



**SECTION 8 DIVISION**

400 Harriet Tubman Street • Knoxville, TN 37915  
865.403.1234 • Fax 865.594.8790  
800.848.0298 (Tennessee Relay Center)  
www.kcdc.org

**Owner’s Obligations and Responsibilities**

1. The landlord must comply with all responsibilities and obligations assigned to the landlord in the executed Lease and Contract. The landlord retains all rights and responsibilities for enforcing the Lease, collecting tenant's portion of rent, and instigating eviction procedures.
2. The Contract Rent listed in the Contract is the maximum amount the landlord can require for rent, including all services, maintenance, and utilities that the owner agreed to provide in accordance with the Lease. **TO COLLECT MORE THAN THIS AMOUNT CONSTITUTES FRAUD AGAINST THE FEDERAL GOVERNMENT.**
3. The owner is required to periodically monitor the condition of the unit and to insure that it continuously meets the Housing Quality Standards.
4. The owner is required to perform ongoing maintenance and repairs as necessary to maintain a standard condition in the unit.
5. The owner is responsible for periodically monitoring the unit to insure that the eligible family occupies the residence.
6. The owner certifies that: (a) the owner is maintaining the contract unit in accordance with the HQS, (b) the contract unit is leased to the tenant, and the lease is in accordance with this contract and program requirements, (c) the rent to owner does not exceed rents charged by the owner for other comparable unassisted units, (d) the family does not own or have any interest in the contract unit, and if the owner is a cooperative, the family may be a member of the cooperative, (e) to the best of the owner's knowledge, the members of the family reside in the contract unit, and the unit is the family's only residence.
7. Transfer of Property Ownership: The property owner purchasing this unit agrees to (a) meet with a KCDC representative pending the sale, (b) provide required information, i.e., name, address, social security number, authorization agreement for automatic deposit, and proof of paid taxes (c) notify the assisted tenant, and (d) request the tenant's security deposit and leasing documents as part of the settlement and closing of this sale.
8. The owner may submit a rental increase or request a new lease 60 days prior to the annual certification month. The request must be sent to the tenant and KCDC must receive a copy. Please include the resident's full address on the rent increase, the amount and effective date of the increase, and the reason for the increase.

I understand my responsibilities and obligations as a landlord participating in the Section 8 Housing Choice Voucher Program and agree to fulfill them as required by the executed Contract and Lease.

\_\_\_\_\_  
Landlord's signature

\_\_\_\_\_  
Date

c: Tenant file  
Landlord