



Scottsdale Housing & Community Assistance

Tenant Based Rental Assistance Program

**LANDLORD
INFORMATION
PACKET
2025**

INCLUDED IN THIS PACKET:

- *Program Information*
- *Program Benefits*
- *Listing your Unit*
- *Unit Inspections*



Scottsdale Housing & Community Assistance
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Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.





The Tenant Based Rental Assistance Program (TBRA)

**SCOTTSDALE
RESIDENTS WHO
ARE AGED 62
AND OLDER**



Federally funded program by the Department of Housing and Urban Development (HUD) and administered by public housing agencies or local governments. The TBRA program provides safe housing for Scottsdale residents who are aged 62 and older, currently living in Scottsdale and are making at or less than 30% of the Area Median

Income and are 50% or more cost burdened with housing. There are different coupon sizes depending on the size on the family, typically two people per bedroom.

Tenants are responsible for finding units, paying for their portion of the monthly rent, follow all terms of the lease and the law, and cannot receive other housing assistance while on the program. Landlords have two contracts one with the tenant being the lease and the other is the Housing Assistance Payments Contract (RAP Contract) with Scottsdale housing agency.

THE MOVE IN PROCESS IS AS SIMPLE AS:

- A perspective tenant providing you with their moving packet
- Both you and the tenant complete the moving packet, and you send Scottsdale housing an unexecuted lease
- Scottsdale housing reviews the moving packet and performs an initial inspection of the unit
- Once the unit passes the inspection the tenant signs the lease and moves in.

Payment Standards are used to determine the maximum monthly rent amount which includes rent, utilities, and other required monthly fees for TBRA units in Scottsdale. Payment Standard amounts are created from fair market rent established by the Department of Housing and Urban Development (HUD). These payment standards are updated every calendar year to reflect market trends.



PAYMENT STANDARDS

Tenant Based Rental Assistance (TBRA)

(Arizona Fair Market Rent)

From Department of Housing and Urban Development (HUD)

Effective Date: January 1, 2025

BEDROOM SIZE	ARIZONA FAIR MARKET RENT	CITY OF SCOTTSDALE PAYMENT STANDARDS INCLUDE THE COST OF RENT AND UTILITIES.
0 – Bedroom	\$1,530	\$1,683
1 – Bedroom	\$1,679	\$1,846
2 – Bedroom	\$1,950	\$2,106
3 – Bedroom	\$2,624	\$2,833
4 – Bedroom	\$2,934	\$3,168

INCOME GUIDELINES

2024 HOME Income Limits - TBRA

(Gross Annual Family Income Qualifications)

From Department of Housing and Urban Development (HUD)

Effective Date: June 1, 2024

HOUSEHOLD SIZE (persons)	TBRA The Tenant Based Rental Assistance Program is designed to assist Scottsdale residents who are aged 62 and older, currently living in Scottsdale and are making at or less than 30% of the Area Median Income and are 50% or more cost burdened with housing
1	\$21,600
2	\$24,700
3	\$27,800
4	\$30,850
5	\$33,350
6	\$35,800
7	\$38,300
8	\$40,750



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TBRA Program Benefits for Landlords

- **COURTESY PROPERTY LISTINGS** page is a great way to post your available units for voucher holders for free on our website. This list is updated daily as new units become available and you work directly with office staff to get your posting live on the site.
- **CONSISTENT TENANT BASE** TBRA tenants provide a stable renter base which reduces unit turnover and decreases operating costs.
- **LANDLORD STAYS IN CONTROL** TBRA tenants are just like market rate tenants. Coupon tenants must pay their rent on time, abide by the terms of the lease, and follow the Arizona Landlord Tenant Act.
- **SIGNING BONUS** for new landlord partners renting out to tenants on the TBRA program with our office.
(Limited Availability)
- **DAMAGE RELIEF** for tenant caused damages exceeding the security deposit.
(Limited Availability)
- **VALUES AND SERVICE** Scottsdale Housing Agency provides excellent customer service and support. We listen, communicate, and work together to make our programs a success.

**COURTESY
PROPERTY LISTINGS
PAGE IS A GREAT WAY
TO POST YOUR
AVAILABLE UNITS**



Scan for
property listings





Scottsdale Housing Inspections

NSPIRE STANDARDS

are used for conducting inspections in Scottsdale, if you have units in other cities, they may still be using the old standards causing some differences. There are four different types of inspections that are conducted.



- Initial Inspections are conducted within 15 days of the completed moving packet being received. The inspector will most likely complete the inspection within 1-3 business days if the unit is ready. Once the unit passes the tenant can sign the lease and move in.
- Annual Inspections are held at the same time every year for the unit that is being inspected. This inspection follows the same standards as an initial inspection, and you and the tenant will be notified of the inspection 3-4 weeks ahead of time.
- Special Inspections are conducted at the request of the landlord or the tenant about deficiencies that have not been resolved by the responsible party.
- Quality Control Inspections are selected at random and are to ensure that our inspection process is being followed correctly and consistently. You and the tenant will be notified if your unit has been selected for this inspection 3-4 weeks ahead of time.



SCOTTSDALE HOUSING AGENCY

PRE-INSPECTION CHECKLIST

In an attempt to assist a unit to pass their initial inspection, we are offering a summary of checklist entries to review prior to your scheduled initial inspection. We have also provided a list of the most common deficiencies in any inspection for your review.

NOTE: This checklist is presented as a guide only and does not assure an approved inspection.

BEGINNING PHASE

1. Prior to inspection unit must be empty unless family is leasing in place.
2. All utilities must be in service.
3. Must have functional and operable smoke detectors at least one every floor, 10 feet from a cooking appliance, and in all bedrooms; Installed on high on walls (cannot be closer than 4 inches or greater than 12 inches from ceiling) or ceilings. (it must be greater than 4 inches from wall)
4. The unit must have an operating oven, stove or range, and refrigerator, which may be supplied by the owner or family.
5. There must be a permanently installed working heating/cooling system.
6. Does the unit have a minimum of a living room, kitchen area and bathroom?
7. For units constructed prior to 1978, owners must either 1) certify unit, common areas, and exterior have been found free of lead -based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement.

EXTERIOR

1. The foundation is sturdy and without damage.
2. Window seals are undamaged.
3. Walls and ceilings are free of water leaks cracks, large holes or peeling paint.
4. Stairs and railings must be secure.
5. Roofs, gutters, and outside surfaces must be undamaged and free of hazards.



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SCOTTSDALE HOUSING AGENCY

PRE-INSPECTION CHECKLIST

LIVING ROOM

1. Entry doors shall allow entry and exit as intended and must provide privacy, security (working locks), and protection from weather and infestation.
2. All electrical outlets and switches must have cover plates and be in good working condition.
3. All outlets are installed and wired properly.
4. Each living room must have two forms of egress (Door and window).
5. All windows are safe and not broken, missing, or cracked from glass pane.
6. Windows open and close properly, stay up when opened and lock when closed.
7. Ceilings, walls, and floors are free of cracks, stains (due to water leaks) or unstable surface, including cracking, scaling, or peeling paint.
8. All sliding glass doors must have a factory designed lock on the door that works.

KITCHEN

1. The kitchen is required to be protected with GFCI outlets within six feet of sinks.
2. Passage doors shall allow entry from and to the other rooms.
3. There is both hot and cold water.
4. The sink has proper drainage and no signs of leaks.
5. Cabinets installed properly and secure; with no signs of mold or decay.
6. All windows are safe and not broken, missing, or cracked from glass pane.
7. Windows open and close properly, stay up when opened and lock when closed.
8. Ceilings, walls, and floors are free of cracks, stains/mold (due to water leaks) or unstable surface, including cracking, scaling, or peeling paint.
9. Stove, oven, and range must be installed with all knobs, handles, exhaust fan and burners in working condition.
10. Refrigerator must be installed free of leaks and in working condition able to keep food cold.
11. There is space to prepare food.



SCOTTSDALE HOUSING AGENCY

PRE-INSPECTION CHECKLIST

BEDROOM

1. Passage doors shall allow entry from and to the other rooms; and close for privacy.
2. All windows are safe and not broken, missing, or cracked from glass pane.
3. Windows open and close properly, stay up when opened and lock when closed.
4. Ceilings, walls, and floors are free of cracks, stains (due to water leaks) or unstable surface, including cracking, scaling, or peeling paint.
5. Must have one closet.
6. All outlets must be installed and wired properly.
7. Smoke detector must be present and functional.

BATHROOM

1. The bathroom is protected with GFCI outlets within six feet of sinks.
2. Passage doors shall allow entry from and to the other rooms; and lock for privacy.
3. The sink has a washbasin with proper drainage and no signs of leaks.
4. There is both hot and cold water.
5. Cabinets installed properly and secure; with no signs of mold or decay.
6. The bathroom must have either an outside window or an exhaust fan vented to the outside.
7. Ceilings, walls, and floors are free of cracks, stains/mold (due to water leaks) or unstable surface, including cracking, scaling, or peeling paint.
8. If window is present, it must be safe and not broken, missing, or cracked from glass pane.
9. If window is present, it must open and close properly, stay up when opened and lock when closed.
10. The toilet flushes, is properly secured and has no leaks or gaps.
11. Permanently connected light fixture.
12. Must have a shower/bathtub with running hot and cold water, proper drainage, and no leaks.



SCOTTSDALE HOUSING AGENCY

PRE-INSPECTION CHECKLIST

HEALTH AND SAFETY

1. Remember there must be a smoke detector for each floor including basements and attics, in hallways outside on bedrooms, in each bedroom, and in the kitchen space.
2. Wiring cannot be exposed or in poor condition, and electrical splices (utility box) must be able to open.
3. There is no Indication of moisture or pest (termites) damage.
4. The unit is free of pest infestation (ants, bedbugs, cockroaches, mice, rats, etc.).
5. The unit is free of garbage or waste.
6. Water heater does not show signs of rust or improper ventilation.
7. If the unit is equipped with washer and dryer there cannot be any signs of leaks and is there must be proper ventilation.
8. There is no condition that would threaten the health or safety of resident.
9. If there is a fuel-burning device in the unit a carbon monoxide detector must be present and functional.

COMMON DEFICIENCIES

1. The smoke alarm is missing or does not produce an audio or visual alarm, due to it being inoperable or missing battery.
2. GFCI is inoperable and does not trip test or reset button.
3. Trip hazards caused by debris or installed floor covering.
4. Missing or broken outlet covers.
5. Peeling paint on ceiling, wall, or floors.
6. Windows do not lock due to malfunctioning mechanism.
7. Inoperable burners, exhaust fan and missing knobs on stove/range.
8. Ventilation fan in bathroom is inoperable.
9. Leaking or broken plumbing.

This checklist is a tool for Landlords and property managers to prepare their unit for a formal inspection.

The goal of the inspection is to confirm the unit is a healthy and safe place for the tenants to live.

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