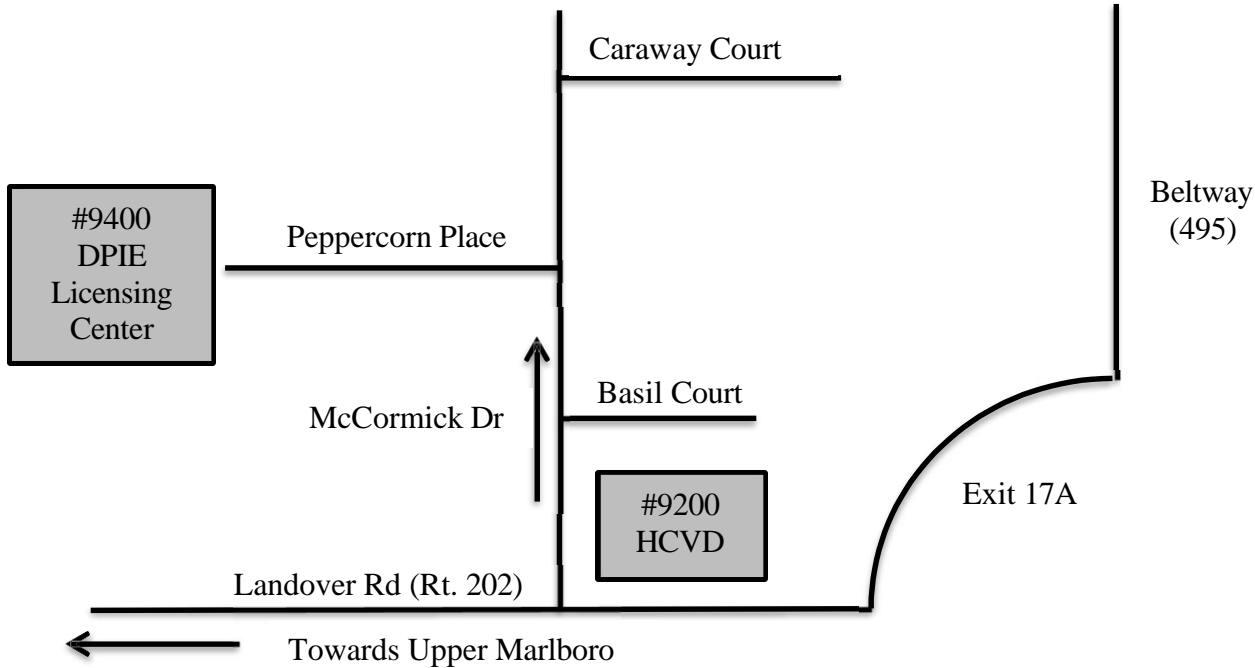
Signature

Date

Social Security # or EIN (Federal Tax ID of Business) of Payee indicated above

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Renters' Licenses are required for all rental properties in Prince George's County.

Single Family Rental License applications must be completed online. Please visit the County's website, www.princegeorgescountymd.gov and search for Online Single Family Rental License. You can also apply in the DPIE Licensing Center office, located at 9400 Peppercorn Place, Suite 151, Largo MD 20774. The telephone number is 301-883-3840, and their hours are 8:00 a.m. to 3:00 p.m., Monday through Friday. On Wednesday hours are from 9:00 a.m. to 3:00 p.m.

The fee is \$115.00 for 2 years.

The Housing Choice Voucher Division (Housing Choice Voucher Program) office is located at 9200 Basil Court, Suite 107. Their hours are 8:30 AM to 5:00 PM, Monday through Friday.

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Landlord Briefings

The Landlord Briefing is designed to educate and provide guidance in the Housing Choice Voucher Program, rules and regulations. If you are a rental property owner or manager, the Landlord Briefings will assist you in understanding how the voucher program works.

The success of the program depends on the local housing agency (HA) being able to contract with property managers and owners who have decent, safe, and sanitary rental units. You are encouraged to check with your local or state human rights agency to find out what the fair housing laws are for our state. Many low-income families in your community rely on owners like you, who are willing to participate in the program.

In most communities, there is a shortage of decent and affordable housing. The subsidy that comes with the Housing Choice Voucher Program helps families to rent in many different neighborhoods. Participant families include elderly persons, disabled persons, and working families who do not earn enough to keep pace with rising rental housing costs.

Briefing Dates for 2025

Wednesday, January 15, 2025
Wednesday, February 19, 2025
Wednesday, March 19, 2025
Wednesday, April 16, 2025
Wednesday, May 21, 2025
Wednesday, June 18, 2025
Wednesday, July 16, 2025
Wednesday, August 20, 2025
Wednesday, September 17, 2025
Wednesday, October 15, 2025
Wednesday, November 19, 2025

If you would like to attend one of the briefings listed, you can register by emailing your Full Name and Date of Briefing you will be attending to LandlordBriefing@co.pg.md.us.

The Landlord Briefing is not a required training, but it is highly recommended that all new Property Owners/Managers and current Property Owners/Managers that have not attended a briefing in over 2 years attend.

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**SMALL AREA FAIR MARKET RENTS
FREQUENTLY ASKED QUESTIONS
Housing Choice Voucher Program**

The U.S. Department of Housing and Urban Development (HUD) has required the Housing Authority of Prince George's County (HAPGC) to begin using Small Area Fair Market Rents (SAFMRs) instead of metropolitan – wide Fair Market Rents (FMRs) to calculate the payment standard for determining rental assistance in the Housing Choice Voucher (HCV) program. This handout answers some basic questions about this change.

What are FMRs? HUD publishes Fair Market Rents (FMRs) annually for regions throughout the US. For Prince George's County, this region includes all Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR area. FMRs are established annually by HUD and based on a calculation of average gross rents within the Metropolitan Area. FMRs are also used to establish payment standards.

What are SAFMRs? SAFMR stands for “Small Area Fair Market Rent” where payment standards are established from the SAFMRs. SAFMRs are estimates of the typical rent levels per bedroom size (including the cost of utilities) within a zip code, rather than for the entire metropolitan region. HUD has mandated that SAFMRs be implemented in metropolitan areas where establishing FMRs by zip codes has the potential to significantly increase opportunities for voucher families. Zip codes were chosen because they are small enough to reflect neighborhood differences, and it is possible to compare rents between zip codes in a metropolitan area. The HAPGC is mandated to utilize SAFMRs HUD establishes and publishes the SAFMRs annually.

What are payment standards? Payment standards are used to calculate the maximum subsidy that the PHA will pay for a rental unit in the HCV program. Under the HCV program, a family is generally required to pay 30 percent of their adjusted income for rent and utilities. If the HCV families choose to pay more to live in a unit where rent and utilities exceed the payment standard, the PHA may approve to pay the difference if they have sufficient income.

What's new about this approach? Until now, the amount the PHA paid toward rent for families with vouchers was based on rental rates (by bedroom size) across the entire metropolitan area. Under the new approach the payment standard is based on the localized rent in each zip code (the SAFMRs) providing opportunities to voucher families to access all communities in the region including higher opportunity areas.

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What is hold harmless? This means there will not be a reduction in subsidy for higher payment standards. The HAPGC will continue to use the existing higher payment standard for the family's subsidy calculation for as long as the family continues to receive the voucher assistance in that unit.

How do SAFMRs affect where a family can lease a unit? Families will still be able to choose the unit that meets their needs. However, you will be able to use your voucher in more places than would have been possible before, including neighborhoods with higher rents that may have high performing schools and low levels of poverty. If you choose to rent in a high cost neighborhood, you will likely receive more assistance toward rent and utilities than you would have under the old approach. If you choose to rent in a neighborhood where rents are low, you may receive less assistance toward rent and utilities under the new SAFMR approach.

How will SAFMR affect Landlords? The degree to which you will be impacted by the switch to SAFMR's depends on the location of the property that you own. The change in methodology used to calculate payment standards means that families with vouchers may now be able to afford units in high cost parts of town. If you own units in these areas, please consider opening your doors to HCV families.

The Housing Authority of Prince George's County encourages clients to look for housing in the following zip codes: **20607, 20720, 20623, 20715, 20716, 20721, 20722, 20735, 20772, 20774.**

Reasonable Accommodations: If required as a reasonable accommodation for a family that includes a person with a disability, any Public Housing Authority may, without HUD approval, establish an exception payment standard of up to and including 120 percent of the relevant FMR. (i.e., the SAFMR for applicable zip code areas in the PHAs implementing SAFMRs).

Resources:

SAFMR FAQ

- <https://www.hudexchange.info/resources/documents/SAFMR-FAQs.pdf>

SAFMR PIH Notice 2018-01

- <https://www.hud.gov/sites/dfiles/PIH/documents/PIH-2018-01.pdf>

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PAYMENT STANDARD AND SMALL AREA FAIR MARKET RENTS (SAFMR) FOR THE HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY

The following schedule of Payment Standards are effective December 1, 2024

Zip Code	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom	7 Bedroom
20601	\$1,938	\$1,986	\$2,233	\$2,793	\$3,297	\$3,792	\$4,286	\$4,781
20607	\$1,644	\$1,682	\$1,891	\$2,366	\$2,793	\$3,212	\$3,631	\$4,050
20608	\$1,777	\$1,815	\$2,043	\$2,556	\$3,012	\$3,464	\$3,916	\$4,367
20613	\$2,138	\$2,185	\$2,461	\$3,078	\$3,629	\$4,173	\$4,718	\$5,262
20623	\$2,062	\$2,109	\$2,375	\$2,964	\$3,506	\$4,032	\$4,558	\$5,084
20703	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20704	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20705	\$1,701	\$1,739	\$1,957	\$2,451	\$2,888	\$3,321	\$3,754	\$4,188
20706	\$1,786	\$1,824	\$2,052	\$2,565	\$3,031	\$3,486	\$3,940	\$4,395
20707	\$1,862	\$1,900	\$2,138	\$2,670	\$3,154	\$3,627	\$4,100	\$4,573
20708	\$1,796	\$1,834	\$2,062	\$2,575	\$3,040	\$3,496	\$3,952	\$4,408
20709	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20710	\$1,577	\$1,615	\$1,815	\$2,271	\$2,679	\$3,081	\$3,483	\$3,885
20712	\$1,397	\$1,425	\$1,606	\$2,005	\$2,366	\$2,721	\$3,076	\$3,431
20715	\$2,394	\$2,451	\$2,755	\$3,449	\$4,066	\$4,676	\$5,286	\$5,896
20716	\$1,995	\$2,043	\$2,299	\$2,879	\$3,392	\$3,901	\$4,410	\$4,918
20717	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20718	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20720	\$2,603	\$2,660	\$2,993	\$3,743	\$4,418	\$5,081	\$5,743	\$6,406
20721	\$2,575	\$2,632	\$2,964	\$3,705	\$4,370	\$5,026	\$5,681	\$6,337
20722	\$1,815	\$1,853	\$2,090	\$2,613	\$3,078	\$3,540	\$4,001	\$4,463
20725	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20726	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20731	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20735	\$2,157	\$2,204	\$2,480	\$3,097	\$3,658	\$4,207	\$4,755	\$5,304
20737	\$1,501	\$1,539	\$1,729	\$2,166	\$2,546	\$2,928	\$3,310	\$3,692
20738	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20740	\$2,052	\$2,090	\$2,356	\$2,945	\$3,477	\$3,999	\$4,520	\$5,042
20741	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20742	\$2,052	\$2,090	\$2,356	\$2,945	\$3,477	\$3,999	\$4,520	\$5,042
20743	\$1,530	\$1,558	\$1,758	\$2,195	\$2,594	\$2,983	\$3,372	\$3,761

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20744	\$1,739	\$1,777	\$1,995	\$2,499	\$2,945	\$3,387	\$3,829	\$4,270
20745	\$1,492	\$1,530	\$1,720	\$2,147	\$2,537	\$2,918	\$3,298	\$3,679
20746	\$1,710	\$1,748	\$1,967	\$2,461	\$2,898	\$3,333	\$3,767	\$4,202
20747	\$1,558	\$1,596	\$1,796	\$2,242	\$2,651	\$3,049	\$3,446	\$3,844
20748	\$1,549	\$1,587	\$1,786	\$2,233	\$2,632	\$3,027	\$3,422	\$3,816
20749	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20750	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20752	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20753	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20757	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20768	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20769	\$2,679	\$2,736	\$3,078	\$3,848	\$4,541	\$5,222	\$5,903	\$6,584
20770	\$1,843	\$1,881	\$2,119	\$2,651	\$3,126	\$3,595	\$4,064	\$4,533
20772	\$1,957	\$2,005	\$2,252	\$2,812	\$3,325	\$3,824	\$4,323	\$4,821
20773	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20774	\$2,062	\$2,100	\$2,366	\$2,955	\$3,487	\$4,010	\$4,533	\$5,056
20775	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20781	\$1,615	\$1,644	\$1,853	\$2,318	\$2,736	\$3,146	\$3,557	\$3,967
20782	\$1,748	\$1,786	\$2,014	\$2,518	\$2,974	\$3,420	\$3,866	\$4,312
20783	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20784	\$1,691	\$1,729	\$1,948	\$2,432	\$2,869	\$3,299	\$3,730	\$4,160
20785	\$1,625	\$1,663	\$1,872	\$2,337	\$2,765	\$3,180	\$3,595	\$4,009
20790	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20791	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20792	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20799	\$1,682	\$1,710	\$1,929	\$2,413	\$2,841	\$3,267	\$3,693	\$4,119
20903	\$1,777	\$1,815	\$2,043	\$2,556	\$3,012	\$3,464	\$3,916	\$4,367
20904	\$1,834	\$1,872	\$2,109	\$2,641	\$3,107	\$3,573	\$4,039	\$4,505
20912	\$1,558	\$1,596	\$1,796	\$2,242	\$2,651	\$3,049	\$3,446	\$3,844

****The amounts listed above ARE NOT guaranteed. They are subject to a comparability study of similar unassisted properties in the immediate area to determine whether a proposed rent is “reasonable.”**

The HCVP, by regulation, is required to conduct a Rent Reasonableness analysis to make sure the rent the owner requests is reasonable based on current rents for *unassisted units in the immediate area* of the proposed property.

Rent Reasonableness is to assure that:

- A fair rent is paid for units selected for participation in the HCVP
- The HCVP does not have the effect of inflating rents in a particular community
- The rent received for assisted units is at least equal to that of the comparable unassisted units
- The HCVP applies the HUD factors when determining reasonable rent

Please note that you can ask for a reasonable accommodation to use HAPGC housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.





The Maryland Department of the
Environment

FACTS ABOUT: MARYLAND'S "LEAD LAW"

SUMMARY OF COMPLIANCE REQUIREMENTS RESIDENTIAL RENTAL PROPERTIES

Title 6, Subtitle 8, of the Environment Article, Annotated Code of Maryland, and ("Act") was enacted to reduce the incidence of lead poisoning while maintaining affordable rental housing. The Maryland Department of the Environment (MDE) was given the authority to enforce the provisions of the Act. Currently, compliance is mandatory for rental dwelling units built prior to 1950, regardless of renovation history.

Effective January 1, 2015, the Act will apply to all residential rental dwelling units built prior to 1978.

COMPLIANCE REQUIRES THE FOLLOWING:

1. **REGISTRATION WITH MDE:** Owner must register all rental dwelling units within 30 days of acquisition and renewed on or before December 31 each year. Registration includes the payment of \$30 per rental dwelling unit.
2. **DISTRIBUTION OF TENANT EDUCATIONAL INFORMATION:** All tenants must be provided with the "Notice of Tenants Rights," and "Protect Your Family from Lead in Your Home" brochures and a copy of the current inspection certificate upon inception of the tenancy and every two years thereafter.
3. **MEET THE RISK REDUCTION STANDARD:** All rental properties subject to the Act are required to be lead inspected by a MDE accredited lead paint inspector upon the occurrence of certain triggering events. The lead inspector will issue a Lead Paint Risk Reduction Certificate and all supporting documentation, summarizing the findings of their inspection. The Accredited lead paint inspector will submit a copy to MDE and provide two copies to the owner. The owner should keep one copy for their records and give one to their tenant.
 - A. **MEET FULL RISK REDUCTION STANDARD AT EACH CHANGE OF OCCUPANCY IN A UNIT.** All properties subject to the Act are required to pass an inspection for lead contaminated dust, performed by an MDE accredited inspection contractor, prior to every change in occupancy. In order to pass the inspection the property must be free of defective paint on the interior and exterior of the property.
 - B. **MEET THE MODIFIED RISK REDUCTION STANDARD UPON NOTICE.** Within 30 days of being notified in writing of either paint defects in a property or that a child under 6 years of age or pregnant woman has a blood lead elevation of 10 micrograms per deciliter or more the owner is required to:
 1. Provide for the permanent relocation of all tenants to a property that is certified lead free or in compliance with the full risk reduction standard; or
 2. Temporarily relocated all tenants while all necessary work is performed and obtain a passing modified risk reduction certificate prior to the tenants moving back into the property.
4. **USE TRAINED WORKERS, ACCREDITED SUPERVISORS AND CONTRACTORS.** All work performed to meet a risk reduction standard must be performed by persons/companies who have been trained and/or accredited by MDE.

CERTAIN PROPERTIES MAY BE EXEMPT FROM THE ACT IF:

- The property is a hotel, motel or similar seasonal or transient facility; or
- The property has been lead paint tested by a MDE-accredited inspector and has issued a "Lead Free" or "Limited Lead Free" certificate. Any report submitted to the Department certifying a unit as "Lead Free" or "Limited Lead Free" shall include a processing fee of \$10 per unit.

For more information visit our website at www.mde.state.md.us/lead



1800 Washington Boulevard | Baltimore, MD 21230-1718 | www.mde.state.md.us
410-537-3000 | 800-633-6101 | TTY Users: 800-735-2258

Martin O'Malley, Governor | Anthony G. Brown, Lt. Governor | Robert M. Summers, Ph.D., Secretary
LPPP 6/2014



Jessica G. Anderson-Preston, Executive Director

Yolanda L. Hawkins-Bautista, Chair — Board of Commissioners

Rent Increase Request Form

Client Name: _____

Client Address: _____

City: _____ State: _____ Zip Code: _____

Unit details:

Structure Type (circle one): SF TH 2WALL TH 3WALL APARTMENT/CONDO

Year Built: _____ Bedroom size: _____ Bathroom size: _____ Sq .Ft.: _____

Dishwasher: _____ Washer/Dryer: _____ W/D Hook up: _____ Microwave: _____

Pool: _____ Parking type: _____

Current Rent Amount: \$ _____ Requested Rent Amount: \$ _____ Effective Date: _____

Reason for Increase: _____

Utilities:

**** Place an "X" to indicate the type of fuel for each item listed below. If the owner shall provide or pay for the utility, please indicate below by placing an "O" in the Paid By column. If the tenant shall provide or pay for the utility, please indicate below by placing a "T" in the Paid By column.****

Item:	Natural Gas	Bottled Gas	Electric	Heat Pump	Oil	Other	Paid By:
Heating							
Cooking							
Water Heating							
Other Electric							
Water							

Landlord Name (Print): _____

Signature: _____ Date: _____

Phone Number: _____ Email: _____

Email completed form to: HCVRentincreases@co.pg.md.us

To be completed by a HAPGC representative: Contract Date: _____

90 days prior: Yes No RS Initials: _____ Tenant ID: _____

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.

