



# NORTHERN MARIANAS HOUSING CORPORATION

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## SECTION 8 HOUSING CHOICE VOUCHER APPROVED LANDLORDS REGISTRY PROGRAM PACKAGE

### CURRENT LANDLORDS AND INTERESTED OWNERS OF APARTMENTS OR HOUSES FOR RENT MUST SUBMIT THE FOLLOWING:

- A. Copy of CNMI-Issued, current business license to rent apartment of house(s);
- B. Certificate of Compliance issued by the Division of Revenue and Taxation that BGR taxes are fully paid;
- C. Copy of Tax ID Number;
- D. Proof of ownership of the Property where apartment of house is situated;
- E. Name of immediate contract person, mailing address and telephone number (also fax number, if available);
- F. Location and vicinity map of dwelling unit(s);
- G. At least two (2) perspective photo of the apartment/house(s);
- H. Current contract rent amount per unit size; and,
- I. Number of vacant unit(s) available.

Attached is the Program Criteria that describes the Housing Quality Standards for a rent-subsidized dwelling under the Section 8 Housing Voucher Program.

The Board of Directors will forward notice of Approval to the Landlord applicant upon approval. Once approved, however, annual updates are required in order to remain on the Registry.

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**SUBMIT TO: MR. JESSE S. PALACIOS  
CORPORATE DIRECTOR**

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"NMHC is a fair housing agency and an equal opportunity, lender and employer"

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SECTION – CRITERIA  
AS TO CERTIFY OWNERS TO LEASE UNDER HOUSING VOUCHER PROGRAMS  
APARTMENTS/SINGLE DWELLING UNITS  
AS REQUIRED BY  
U.S. HOUSING AND URBAN DEVELOPMENT

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PART 1 – GENERAL

1.01 Physical condition standards for HUD housing that is decent, safe, sanitary and in good repair.

HUD housing must be decent, safe, sanitary and in good repairs. Owners of apartment or single dwelling unit must maintain such housing in a manner that meets the physical condition standard set forth in order to be considered an approve owner.

A). **Site Location:** Site location components must be safe, including grounds, lightings driveway, play area if any, refuse disposal, good drainage system and must be free of health and safety hazards. The site must not be subject to material adverse conditions, such as abandoned vehicles, dangerous walks or steps, poor drainage, sewer hazard, septic tank back-ups, excess accumulations of trash, vermin or rodent infestation or fire hazard.

B). **Building Exterior:** Each building on site must be structurally sound, secure habitable, and in good repairs. Each building's door, fire escapes, foundations, lighting, secured roofs, walls, and windows, where applicable, must be free of health and safety hazards, operable, and in good repairs.

C). **Building Systems:** Each building's domestic water, electrical, emergency power, fire protection and sanitary system must be free of health and safety hazard, functionally adequate, operable, and in good repairs.

D). **Dwelling Unit:** (1) each dwelling unit within a building must be structurally sound, habitable, and in good repairs, including all other areas in the unit. Example; the unit bathrooms, ceiling, doors, electrical system, floor hot water heater (provide to each unit), Kitchen, lighting, outlets/switches, smoke detectors, stairs, walls and windows must be free of health and safety hazards, functionally adequate, operable and in good repairs.

E). **Applicable:** Dwelling units must have the following;

- 1). Hot and Cold running water, including adequate emergency water supply.
- 2). Must have its own sanitary facility, it must be in proper operating condition, usable in privacy, and adequate for personal hygiene and the disposal of human waste.
- 3). Must have at least one battery-operated smoke detector in each rooms and one hard-wire smoke detector in proper working condition per dwelling unit.
- 4). Common Area must be structurally sound, secure and functioning adequately for the purpose intended. Such as restroom, closets, utility, Mechanical, common rooms, hall, stairs, kitchen, laundry room, office, Porch, balcony, and trash collection areas, and must be free of health and safety hazards, operable, and in good repairs.

F). **Health Safety:** Health and safety concerns in all areas and components of the dwelling Units must be free of health hazards, these are include but not limited to air quality, Electrical hazards, elevator (if any), emergency/fire exit, flammable materials, garbage And debris, handrail hazards, infestation, and lead-based paint. Dwelling unit must Have no evident of infestation by rats, mice, or other vermin, or of garbage and Debris, electrical hazards, natural hazards, or fire hazards.

Dwelling units and common areas must have proper ventilation and be free of mold, odor (e.g., propane natural gas, methane gas, expose wirings).

H). **Items:** Dwelling unit must have the following;

- 1). Hot water heater (quantity in gallons) that is applicable to number of bedroom Size per unit. 1-Bedroom (20 gals), 2-Bedroom (30-gals), 3-Bedrooms (40-gals), 4- Bedrooms (50-gals).
- 2). Must have workable electric Range with oven.
- 3). Must have workable Refrigerator with chill box.
- 4). Must have smoke-detectors, one per room and one at hallway. Hall way Smoke detector must be hard-wire smoke detector.
- 5). Other amenities build in-place must be safe and free from hazard.

I). **Maintenance:** Owners must provide its own building maintenance, to provide services For emergency or immediate repairs.

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