



LANDLORD EDITION · NYCHA

FREE — DAYS 1-10 PREVIEW

THE VOUCHER-READY LANDLORD™

10-DAY QUICK START

Your First 10 Days of Voucher Landlord Obligations

A Free Preview of the Full 31-Day Guide

VoucherHQ™ is a brand line of GovStead™ Advisory LLC

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WELCOME

Your First 10 Days As A Voucher Landlord

Accepting your first housing voucher tenant comes with real federal obligations — and real protections for you, too, when you follow the rules. This free preview covers your first 10 days: your HAP contract, your fair housing and accommodation duties, your VAWA obligations, inspection prep, source-of-income compliance, and the core documents every voucher landlord needs to know.

❖ What Each Day Includes

- What This Is — a plain-language explanation, no jargon.
- If There's An Issue — real situations landlords run into.
- Who To Contact — the specific agency, phone number, or hotline.
- Forms You May Need — the actual HUD/NYCHA form number and name.
- How To Resolve A Problem — the actual steps to fix or escalate an issue.
- Laws That Apply — Federal, New York State, and New York City law.

This is a free 10-day preview. The full 31-Day guide covers all five categories — Core Obligations, Money & Paperwork, Inspections & Property Standards, Tenants/Moves & Myths, and Running A Compliant Voucher Business — plus the complete Resource Directory and a time-sensitive NYCHA public hearing alert. Get the full guide at stan.store/VoucherHQ.

■ **Educational advisory only. Verify all requirements with your local PHA, HUD, or VA. VoucherHQ™ and GovStead™ Advisory LLC assume no liability for outcomes, denials, or misapplication of program requirements.**

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Plus: Follow Us, and Get The Full 31-Day Guide.

YOUR CORE OBLIGATIONS

DAY 1 Your HAP Contract Is Federally Structured

When you accept a Housing Choice Voucher tenant, you sign a HAP (Housing Assistance Payments) contract with the PHA — not just a lease with your tenant. This contract is a federal document (HUD Form 52641) with three parts: Part A (contract information), Part B (the body of the contract, which you cannot modify), and Part C (the Tenancy Addendum, which attaches to your lease and overrides any conflicting lease language). Because it's a HUD-mandated form, you cannot add your own terms to Part B, and you cannot waive the Tenancy Addendum even if your tenant agrees to.

❖ If There's An Issue

- A PHA staffer tells you something about your HAP contract that doesn't match the actual form.
- You're asked to sign a modified version of the HAP contract.
- You're not sure which parts of your own lease are overridden by the Tenancy Addendum.

Who To Contact

Resource	How To Reach Them
NYCHA Leased Housing Department	Ask your PHA for the direct contact
HUD Housing Choice Voucher Info Line	1-800-955-2232

Forms You May Need

Form	What It Is	Where To Get It
HUD-52641	HAP Contract (Parts A, B, C)	Provided by the PHA once your tenant's unit is approved

Form	What It Is	Where To Get It
HUD-52641-A	Tenancy Addendum	Attached to your lease — controls over conflicting lease terms

How To Resolve A Problem

- Ask, in writing, which HUD form section governs any term you're unsure about.
- If a PHA asks you to sign a modified HAP contract, that's a red flag — the federal form cannot be altered; contact HUD's regional HCV office.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	24 CFR Part 982	Core federal regulations governing the HAP contract and HCV program.
NYC	NYCHA HCV Administrative Plan, effective October 2025	NYCHA's current local rulebook for landlords — nyc.gov/assets/nycha/downloads/pdf/hcvadministrativeplan.pdf

■ I know my HAP contract is a federal form I cannot modify, and I know where my Tenancy Addendum overrides my lease.

YOUR CORE OBLIGATIONS

DAY 2 You Must Provide Reasonable Accommodations

If a tenant or applicant with a disability asks you to change a policy, practice, or procedure so they have equal access to housing, you are generally required to provide it unless doing so would be an undue financial and administrative burden or a fundamental alteration of how you operate. This is called a reasonable accommodation (RA), and it is a legal obligation, not a courtesy — refusing a valid request can expose you to a fair

housing complaint even if you didn't intend to discriminate.

❖ If There's An Issue

- A tenant asks for an accommodation you don't understand or think is unreasonable.
- You're not sure whether a request is disability-related or just a preference.
- You've already said no to a request and a complaint has been filed.

Who To Contact

Resource	How To Reach Them
HUD Office of Fair Housing (FHEO)	1-800-669-9777
NYCHA EFAS (Fair Housing & Access)	212-306-4468 / efas@nycha.nyc.gov

Forms You May Need

Form	What It Is	Where To Get It
HUD Form 903	Housing Discrimination Complaint form — this is what gets filed against you if a denial is found unlawful	hud.gov/fairhousing

How To Resolve A Problem

- Document every RA request and your response in writing, even informal ones.
- If you're unsure whether a request qualifies, ask the tenant for reasonable documentation of the disability-related need before denying it outright.
- If you deny a request, put the specific reason in writing — a denial with no stated reason is much harder to defend.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	Fair Housing Act, 42 U.S.C. §3601 et seq.	Prohibits housing discrimination based on disability, among other classes — applies to landlords directly.
Federal	Section 504, 29 U.S.C. §794	Applies additional obligations if your property receives federal assistance.

- I know what a reasonable accommodation request looks like, and I document every request and response in writing.

INSPECTIONS & PROPERTY STANDARDS

DAY 3 What NSPIRE Inspectors Check On Your Property

Under NSPIRE (National Standards for the Physical Inspection of Real Estate), inspectors evaluate your unit and building around three categories: safety, sanitation, and functionality. NSPIRE replaced the older HQS standard and applies uniformly across HUD-assisted housing nationwide. As the owner, you are responsible for the unit passing inspection before your tenant can move in, and at required intervals afterward — not just at move-in.

❖ If There's An Issue

- Your unit fails inspection and you don't understand which standard applied.
- You think the inspector cited something incorrectly.
- You need to understand the difference between a tenant-caused issue and an owner-responsibility issue.

Who To Contact

Resource	How To Reach Them
Your PHA's Inspections Unit	Ask your PHA for the direct line
HUD NSPIRE Resource Center	hud.gov/nspire

Forms You May Need

Form	What It Is	Where To Get It
HUD-52580	Inspection Checklist (Short Form)	Used by the inspector during your unit inspection
HUD-52580-A	Inspection Checklist (Long Form)	Extended version for more complex findings

How To Resolve A Problem

- Request the full written list of cited deficiencies and which party (owner or tenant) is responsible for each.
- Ask for the repair timeline and re-inspection date in writing before making repairs.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	NSPIRE Standards, 24 CFR Part 5, Subpart G	Nationwide physical inspection standard for HUD-assisted housing, including landlord-side responsibilities.

■ I know the three NSPIRE categories, and I know how to separate owner-responsibility items from tenant-caused ones.

YOUR CORE OBLIGATIONS

DAY 4 Reasonable Modifications: What You're Required To Allow And Pay For

A reasonable modification is a physical change to a unit or common area — a grab bar, a ramp, a visual smoke alarm — requested for a disability-related reason. If your property is federally assisted (not just voucher-accepting), Section 504 generally requires you to pay for the modification yourself, unless it would be an undue financial and administrative burden or a fundamental alteration — and even then, you must still offer the next-best alternative. If your property is privately owned with no direct federal assistance beyond the voucher, the tenant typically pays, but you cannot unreasonably refuse to allow the modification.

❖ If There's An Issue

- A tenant requests a modification and you're not sure who pays.
- You're worried about the cost or property impact of a requested modification.
- A tenant wants to make a change without your written approval first.

Who To Contact

Resource	How To Reach Them
NYCHA EFAS (Fair Housing & Access)	212-306-4468 / efas@nycha.nyc.gov
HUD Office of Fair Housing (FHEO)	1-800-669-9777

How To Resolve A Problem

- Respond to modification requests in writing within a reasonable time.
- If you deny a request, state the specific reason (undue burden, fundamental alteration, etc.) in writing.
- When in doubt about payment responsibility, confirm your program type with your PHA before responding.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	Fair Housing Act, 42 U.S.C. §3601 et seq.	Protects the tenant's right to request modifications; restricts your ability to refuse.
Federal	Section 504, 29 U.S.C. §794	Determines whether you or the tenant pays, based on your property's federal assistance status.

■ I know whether Section 504 applies to my property, and therefore who pays for a requested modification.

YOUR CORE OBLIGATIONS

DAY 5 Your VAWA Obligations As A Landlord

If your tenant is a survivor of domestic violence, dating violence, sexual assault, stalking, or human trafficking, federal law restricts what you can do. You cannot deny housing, evict, or terminate assistance solely because of the tenant's status as a survivor or because of the abuse itself. You are also required to provide the tenant a specific rights notice (HUD Form 5380) at key points — lease signing, denial, and any eviction or termination action.

❖ If There's An Issue

- You want to evict a household because of a domestic violence incident at the unit.
- A tenant requests a lease bifurcation to remove an abuser from the lease.
- You're not sure if you provided the required VAWA notice.

Who To Contact

Resource	How To Reach Them
National Domestic Violence Hotline	1-800-799-7233
NYCHA EFAS (Fair Housing & Access)	212-306-4468 / efas@nycha.nyc.gov

Forms You May Need

Form	What It Is	Where To Get It
HUD Form 5380	Notice of Occupancy Rights under VAWA — you are required to provide this	Include at lease signing and at any adverse action
HUD Form 5382	VAWA Certification form — a tenant may submit this to assert protections	Accept and forward to your PHA as instructed

How To Resolve A Problem

- Never take adverse action against a household based on their status as a survivor or the incident itself — direct any safety or lease concerns to your PHA first.
- If asked to process a lease bifurcation, work with your PHA — this removes the abuser without ending the remaining tenant's assistance.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	VAWA, 34 U.S.C. §12491 et seq.	Restricts landlord actions against survivors; requires the HUD-5380 notice.
Federal	Victims of Crime Act, 34 U.S.C. §20101	Funds the victim services programs your tenants may be referred to.

- I know I cannot evict or deny housing solely due to a tenant's survivor status, and I provide the HUD-5380 notice when required.

TENANTS, MOVES & MYTHS

DAY 6 Voucher Landlord Myths Versus Facts

Common myths among landlords: "the PHA will handle all my tenant issues" (false — you still manage the tenancy day-to-day), "I can charge a voucher tenant more to offset risk" (illegal — rent must be reasonable compared to unassisted units), and "I can end the program anytime without notice" (false — you're bound by your HAP contract term and lease).

◆ If There's An Issue

- You're considering a decision based on something you heard from another landlord rather than verified program rules.
- You assume the PHA handles a responsibility that is actually yours.

Who To Contact

Resource	How To Reach Them
HUD.gov	Official federal program information
Your PHA's official website	Local rules & Administrative Plan

How To Resolve A Problem

- Before acting on a rule you heard secondhand, verify it against your HAP contract, the Administrative Plan, or HUD.gov.

Laws That Apply

Jurisdiction	Citation	What It Covers
General	Verify locally	Myths often stem from outdated or misunderstood rules — confirm with an official source.

- I can name at least one common landlord myth and know where to verify the real rule.

TENANTS, MOVES & MYTHS

DAY 7 Your Responsibilities As A Voucher Landlord

Accepting a voucher tenant comes with ongoing obligations: maintaining the unit to HQS/NSPIRE standards for the full lease term (not just at move-in), complying with the Tenancy Addendum, not charging the tenant unauthorized fees, and cooperating with PHA inspections and paperwork requests on schedule.

◆ If There's An Issue

- You're not sure what maintenance standard applies between annual inspections.
- You want to charge a fee your lease doesn't authorize.
- You're unresponsive to a PHA request and risk your HAP payments being affected.

Who To Contact

Resource	How To Reach Them
Your PHA's Leased Housing Dept.	Ask your PHA for the direct contact
HUD Housing Choice Voucher Info Line	1-800-955-2232

How To Resolve A Problem

- Respond to PHA requests within their stated deadlines to avoid a HAP payment interruption.
- If you believe a request is outside program rules, ask for the specific regulation or Administrative Plan section before refusing.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	24 CFR Part 982, Tenancy Addendum obligations	Sets out the landlord's ongoing responsibilities under the HAP contract.

■ I know my ongoing maintenance and paperwork obligations, not just my move-in obligations.

INSPECTIONS & PROPERTY STANDARDS

DAY 8 Getting Your Unit Ready For Inspection

A little prep before a scheduled inspection prevents avoidable delays in your first HAP payment or your unit's ongoing compliance. Most cited issues are simple, low-cost fixes you can address yourself before the inspector arrives.

◆ If There's An Issue

- An inspection is scheduled and you want to reduce the risk of a fail.
- You've failed an inspection before for something you could have caught yourself.

Who To Contact

Resource	How To Reach Them
Your PHA's Inspections Unit	Ask your PHA for the direct line

How To Resolve A Problem

- See Day 3 for what to do if an inspection doesn't go well.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	NSPIRE Standards, 24 CFR Part 5, Subpt. G	The standard your inspector checks against.

■ I've tested smoke/CO alarms, checked for leaks, and confirmed doors/windows work before my next inspection.

YOUR CORE OBLIGATIONS

DAY 9 Source Of Income Laws: What You Can And Can't Do

In many states and cities — including all of New York State and New York City — it is illegal to refuse an applicant solely because they use a housing voucher. This is a source-of-income (SOI) protection. If you operate in a protected jurisdiction, a blanket "no vouchers" policy is a fair housing violation, not just a business preference. Roughly 17 states, 21 counties, and more than 85 cities nationwide have some form of this protection, so if you own property in more than one location, check each one separately.

❖ If There's An Issue

- You're considering a blanket policy not to rent to voucher holders.
- You're not sure if your specific city or county has SOI protection separate from your state.
- You own property in more than one state and aren't sure which locations are covered.

Who To Contact

Resource	How To Reach Them
NYC Commission on Human Rights	718-722-3131 / dial 311
NYS Division of Human Rights	Verify current regional contact

How To Resolve A Problem

- Screen every applicant using the same criteria regardless of income source, in a protected jurisdiction.
- If you're unsure whether your location is covered, check PRRAC's national Appendix B (prrac.org/appendixb) before adopting any voucher-related policy.

Laws That Apply

Jurisdiction	Citation	What It Covers
NYS	NYS Human Rights Law, Exec. Law Art. 15	Statewide protection added in 2019 — applies to landlords statewide.
NYC	NYC Human Rights Law, Admin Code §8-107	NYC-specific source-of-income protections — verify subsection.
National	PRRAC Appendix B (prrac.org/appendixb)	Continuously updated compilation of every state/local SOI law — check before adopting a policy in any other location.

■ I know whether source-of-income protection applies everywhere I own property, and my screening criteria don't exclude vouchers where it does.

MONEY & PAPERWORK

DAY 10 Common Landlord-Side Documents Explained

As a landlord, several HUD forms are specifically yours to complete or sign. The Request for Tenancy Approval is largely your responsibility once a tenant selects your unit. The HAP contract requires your signature. The Tenancy Addendum attaches to your lease. Knowing each form's number lets you ask your PHA for exactly the right document instead of a generic "paperwork."

❖ If There's An Issue

- A PHA or tenant asks you to complete a document you don't recognize.
- You're not sure which form controls when your lease and the Tenancy Addendum conflict.

Who To Contact

Resource	How To Reach Them
Your PHA's Leased Housing Dept.	Ask your PHA for the direct contact

Forms You May Need

Form	What It Is	Where To Get It
HUD-52517	Request for Tenancy Approval (RFTA) — landlord completes lines 2 through 15	Submit once a tenant selects your unit
HUD-52641 / 52641-A	HAP Contract and Tenancy Addendum	Signed by you and the PHA
HUD-52580	Inspection Checklist	Completed by the PHA inspector
HUD-52649	Statement of Homeowner Obligations	Required for manufactured home lot rent situations
W-9	Taxpayer ID for HAP payments	Required so the PHA can pay you

How To Resolve A Problem

- If a document conflicts with your lease, the Tenancy Addendum (HUD-52641-A) controls — request written clarification from your PHA if unsure.

Laws That Apply

Jurisdiction	Citation	What It Covers
Federal	24 CFR Part 982	Defines the RFTA, HAP contract, and Tenancy Addendum process.

- I know the HUD form number for the RFTA, the HAP contract, and the Tenancy Addendum, and I keep signed copies of all three.

You've Got Your First 10 Days.

That's the foundation — but there are 21 more days covering rent reasonableness, utility allowances, recertification, portability, inspections, and how to build your own landlord compliance file. The full guide also includes the complete Resource Directory and a time-sensitive alert about an upcoming NYCHA public hearing that could affect your payment standards.

◆ Get The Full 31-Day Guide

- All 31 days, same depth as this preview.
- Full Resource Directory with every agency, hotline, and form.
- NYCHA Public Hearing Alert — dates, comment instructions, how to attend.
- One-time price. Yours to keep.

Get it now: stan.store/VoucherHQ

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