

Dear Owner:

Thank you for your interest in the Housing Choice Voucher Program. This program, previously known as Section 8, is designed to help low-income households fill the gap between what they can afford to pay for rent and the actual rental amount. Enclosed you will find our Unit Availability Form for you to fill out and return, in order to list your property through the Housing Choice Voucher Program.

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**

RAD 11/2019

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



## 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.

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



## HOUSING QUALITY STANDARDS INSPECTION PROTOCOL

**At the time of the inspection, the landlord must provide the following to the inspector:**

- **Copy of the Renter's License (or temporary Renter's License).**
- **Copy of the Lead Certificate if your property was built before 1978.** Prior to every change in occupancy, all properties built before 1978 are required to pass an inspection by an MDE-accredited inspection contractor checking for lead contaminated dust.

**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, there will be internal processing that may take 24-48 hours. Please do not permit the tenant to move in until our office contacts you with the approval.**

Dear Landlord:

Effective January 1, 2019 the Housing Authority of Prince George's County (HAPGC) no longer issues checks to our landlords. All Housing Assistance Payments (HAP) are disbursed by Electronic Funds Transfer (Direct Deposit).

Should you decide to participate as a landlord with the Housing Choice Voucher (HCV) Program you will be required to sign up for direct deposit. When you return the completed Request for Tenancy Approval you must complete the Direct Deposit Authorization Form with a copy of a check or documentation from your bank representative confirming the account number, routing number, and name on the account. We need to ensure we are depositing funds into the account of the landlord (HAP recipient).

In addition, Direct Deposit Stubs are only disbursed by email, so please be sure to include your preferred email address on the Direct Deposit Authorization Form.

If you have any questions, please contact the Accounts Payable Branch at 301-883-5565 or by email at [APVENDORS\\_FAS@CO.PG.MD.US](mailto:APVENDORS_FAS@CO.PG.MD.US).

Joy Brown, Program Manager  
Rental Assistance Division

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



**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 502, Largo, MD 20774. You can also email your completed documents to [APVENDORS\\_FAS@CO.PG.MD.US](mailto:APVENDORS_FAS@CO.PG.MD.US)

Please sign as appropriate:

---

Printed Name of the Payee currently appearing on the Check

---

Signature

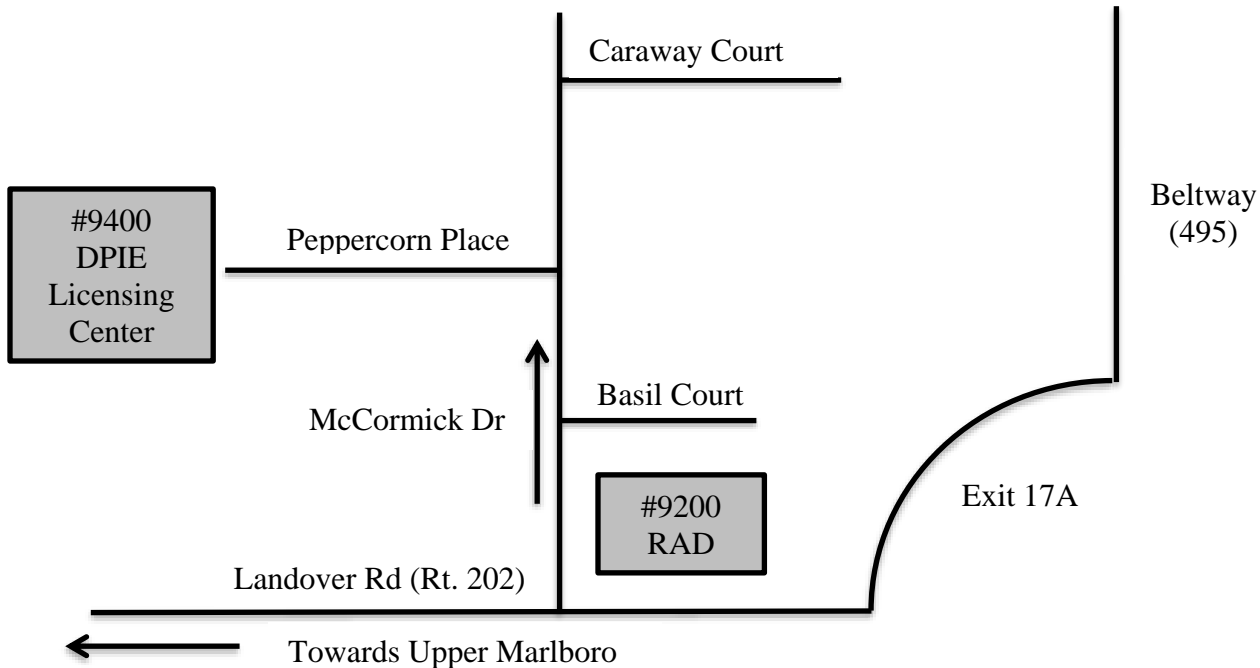
Date

---

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

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*





**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](http://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 Rental Assistance 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.

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*

RAD 11/19





## 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 2022**

Wednesday, January 19, 2022  
Wednesday, February 16, 2022  
Wednesday, March 16, 2022  
Wednesday, April 20, 2022  
Wednesday, May 18, 2022  
Wednesday, June 15, 2022  
Wednesday, July 20, 2022  
Wednesday, August 17, 2022  
Wednesday, September 21, 2022  
Wednesday, October 19, 2022  
Wednesday, November 16, 2022

**Space is limited**, so if you would like to attend one of the briefings listed you can register online at [ha.mypgc.us](http://ha.mypgc.us). Hover over Landlord Resources, then click on Landlord Briefings. You may also register by calling Ms. Pierce at (301) 883-5597. Registration is on a **first come first served** basis.

**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.**

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



**INCOME LIMITS FOR PRINCE GEORGE'S COUNTY, MARYLAND  
HOUSING CHOICE VOUCHER PROGRAM (HCVP)  
The following schedule of HUD Income Limits are effective April 1, 2020.**

Family Size	Extremely Low Income	Very Low Income	Low Income
1	\$26,500	\$44,100	\$55,750
2	\$30,250	\$50,400	\$63,700
3	\$34,050	\$56,700	\$71,650
4	\$37,800	\$63,000	\$79,600
5	\$40,850	\$68,050	\$86,000
6	\$43,850	\$73,100	\$92,350
7	\$46,900	\$78,150	\$98,750
8	\$49,900	\$83,200	\$105,100

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

The following schedule of Payment Standards are effective October 1, 2020

ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Five-Bedroom	Six-Bedroom	Seven-Bedroom
20601	\$1,650	\$1,690	\$1,930	\$2,470	\$3,000	\$3,450	\$3,900	\$4,350
20607	\$1,560	\$1,600	\$1,820	\$2,330	\$2,830	\$3,255	\$3,679	\$4,104
20608	\$1,700	\$1,740	\$1,980	\$2,540	\$3,080	\$3,542	\$4,004	\$4,466
20613	\$1,750	\$1,790	\$2,040	\$2,620	\$3,170	\$3,646	\$4,121	\$4,597
20623	\$1,980	\$2,030	\$2,310	\$2,990	\$3,660	\$4,209	\$4,758	\$5,307
20703	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20704	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20705	\$1,400	\$1,430	\$1,630	\$2,090	\$2,530	\$2,910	\$3,289	\$3,669
20706	\$1,380	\$1,410	\$1,610	\$2,060	\$2,500	\$2,875	\$3,250	\$3,625
20707	\$1,460	\$1,490	\$1,700	\$2,180	\$2,640	\$3,036	\$3,432	\$3,828
20708	\$1,390	\$1,420	\$1,620	\$2,080	\$2,520	\$2,898	\$3,276	\$3,654
20709	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20710	\$1,170	\$1,200	\$1,370	\$1,760	\$2,130	\$2,450	\$2,769	\$3,089
20712	\$1,070	\$1,100	\$1,250	\$1,600	\$1,940	\$2,231	\$2,522	\$2,813
20715	\$2,010	\$2,060	\$2,350	\$3,010	\$3,650	\$4,198	\$4,745	\$5,293
20716	\$1,640	\$1,680	\$1,910	\$2,450	\$2,970	\$3,416	\$3,861	\$4,307
20717	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20718	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



20720	\$2,130	\$2,180	\$2,480	\$3,180	\$3,850	\$4,428	\$5,005	\$5,583
20721	\$1,890	\$1,930	\$2,200	\$2,820	\$3,420	\$3,933	\$4,446	\$4,959
20722	\$1,310	\$1,340	\$1,530	\$1,960	\$2,380	\$2,737	\$3,094	\$3,451
20724	\$1,320	\$1,600	\$1,990	\$2,580	\$2,950	\$3,393	\$3,835	\$4,278
20725	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20726	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20731	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20735	\$1,850	\$1,890	\$2,160	\$2,770	\$3,360	\$3,864	\$4,368	\$4,872
20737	\$1,110	\$1,130	\$1,290	\$1,650	\$2,000	\$2,300	\$2,600	\$2,900
20738	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20740	\$1,580	\$1,610	\$1,840	\$2,360	\$2,860	\$3,289	\$3,718	\$4,147
20741	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20742	\$1,550	\$1,580	\$1,800	\$2,310	\$2,800	\$3,220	\$3,640	\$4,060
20743	\$1,160	\$1,180	\$1,350	\$1,730	\$2,100	\$2,415	\$2,730	\$3,045
20744	\$1,400	\$1,430	\$1,630	\$2,090	\$2,530	\$2,910	\$3,289	\$3,669
20745	\$1,240	\$1,270	\$1,450	\$1,860	\$2,250	\$2,588	\$2,925	\$3,263
20746	\$1,300	\$1,330	\$1,520	\$1,950	\$2,360	\$2,714	\$3,068	\$3,422
20747	\$1,250	\$1,280	\$1,460	\$1,870	\$2,270	\$2,611	\$2,951	\$3,292
20748	\$1,260	\$1,290	\$1,470	\$1,880	\$2,280	\$2,622	\$2,964	\$3,306
20749	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20750	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20752	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20753	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20757	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20768	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20769	\$2,000	\$2,040	\$2,330	\$2,990	\$3,620	\$4,163	\$4,706	\$5,249
20770	\$1,530	\$1,570	\$1,790	\$2,290	\$2,780	\$3,197	\$3,614	\$4,031
20772	\$1,680	\$1,720	\$1,960	\$2,510	\$3,040	\$3,496	\$3,952	\$4,408
20773	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20774	\$1,620	\$1,660	\$1,890	\$2,420	\$2,940	\$3,381	\$3,822	\$4,263
20775	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20781	\$1,150	\$1,180	\$1,340	\$1,720	\$2,080	\$2,392	\$2,704	\$3,016
20782	\$1,410	\$1,450	\$1,650	\$2,120	\$2,560	\$2,944	\$3,328	\$3,712
20783	\$1,320	\$1,350	\$1,540	\$1,970	\$2,390	\$2,749	\$3,107	\$3,466
20784	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20785	\$1,270	\$1,300	\$1,480	\$1,900	\$2,300	\$2,645	\$2,990	\$3,335
20790	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20791	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20792	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20799	\$1,290	\$1,320	\$1,510	\$1,940	\$2,350	\$2,703	\$3,055	\$3,408
20903	\$1,440	\$1,470	\$1,680	\$2,150	\$2,610	\$3,002	\$3,393	\$3,785
20904	\$1,590	\$1,620	\$1,850	\$2,370	\$2,870	\$3,301	\$3,731	\$4,162
20912	\$1,250	\$1,280	\$1,460	\$1,870	\$2,270	\$2,611	\$2,951	\$3,292

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](mailto:dhcd-504@co.pg.md.us) for assistance.



9200 Basil Court – Suite #107 | Largo, Maryland 20774 | 301.883.5501





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](http://www.mde.state.md.us/lead)**





**Unit Availability Form**

Date Listed: \_\_\_\_\_

Date Available to Rent: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

Proposed Rent: \_\_\_\_\_

Unit Address: \_\_\_\_\_  
Number Street Apt or Suite

City/State/Zip: \_\_\_\_\_  
City State Zip code

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (List one number you want potential tenants to call.)

Unit Type: (Circle all that apply) Apartment Townhouse Single Family home

Unit on First floor with a patio entrance \_\_\_\_\_ Elevator Building \_\_\_\_\_

Built after March 13, 1991? Yes No Year Built: \_\_\_\_\_

Utilities: (Circle only those that are included in rent) Heat Trash Water Electricity

Type of heat: Oil Gas Electric

**If you have a unit with accessible features and/or have a unit that is accessible for a person with a disability, please complete page 2 of this Unit Availability Form.**

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

*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](mailto:dhcd-504@co.pg.md.us) for assistance.*



Accessibility Features of Available Unit

Please Check **ONLY** those features that the Available Unit Currently Has

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Flat or no-step entry                                 | <input type="checkbox"/> Accessible Route to Get to Unit  | <input type="checkbox"/> A bathroom and bedroom on first level   | <input type="checkbox"/> Unit all on one floor                        |
| <input type="checkbox"/> Doorways 32" or Wider in unit & common areas          | <input type="checkbox"/> 60" Turning Diameter in Kitchen areas  | <input type="checkbox"/> 60" Turning Diameter in Bathroom  | <input type="checkbox"/> Roll-in Shower                               |
| <input type="checkbox"/> Accessible cabinets                                   | <input type="checkbox"/> Sufficient clearance/clear floor space between cabinets  | <input type="checkbox"/> Knee clearance under the kitchen sink   | <input type="checkbox"/> Insulated pipes under sink                   |
| <input type="checkbox"/> Light switches and other controls within reach ranges | <input type="checkbox"/> Grab bars at the toilet  | <input type="checkbox"/> Grab bars in the shower or bathtub  | <input type="checkbox"/> Flooring is stable, firm, and slip resistant |
| <input type="checkbox"/> Low clothing rods in closets                          | <input type="checkbox"/> All knobs and controls are operable with one hand without tight grasping, pinching, or twisting (e.g., levers rather than knobs) | <input type="checkbox"/> Front-loading laundry machines  | <input type="checkbox"/> Accessible parking space                     |
| <input type="checkbox"/> Trash room and/or chute is Accessible                 | <input type="checkbox"/> Unit and all common areas are on no-step   | <input type="checkbox"/> Accessible routes (From public street, bus stop on site, another common use facility on site such as a community center, clothesline poles, dumpsters, mailboxes, laundries, playground, or park) Specify _____ | <input type="checkbox"/> Any age restrictions                         |

Additionally, are there units that comply with the Accessibility Standards or whether units have accessibility features (including units that comply with the Fair Housing Act Accessibility Standards)? Other than the check list above, are there any other features of the available unit that might make it accessible for persons with disabilities, including those who use wheel-chairs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: Please complete all spaces.** Failure to do so will delay getting your property listed.

Units may be removed from register if not rented within three months, unless updated by contact.

The Housing Authority may share the Contact Name identified on this form to enable tenants in the Housing Choice Voucher Program to find more information about available units.