

What is the Housing Choice Voucher program?

The Housing Choice Voucher (HCV) Program, is a rent subsidy program funded by the Department of Housing and Urban Development (HUD) and administered by ICS. The purpose of the HCV Program is to provide rental assistance to low income families, veterans, and disabled and homeless individuals.

What are the Benefits?

- Landlords receive a contracted monthly assistance payment that is on time.
- If the tenant's income decreases, their portion of rent also decreases and ICS' portion can be increased.
- Minimal paperwork and landlords can use their own lease and screening process for tenant selection
- Inspections done by ICS will help you to maintain your property.

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Additional Resources:

Payment status can be checked using HAPcheck.com—to login please use the information provided when your direct deposit was set up. Your username is your Tax ID number or Social Security number, and your password is your ICS account number.

Please see the Landlord Handbook for more detailed information.

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Landlord Information

for the

Housing Choice Voucher Program

Our Mission:

Bringing people together with quality services that promote self-sufficiency.





How Does a Landlord Participate in the HCV Program?

Any landlord willing to work within the guidelines can rent their unit on the HCV Program. The unit must meet the Housing Quality Standards (HQS), and the landlord must be willing to maintain and enforce their obligations under the Housing Assistance Payment (HAP) contract. The landlord starts by filling out a Request for Tenancy Approval (RTA). Landlords must provide ICS an email for communication, and be willing to accept payments through direct deposit.

How Does the Process Work?

- **Tenant Screening**— Landlords should screen for suitability, ICS only screens for program eligibility.
- **Request for Tenancy Approval (RTA)**— The tenant and landlord complete this and return it to ICS. This will help ICS determine if the unit is affordable
- **Housing Inspection**— Once the RTA is received an inspection will be scheduled for the unit by an ICS inspector.
- **Lease and Contract**— After the unit has passed inspection a signed lease and contract is required.
- **Annual Review**— A review is conducted every year to re-verify household composition and eligibility. The unit must also pass inspection annually.

Frequently Asked Questions

Who pays for security deposit?

The tenant is responsible for paying the security deposit.

Who pays for utilities?

This is negotiated between the landlord and tenant. Utility responsibility must be clearly stated in the lease.

Can the rent be raised over time?

Yes—an owner can request a rent increase after the initial 12 month lease. ICS must receive notification of a rent increase 60 days prior to the effective date.

What if the tenant doesn't pay their portion of the rent?

The landlord has the responsibility of enforcing non-payment of rent lease violations.

