



HOUSING CHOICE VOUCHER PROGRAM

*Join PHA's Housing Choice Voucher (HCV) Program
to Get Benefits That Guarantee Monthly Cash Flow*



PHILADELPHIA HOUSING AUTHORITY

OPENING DOORS TO OPPORTUNITIES

OUTPACE THE COMPETITION

Join the Housing Choice Voucher (HCV) program and you'll receive:

- Guaranteed monthly rental income even when the tenant loses a job
- A pool of prospective renters
- Streamlined Online Leasing Process to minimize vacancy losses
- Competitive rents
- A dedicated team of housing professionals that tend to customer service needs
- Access to an Owner Assurance Fund designed to protect property owners from unexpected damages above normal

Over a thousand Housing Choice Voucher holders currently are searching for rental units in Philadelphia and they are ready to move. These five simple steps can get you started:

Step 1:

Register for PHA's free HCV Owner Certification Training to receive your PHA Owner Certificate.



Step 2:

Visit PHA's website to sign up for an Owner Portal Account at pha.hcvportal.org.



Submit the new owner application and supporting documents.

Step 3:

Once your request is received, PHA will create an Owner Account and ID that provides full access.

Step 4:

Advertise your available unit(s) on our partner website, affordablehousing.com



Step 5:

Locate prospective HCV tenants and submit Requests for Tenancy Approvals (RFTA) through the PHA Owner Portal.

Track each step of the leasing process in Moves Tracker to receive your first PHA rent payment!



Moves Tracker

HCV PROGRAM BENEFITS

GUARANTEED RENT

Generally, PHA's portion of the rent will be directly deposited to the owner's bank account on the first of every month. Only the tenant's remaining balance, if any, will have to be collected. HCV property owners and property managers have guaranteed cash flow for their investments.

Should an HCV tenant ever experience a loss of income, PHA's rent portion to the owner will increase. In contrast, when a renter without a housing subsidy experiences a decrease in income, owners have to address late and underpaid rent, repayment agreements, and often eviction.

LOW VACANCY RATES

Hundreds of voucher holders are currently in the market for affordable units.

Owners can advertise available units on affordablehousing.com, PHA's partner website, where voucher holders typically search for units.



Check out this YouTube Video that details all the website's new features, including how to list your properties most effectively!



REDUCED TURNOVER

The initial term for a lease signed with an HCV voucher holder is two years. This guarantees rent and an occupied unit for a minimum of two years. Additionally, HCV tenants, on average, occupy their HCV unit for over seven years, meaning less turnover and costs for owners.

OWNER WALK-IN HOURS & BRIEFINGS

PHA offers walk-in office hours for owners and property managers every Wednesday from 3 pm to 5 pm at PHA Headquarters, located at 2013 Ridge Ave. During these hours, our staff will assist with the following:

- Owner Portal Walk Through
- Uploading Leases
- New Owner Application Reviews
- Payment Questions

OWNER BRIEFING SESSION

Want to learn more about the HCV program? PHA conducts Owner Briefing Sessions in person at its Headquarters at 2013 Ridge Ave, Philadelphia, PA every Wednesday from 5 to 6 pm.

FREE OWNER CERTIFICATION TRAINING

If you are new to HCV, there is a one-stop shop where you can find all the information you need. New HCV landlords can register for PHA's free HCV Owner Certification Training. This training is mandatory for participating and renting a Housing Choice Voucher (HCV) program unit. PHA conducts Owner Certification Training virtually every week: 10 am - 12 pm Tuesday mornings.



The training sessions are conducted by PHA staff and help owners understand the HCV program processes and policies. They cover how the HCV program works, owners' rights and responsibilities as participating property owners, and how they can effectively conduct business with PHA.

PHA HELPS LANDLORDS BUILD EFFECTIVE RELATIONSHIPS WITH TENANTS

HCV OWNER SERVICES

Owners who participate in the HCV Program have a dedicated team of PHA employees who can assist with navigating through the program's processes, including an Owner Liaison, who is a direct point of contact for landlords. The team will respond to your inquiry within (2) business days.

HCV Owner Services Team

hcvlandlords@pha.phila.gov

Sharon Robinson, HCV Owner Liaison

Phone: **215- 684-3875**

Sharon.Robinson@pha.phila.gov

As the Owner Liaison, Sharon Robinson is the primary point of contact for owners and property managers regarding escalated HCV concerns and complaints.



Housing Choice Voucher Program

Owner Portal

PHA has an online Owner Portal for participating Housing Choice Voucher program owners and property managers. The web-based Owner Portal provides 24/7 HCV program access and can be configured on any device, including tablets and smartphones.

The Portal is a user-friendly system that allows owners to track their entire portfolio of HCV units and process more transactions online, including document submissions. Owners and property managers can view all of their HCV Program activities, including:

- Payment Ledgers
- Inspection Results, including photos
- HCV Tenant Listings with rent breakdowns
- HCV Program News Updates
- Owner Resources

The Owner Portal enables landlords to streamline the tenant in-take process. Use it to keep track of your inspections and set up automated reminders.

Pre-tenant inspections are available for vacant units. If an owner has a vacant unit ready to rent but hasn't selected a tenant yet, PHA can conduct a pre-inspection, which cuts down on the vacancy time once a voucher tenant is selected. For example, owners with a

pre-inspected approved unit can move forward directly to rent negotiation once a prospective HCV tenant has been selected.

Self-Service-Inspection Options: you can request re-inspections and extension requests through the Owner Portal, and photos of completed repairs can now be submitted through our new Self-Certification option.



PHA Payment Standard Schedule effective October 1, 2023 Payment Standards

SAFMR Group	Type	SRO	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
1	Basic Rents	\$828	\$1,104	\$1,236	\$1,476	\$1,788	\$2,064	\$2,373	\$2,683	\$2,992	\$3,302
2	Traditional Rents	\$990	\$1,320	\$1,476	\$1,764	\$2,136	\$2,460	\$2,829	\$3,198	\$3,567	\$3,936
3	Mid Range Rents	\$1,197	\$1,596	\$1,776	\$2,124	\$2,568	\$2,964	\$3,408	\$3,853	\$4,297	\$4,742
4	Opportunity Rents	\$1,449	\$1,932	\$2,160	\$2,580	\$3,120	\$3,600	\$4,140	\$4,680	\$5,220	\$5,760
5	High Opportunity Rents	\$1,584	\$2,112	\$2,352	\$2,820	\$3,408	\$3,936	\$4,526	\$5,116	\$5,707	\$6,297

FAIR MARKET RENTS

PHA's HCV program offers similar rent values to those collected from free market rental agreements. In most situations, PHA can negotiate a contract rent by matching with it with comparables in the private market. HCV incentivizes landlords by paying higher rents based on unit ratings and included amenities.

Each year, HUD publishes Fair Market Rents (FMRs), which serve as maximum rent levels for units of a given bedroom size. PHA publishes the FMRs by zip code, enabling landlords to plan for the future.

Group 1	Group 2		Group 3	Group 4	Group 5
19120	19101	19131	19125	19118	19102
19124	19104	19135	19128	19127	19103
19126	19105	19137	19129	19146	19106
19132	19109	19138	19153	19147	19107
19133	19110	19144	19154		19123
19134	19111	19145			19130
19136	19112	19148			
19139	19114	19149			
19140	19115	19150			
19141	19116	19152			
19142	19119				
19143	19121				
19151	19122				

