



# Dubuque's Housing Choice Voucher Program

## Opportunities & Benefits for Housing Providers

Being a Housing Choice Voucher (HCV) housing provider offers significant benefits and makes it possible for low-income individuals and families to have a safe and affordable place to live. It is also a major contributor to our local economy. In Fiscal Year 2023, Dubuque HCV housing providers received nearly

**\$5 million**  
in federal funds  
through the City

and over  
**\$1.5 million**  
from HCV residents

Annual Contribution to the Local Economy  
**\$6.5 million**

## About the Program

Dubuque's Housing Choice Voucher Program is a federally funded program administered by the City of Dubuque Housing and Community Development Department and is designed to assist lower-income households with their monthly rental payments. Voucher recipients choose their own units on the open market and they normally pay 30 - 40% of their income towards rent and utilities. The remainder of the rent is paid directly to the landlord by the City of Dubuque Housing and Community Development Department.

Many low-income households in our community rely on housing providers who are willing to participate in the program. The subsidy paid on behalf of the resident helps households to rent in many different neighborhoods in Dubuque.

## Did you know?

- More than half of all Dubuque HCV residents are elderly and/or disabled.
- HCV rent payments are deposited directly into the landlord's account.
- You screen and select your own tenants. The City may be able to provide you with helpful tenant background information.
- You use your own lease agreement and tenant rules.
- You set your own rent. The Housing Choice Voucher can even pay a little more for rent in certain areas of the city.
- You may rent to as many or as few HCV residents as you choose.
- You manage the property according to Iowa Landlord/Tenant Law. None of your rights as a landlord change because of HCV occupancy.
- The City of Dubuque offers free advertising of vacant HCV units.
- There is no inspection fee for units inspected for HCV participation and the HCV inspections meet the requirements for the rental licensing inspection.

# Becoming a Housing Provider

## How It Works



1

If you have a vacant unit to rent, consider advertising “Housing Vouchers Welcome” or “will accept Housing Vouchers.” You can list your vacant units with the City for free! You still have all rights to select or deny the applicant for your housing unit based on your own criteria.

2

As you probably know, housing providers are required to conduct a background check on prospective tenants before renting to them, through this program or otherwise. Upon request, the City can provide you with some helpful information about tenant background/history. Once you have selected your tenant, the HCV participant will have a “Request for Tenancy Approval” packet for you to complete the necessary forms. When the forms are returned to our office, along with the lease (leaving only the dates blank), City staff will contact you to schedule an initial inspection to ensure that it meets basic housing code.

3

Once the unit passes inspection, and the lease and contract are completed, the housing provider will start to receive payments on behalf of the resident on the date agreed upon by all parties. The lease is an agreement between the resident and the housing provider for a one-year period. The contract is an agreement between the housing provider and the City of Dubuque Housing and Community Development Department. The resident is responsible for the payment of the security deposit directly to the housing provider. The amount of the security deposit should be the same as what you charge other non-assisted tenants.

For additional details on Dubuque’s Housing Choice Voucher Program, visit [www.cityofdubuque.org/HCV](http://www.cityofdubuque.org/HCV) or contact the City of Dubuque Housing and Community Development Department at 563.589.4230 or [housing@cityofdubuque.org](mailto:housing@cityofdubuque.org)

We are happy to answer any questions you might have!

