



**Housing Choice Voucher Program
(Assisted Housing)
Landlord Workshop**

OBJECTIVES

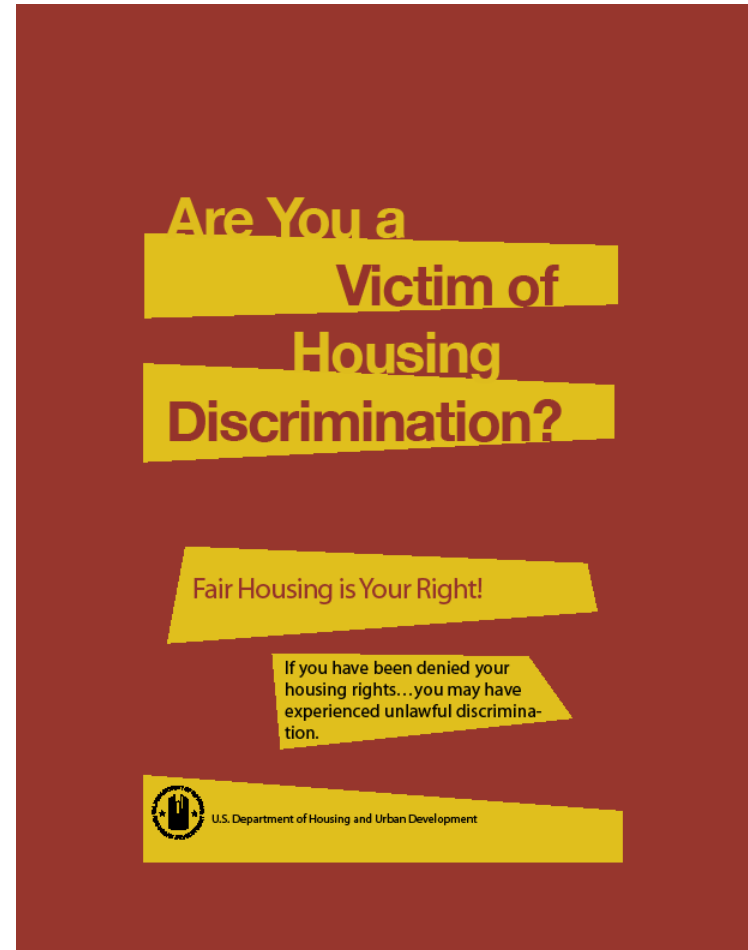
- **To expel any misconceptions**
- **Familiarize owners with the process which will create less confusion and better efficiency.**

TAMPA HOUSING AUTHORITY'S ASSISTED HOUSING DEPARTMENT

- **Currently has 7860 Housing Choice Vouchers**
- **440 HUD-VASH Vouchers**
- **80 HOPWA Vouchers**
- **54 Shelter Plus Care Vouchers**
- **405 Family Unification Program**
- **73 bed Assisted Living Facility**
- **Homeownership Program with 38 Homeowners**

FAIR HOUSING


- **Under Fair Housing Laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice. There are 7 federally protected classes: race, color, religion, sex/gender, national origin, familial status or handicap/disability, and 3 local classes age, sexual orientation, and marital status.**

A graphic poster with a dark red background and yellow text boxes. The main title is "Are You a Victim of Housing Discrimination?". Below it, a yellow box says "Fair Housing is Your Right!". A smaller yellow box contains the text: "If you have been denied your housing rights...you may have experienced unlawful discrimination." At the bottom left is the U.S. Department of Housing and Urban Development logo, and at the bottom right is the text "U.S. Department of Housing and Urban Development".

**Are You a
Victim of
Housing
Discrimination?**

Fair Housing is Your Right!

If you have been denied your housing rights...you may have experienced unlawful discrimination.

 U.S. Department of Housing and Urban Development

WHAT IS THE HOUSING CHOICE VOUCHER PROGRAM?

- **It is a rental subsidy program that assists eligible families who meet certain guidelines.**
- **Families must be on a waitlist to receive assistance. The current waitlist has approximately 12,000 families waiting to receive rental assistance.**
- **Once chosen from the list, they have to be screened for eligibility. The agency screens for violent criminal or drug related activity in the last 5 years. Families are permanently ineligible if they have ever been convicted of manufacturing or producing methamphetamines on the premises of federally assisted housing. Families are also ineligible if they are a lifetime registered sexual offender. Families are also ineligible if they owe an agency any debt.**
- **If the family has been determined eligible, they will be issued a Housing Choice Voucher and a Request for Tenancy Approval (RTA).**

THE HOUSING CHOICE VOUCHER

- **The family's rent will be generally be 30% of their monthly adjusted income. Tenants generally will always have a portion of rent to pay unless they are claiming zero income.**
- **The family will be given 60 days to find a unit, get it inspected, and sign a lease.**
- **If the family does not find a unit within the time allotted, the voucher will expire and the family will have to wait until the waitlist opens before they can apply.**
- **Check the voucher to determine if it is valid.**
- **Check the bedroom size.**

THE HOUSING CHOICE VOUCHER

Voucher
Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0169
(exp. 07/31/2007)

Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program.

Please read **entire** document before completing form
Fill in all blanks below. Type or print clearly.

Voucher Number

1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size
2. Date Voucher issued (mm/dd/yyyy) Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy)
3. Date Voucher Expires (mm/dd/yyyy) Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy)
4. Date Extension Expires (If applicable)(mm/dd/yyyy) (See Section 6. of this form)		4. Date Extension Expires (mm/dd/yyyy)
5. Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)
7. Name of Public Housing Agency (PHA)		
8. Name and Title of PHA Official		9. Signature of PHA Official
		Date Signed (mm/dd/yyyy)

1. Housing Choice Voucher Program

- A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

2. Voucher

- A. When issuing this voucher the PHA expects that if the family finds an approvable unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.

- B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes a participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

3. PHA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (on the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. **Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**
- B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provisions of the HUD tenancy addendum shall control.

Unit size
based on
Family
composition

Voucher is
only good
for 60 days

Extensions
rarely
given.
Mostly for
elderly or
disabled

REQUEST FOR TENANCY APPROVAL (RTA)

Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0189
(exp. 07/31/2007)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA) _____ 2. Address of Unit (street address, apartment number, city, State & zip code) _____

3. Requested Beginning Date of Lease _____ 4. Number of Bedrooms _____ 5. Year Constructed _____ 6. Proposed Rent _____ 7. Inspection Date _____

9. Type of House/Apartment
 Single Family Detached Semi-Detached / Row House Manufactured Home Garden / Walkup Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy:
 Section 202 Section 221(d)(3)(BMIR) Section 236 (Insured or noninsured) Section 515 Rural Development
 Home Tax Credit
 Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____

11. Utilities and Appliances
 The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

Bedroom size of the unit

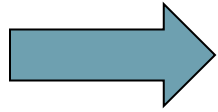
How much is the asking rent?

What type of unit is it?

What type of utility is it?

Landlord needs to indicate what the utilities are and which ones are paid by Tenant with a "T" and Owner with a "O".
 Range/Refrigerator should be "O" always unless tenant purchases the appliance.

REQUEST FOR TENANCY APPROVAL (RTA)



**Please complete
if you rent to
other non Section
8 Units**

12. Owner's Certifications.
- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

- c. Check one of the following:

____ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

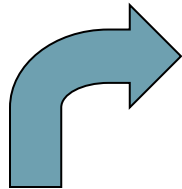
____ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



**This is where the landlord signs
and completes
(Not Property Manager).**



**This is where tenant signs. Need a
working address and phone number.**

40% MAXIMUM RENT BURDEN

- **The Maximum Rent Burden (MRB) applies ONLY when the gross rent for the unit selected exceeds the applicable payment standard. The THA must determine whether the family's share of rent for that unit would exceed 40% of the family's monthly adjusted income when the family initially moves into the unit or signs the first assisted lease for a unit.**
- **This does not mean that the unit is not worth the asking rent, just that this particular tenant cannot afford the unit. This tenant would either need to find another unit or the Rent to Owner would need to be reduced.**
- **SIDE PAYMENTS ARE NOT ALLOWED AND ARE CONSIDERED FRAUDULENT**

RENT REASONABLENESS

- **All units must pass Rent Reasonableness which is required by HUD.**
- **The housing authority must determine to whether the rent that the owner is requesting is “reasonable” in comparison to other comparable unassisted units.**
- **To make this determination, THA must consider the location, the size, unit type, age of the unit, any amenities, housing services, maintenance, and utilities to be provided by the owner in accordance to the lease.**

PAYMENT STANDARDS

- **Annually HUD publishes a Fair Market Rent (FMR) report and it is at the housing authority's discretion to set the Payment Standard between 90%-110% of this FMR.**
- **The Payment Standard is used to calculate the housing assistance payment (HAP) for a family .**
- **The Payment Standard for a family is the **LOWER** of: amount for the voucher unit size or the size of the dwelling unit rented by the family.**

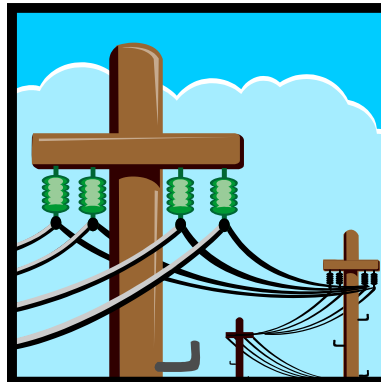
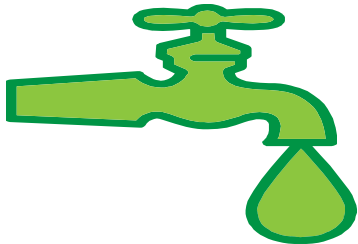
PAYMENT STANDARDS

- **The Payment Standards effective 10/01/12 are:**
 - **Efficiency** **\$582**
 - **1 Bedroom** **\$793**
 - **2 Bedroom** **\$959**
 - **3 Bedroom** **\$1221**
 - **4 Bedroom** **\$1467**
 - **5 Bedroom** **\$1687**

This is based on the utilities being included in the rent.

UTILITY ALLOWANCES

- **Annually, an independent consulting agency conducts and surveys the areas in an effort to determine utility allowances.**
- **This allowance, offsets the cost of utilities that the family would be responsible to pay.**
- **The average use is calculated using the following determinations: Type of unit, size of unit, county or city utility, fuel type, and who purchased the range and/or refrigerator.**



UTILITY ALLOWANCES SCHEDULE

Find the sheet for the type of unit you selected.

Allowances for
Tenant-Furnished Utilities
And Other Services

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Locality: Tampa, Florida (PHA FL-003)	Unit Type: HRI: High Rise GAR: Garden Apartment	Date (mm/dd/yy) 9/1/2007
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Based on the Bedroom Size of the unit, circle the amount for the utility you pay.

Utility or Service	Monthly Dollar Allowances									
	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR	
Heating										
a. Natural Gas	3	4	6	7	9	10	11	13	15	
b. Bottle Gas	5	8	10	12	15	17	20	23	26	
c. Oil	---	---	---	---	---	---	---	---	---	
d. Electric	3	4	5	6	8	9	10	12	13	
e. Coal/Other	---	---	---	---	---	---	---	---	---	
Cooking										
a. Natural Gas	8	11	14	17	22	25	28	33	37	
b. Bottle Gas	14	19	24	30	38	43	50	57	66	
c. Electric	7	9	12	15	19	21	24	28	32	
Other Electric/Lighting	25	31	37	43	52	58	66	74	84	
Air Conditioning	14	19	24	30	38	43	50	57	66	
Water Heating										
a. Natural Gas	12	17	22	27	34	39	45	51	59	
b. Bottle Gas	21	30	38	47	60	68	79	90	104	
c. Oil	---	---	---	---	---	---	---	---	---	
d. Electric	12	17	22	27	35	39	45	52	60	
Water & Sewer:										
a. Tampa	11	16	27	45	62	82	103	123	145	
b. Temple Terrace	28	37	56	86	118	150	182	214	248	
c. Hillsborough County	37	43	56	77	99	121	143	168	193	
Sewer only:										
a. Tampa	-8	-12	-20	-32	-44	-57	-69	-81	-93	
(Subtract for septic b. Temple Terrace	-18	-25	-40	-62	-84	-105	-127	-149	-171	
systems) c. Hillsborough County	-20	-24	-31	-42	-53	-64	-75	-87	-96	
Trash Collection	25	25	25	25	25	25	25	25	25	
Range (\$3 if microwave)	14	14	14	14	14	14	14	14	14	
Refrigerator	14	14	14	14	14	14	14	14	14	
Other-Gas Fixed Charge	10	10	10	10	10	10	10	10	10	

Add the amounts for the columns you circled to determine what you are credited for utilities

Actual Family Allowances
Complete below for the actual unit rented.
Name of Family
Address of Unit
Number of Bedrooms

Utility or Service	Monthly Cost
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other (gas fixed)	
Total	\$

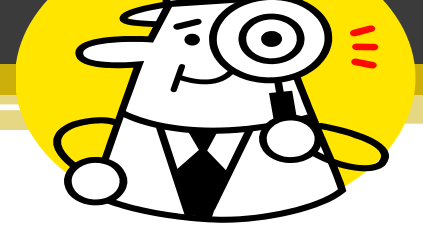
HOUSING ASSISTANCE PAYMENT RENTAL CALCULATION

Gross Rent that does not exceed Payment Standard	2 bedroom PS \$959
Rent to Owner	\$900
Utility Allowance	\$ 59
Gross Rent	\$959
Lower of PS or Gross Rent	
Rent to Owner	\$900
Minus 30% monthly adjusted income or TTP	\$500
Housing Assistance Payment	\$400

RENTAL CALCULATIONS (CONT.)

Gross Rent that exceeds the Payment Standard	2 Bedroom PS \$959
Rent to Owner	\$1,000
Utility Allowance	\$59
Gross Rent	\$1,059
Lower of Payment Standard or Gross Rent	
Payment Standard	\$959
Minus TTP	\$500
Housing Assistance Payment	\$459
Rent To Owner	\$1,000
Minus HAP	\$459
Tenant Rent	\$541

INSPECTIONS



There are four types of Inspections that we will conduct.

- **INITIAL:** new move ins; relocations
- **ANNUAL:** units are inspected annually and must comply with HQS standards at all times.
- **SPECIAL:** specific items that need to be addressed which can be requested by Landlord, Tenant and/or Neighbors.
- **QUALITY CONTROL:** review of previously inspected units
- Inspections are outsourced and done by CGI 1(866) 331-1754 or email at tampa.inspections@cgifederal.com
- Items that are damaged by the tenant will be indicated on the report and the tenant will be responsible for it's repair.
- The first 2 inspections are FREE, but if the inspector is requested to go out a 3rd time, either the landlord or tenant (based on the damages) is required to pay a \$30 FEE.

ABATEMENTS

- **When an annual/special inspection fails for items that are the responsibility of the landlord, we are required to re-inspect the unit within 30 days. If the unit fails a second time for any of the landlord items, the payment will be placed in “Abatement”. This means, effective the following month, payments will cease and the tenant will be asked to relocate.**
- **If you wish a 3rd inspection, then you are required to pay a \$30 fee and provide written statement from tenant that he/she will remain in the unit. If the unit passed inspection, payment will continue, however, the payments that were lost during the abatement period can **NOT** be reimbursed.**
- **By law, you are not allowed to charge any abated monies to the tenant.**
- **The tenant is still responsible for paying their portion of the rent, and must give notice if they are going to relocate.**

THE LEASING PROCESS

All Section 8 participants who have been authorized to move will receive a Housing Choice Voucher and a Request for Tenancy Approval (RTA).

Tenants need to search the area for available units to rent. Prospective landlords will need to screen the tenant appropriately. Agency does not screen for tenancy.

If tenant is chosen by the landlord to rent the unit, the landlord needs to complete and sign the Request for Tenancy Approval. The original needs to be return to the assigned counselor by the tenant.

If landlord is new to our program, he/she needs to complete a landlord application and provide appropriate paperwork before we proceed.

THE LEASING PROCESS (CONT.)

If unit passes final rent reasonable test, counselor informs tenant they can move in.

If unit fails final rent reasonable test, owner is contacted to reduce rent or locate other comparables. (see RR slide)

If owner agrees to the rent negotiation, unit is sent for inspection. HUD requires inspections be conducted within 14 days of receipt of RTA however we try to schedule within 2 days of receipt of RTA.

If the unit passes the initial inspection, then the lease must be signed by owner and tenant and sent to the agency in order for a Housing Assistance Payment Contract to be initiated.

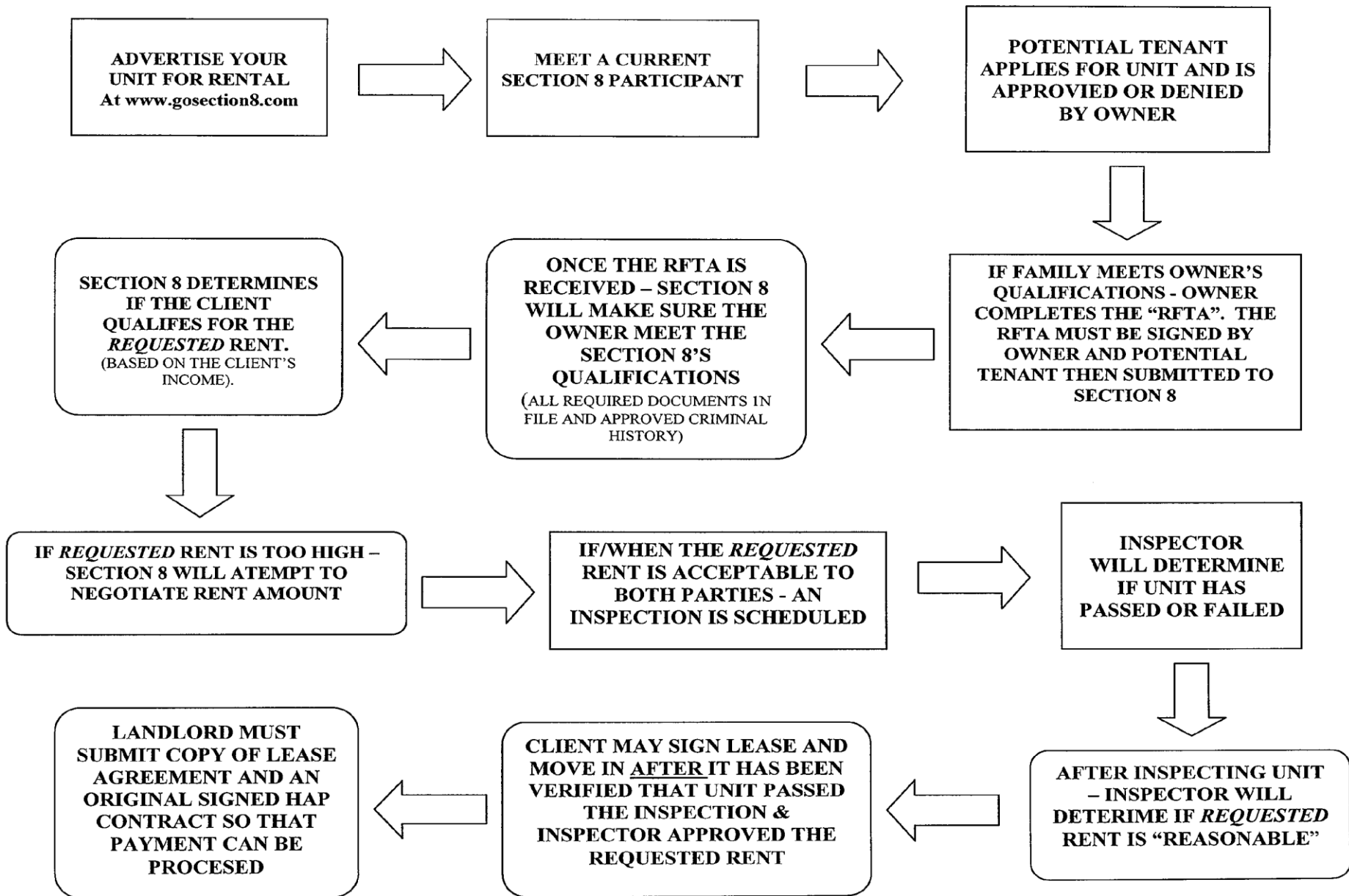
If the unit fails, you will be given 30 days to make repairs.

THE LEASING PROCESS (CONT.)

Once all repairs are made, the HAP contract and lease signed, payments will begin.

Payments are generated around the 1st and 15th of each month. It is our every intention that you receive your payments around this time. However, please note we have at least 5 working days to make sure you have your payments.

Please do not call our office on the 1st inquiring about your payment.



LEASE

The lease is the agreement between the owner and the tenant. THA must receive the lease before payment processing begins. The lease must contain the following:

- **Name of owner and tenant**
- **Unit Address**
- **Term of the lease, including initial term and any provisions**
- **Amount of monthly rent to owner**
- **Specifications of who is responsible for utilities and allowances**
- **Inspections in the lease?**
- **The tenant can not move during the initial term of the lease nor can the rent be raised.**

HOUSING ASSISTANCE PAYMENT (HAP) CONTRACT

- **The HAP contract is an agreement between the owner and the housing authority. The HAP contract will outline all owner obligations to the agency and tenant. The HAP contract must be signed within 60 days of initiation or it will be considered void.**
- **The lease and contract must run concurrently.**
- **When the lease terminates, the contract terminates.**
- **When the contract terminates, the lease terminates.**

HAP CONTRACT (CONT.)

- **When the contract is signed, the owner agrees that the rent is reasonable, the utilities and unit will remain in compliance with HQS, the contract unit is leased to the tenant, the tenant occupies the unit, the rent does not exceed rents charged to other tenants, the tenant does not have any interest in the unit, the owner is not a relative of the tenant.**
- **Housing assistance payments will only be made while the family is residing in the unit.**
- **Owner may not assign the HAP contract to a new owner without prior written consent of the THA.**
- **New owner must meet the same requirements as the previous owner prior to transferring contract.**
- **Owner's not transferring correctly may not get paid correctly.**

HAP CONTRACT (CONT.)

- **The family is responsible for paying the owner any portion of the rent to the owner that is not covered by the PHA housing assistance payment.**
- **Each month the PHA will make monthly housing assistance payments to the owner on behalf of the family in accordance with the HAP contract.**
- **The tenant is not responsible for paying the portion of rent to owner not covered by the PHA housing assistance payment.**

REASONS FOR TERMINATING A HAP CONTRACT

- **Termination of tenant for failing to comply with the HCV program. This could include lease violations, damaging the unit, and other family obligations.**
- **Owner fails to maintain utilities**
- **Fraud or bribery such as accepting side payments**
- **Owner fails to maintain HQS**
- **Owner has engaged in drug related or violent criminal activity**

PROTECTING TENANTS AT FORECLOSURE ACT

- Section 703 of PFTA- Enacted May 2009
 - **.....and in the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease vacating the property prior to sale shall not constitute other good cause, except that that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner-**
 - will occupy the unit as primary residence; and has provided the tenant a 90 day notice to vacate.**

OWNER RESPONSIBILITIES

The owner has the following major responsibilities:

- **Tenant selection and leasing. The owner may consider the family's background regarding factors such as:**
 - **Payment of rent and utility bills**
 - **Caring for rental units and the surrounding premises**
 - **Respecting the rights of other residents to the peaceful enjoyment of their housing**
 - **Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others**
 - **Compliance with other essential conditions of tenancy**
- **Compliance with the housing assistance payments (HAP) contract**
- **Preparing and furnishing to the PHA information required under the HAP contract**
- **Normal landlord functions during the lease term (e.g., maintenance, rent collection)**

OWNER RESPONSIBILITIES (CONT.)

- Maintenance of the unit in accordance with housing quality standards
- Compliance with the lease
- Compliance with equal opportunity requirements
- Collection of amounts due from the family under the lease (tenant rent, security deposit, other tenant charges for damage to the unit)
- **ENFORCEMENT OF THE LEASE**
- Payment for owner-supplied utilities and services
- Compliance with regulations governing reasonable modifications for disabled persons
- **Bedbugs have become a growing concern**

ANNUAL REQUIREMENTS

- **Re-determine eligibility of family. If family does not comply with this annual requirement, they will be terminated from the program.**
- **All requests for Annual Increases in Contract Rent must be done **IN WRITING** and at least **60 DAYS IN ADVANCE**. The written request must be submitted within 15 days of receipt of re-examination notice. No increase request will be accepted after the 15 days.**
- **Please note that any increases need to be approved for rent reasonableness.**
- **A new lease and a new “signed” Housing Assistance Payment Contract is required if the old lease does not have a renewal clause. A new lease is not necessary for increase in rent if it has a renewal clause.**
- **Annual Housing Quality Standards Inspection. This is a requirement and the agency must complete this inspection. The owner does not have to be at the unit, but the family does. If the family fails to comply with this requirement, they may also be terminated.**

DELAYS IN PAYMENTS



Delays in HAP payments could be caused by:

- **Incomplete lease or HAP contract**
- **Inspection did not pass. (i.e. abated, or initial payment)**
- **Missing landlord documentation**

How Can I as a Landlord participate in the HCV Program

All landlord/vendors, as with participants, will also be subject to criminal background checks. We will not honor any individual that has been arrested for drug related or violent criminal activities within the last 5 years. All who have been involved with the use, distribution or manufacture of methamphetamines are forbidden to participate.



LANDLORD IN THE HCV PROGRAM (CONT.)

The THA and HUD require the following items for the landlord/vendor file. These items are kept separately from the tenant files.

- A landlord application
 - Proof of ownership, i.e. Warranty Deed
 - Management Agreement (if managed by someone other than the owner)
 - Copy of your Social Security Card or Federal ID Number.
 - A completed W-9 form (Signed and Dated)
 - Direct Deposit Authorization and Voided Check
 - Photo ID and E-mail address
 - Owner's Obligation form; signed and dated by owner and agent
-
- This information goes directly to the landlord liaison department.
 - Also, if you are an owner in an HOA community, own a co-op, or allows HOAs and Condo Associations to demand rent from tenants when owners fail to pay dues or fees.



DUTIES OF THE LANDLORD LIAISON

- **Maintains the landlord personal file.**
- **Creates and makes Landlord changes in our software.**
- **Sets up direct deposit accounts**
- **Mails out the HAP checks and ACH receipts (now only emailed)**
- **Provide basic information about the program and answer general questions**
- **Request stop payments and reissues voided checks.**
- **General interpretation of Ledgers**
- **Mails out 1099s**
- **Receives reimbursements and returned checks**
- **Create special payables and debits per the request of counselors/supervisors**

LISTING OF AVAILABLE UNITS

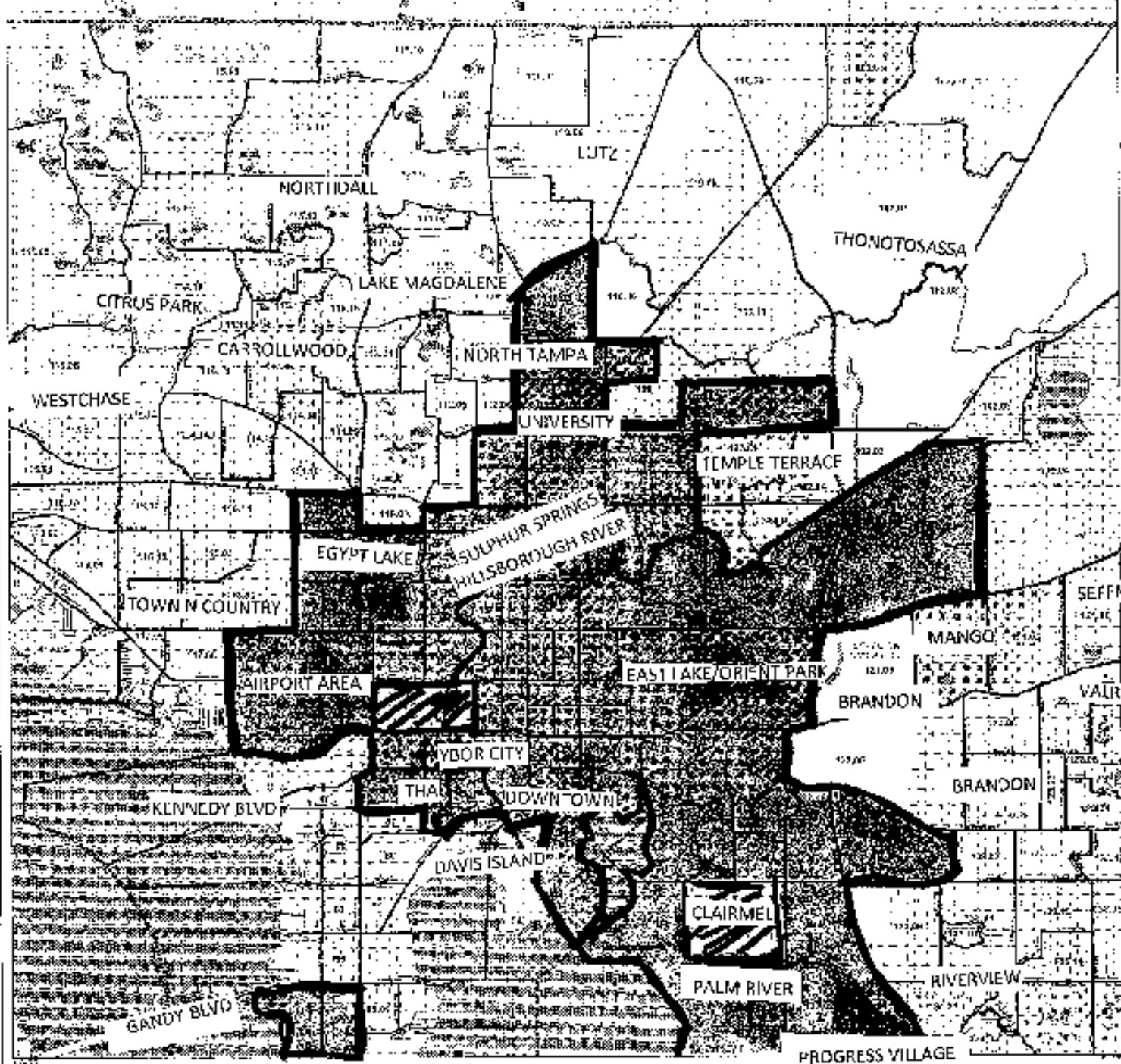
We invite you to list your available units as well as any comparables you might have through “Go Section 8”.

Listing your properties on www.GoSection8.Com is simple, quick and FREE. You can even do it by fax, just by calling toll-free to 866-466-7328 and the follow the easy automated instructions. Or you can just go to the website and follow the simple instructions for listing your available unit.

Please note: The unit will be automatically removed from the listing after 30 days, unless you otherwise note it.

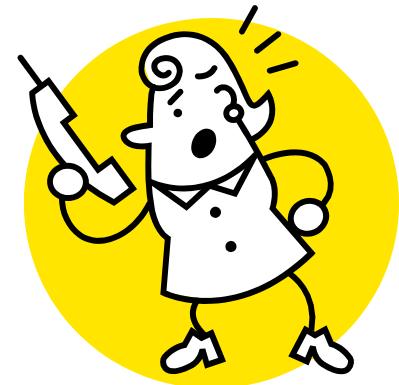
The shaded areas that are enclosed by the black border is considered HIGH POVERTY AREAS.

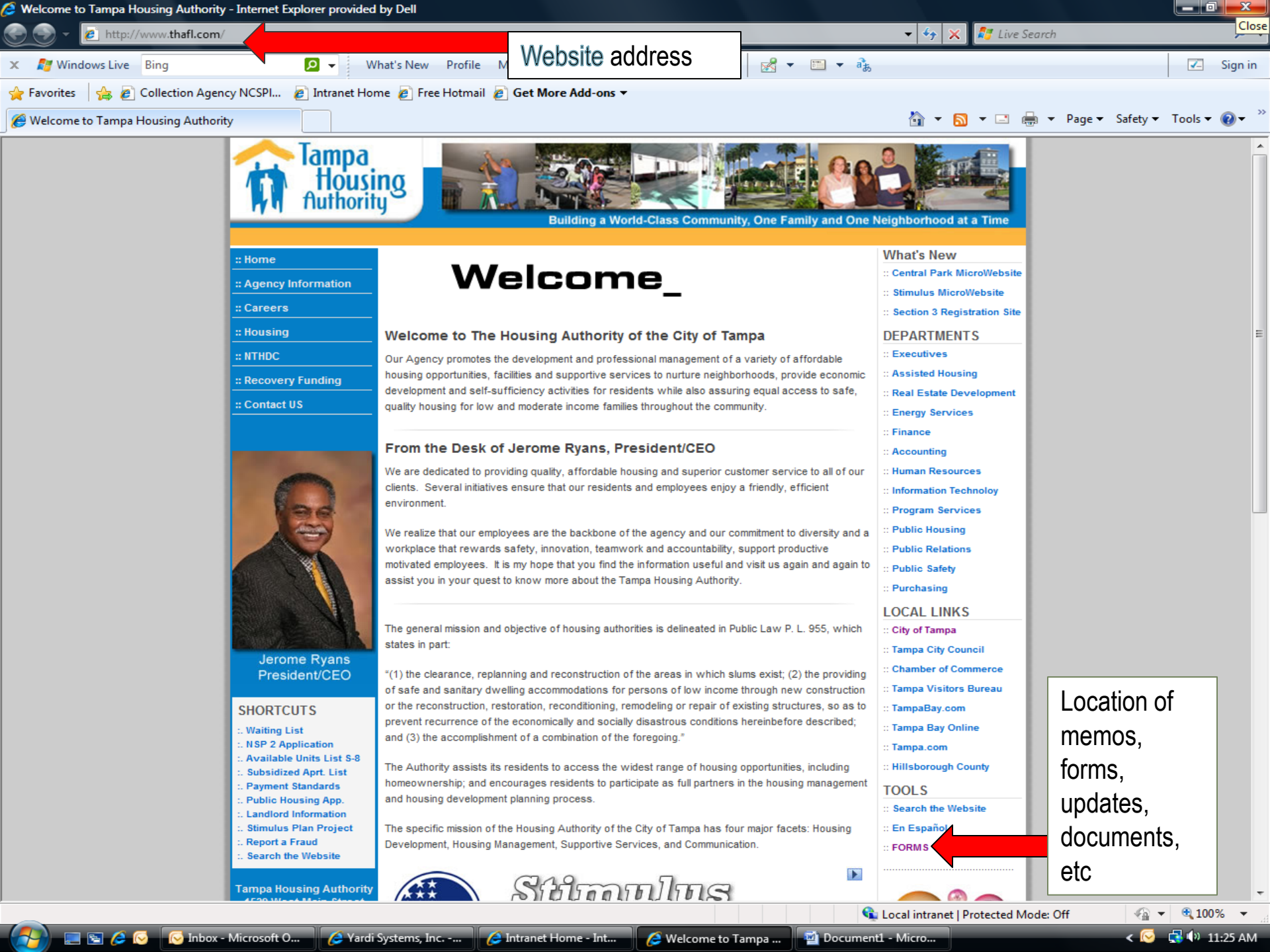
To see if your unit is in a HIGH POVERTY AREA, please refer to www.googlemaps.com to see where your unit is on the map.



HOW TO REACH US....

- We can be reached at (813) 253-0551
- We can also be reached via e-mail by keying in our first name.last name@thaf1.com
- Please visit us at our website at www.thaf1.com/assistedhousing





Website address



Building a World-Class Community, One Family and One Neighborhood at a Time

- :: Home
- :: Agency Information
- :: Careers
- :: Housing
- :: NTHDC
- :: Recovery Funding
- :: Contact US

Welcome_

Welcome to The Housing Authority of the City of Tampa

Our Agency promotes the development and professional management of a variety of affordable housing opportunities, facilities and supportive services to nurture neighborhoods, provide economic development and self-sufficiency activities for residents while also assuring equal access to safe, quality housing for low and moderate income families throughout the community.

From the Desk of Jerome Ryans, President/CEO



Jerome Ryans
President/CEO

We are dedicated to providing quality, affordable housing and superior customer service to all of our clients. Several initiatives ensure that our residents and employees enjoy a friendly, efficient environment.

We realize that our employees are the backbone of the agency and our commitment to diversity and a workplace that rewards safety, innovation, teamwork and accountability, support productive motivated employees. It is my hope that you find the information useful and visit us again and again to assist you in your quest to know more about the Tampa Housing Authority.

The general mission and objective of housing authorities is delineated in Public Law P. L. 955, which states in part:

"(1) the clearance, replanning and reconstruction of the areas in which slums exist; (2) the providing of safe and sanitary dwelling accommodations for persons of low income through new construction or the reconstruction, restoration, reconditioning, remodeling or repair of existing structures, so as to prevent recurrence of the economically and socially disastrous conditions hereinbefore described; and (3) the accomplishment of a combination of the foregoing."

The Authority assists its residents to access the widest range of housing opportunities, including homeownership; and encourages residents to participate as full partners in the housing management and housing development planning process.

The specific mission of the Housing Authority of the City of Tampa has four major facets: Housing Development, Housing Management, Supportive Services, and Communication.

What's New

- :: Central Park MicroWebsite
- :: Stimulus MicroWebsite
- :: Section 3 Registration Site

DEPARTMENTS

- :: Executives
- :: Assisted Housing
- :: Real Estate Development
- :: Energy Services
- :: Finance
- :: Accounting
- :: Human Resources
- :: Information Technology
- :: Program Services
- :: Public Housing
- :: Public Relations
- :: Public Safety
- :: Purchasing

LOCAL LINKS

- :: City of Tampa
- :: Tampa City Council
- :: Chamber of Commerce
- :: Tampa Visitors Bureau
- :: TampaBay.com
- :: Tampa Bay Online
- :: Tampa.com
- :: Hillsborough County

TOOLS

- :: Search the Website
- :: En Español
- :: FORMS

Location of memos, forms, updates, documents, etc

- #### SHORTCUTS
- :: Waiting List
 - :: NSP 2 Application
 - :: Available Units List S-8
 - :: Subsidized Apt. List
 - :: Payment Standards
 - :: Public Housing App.
 - :: Landlord Information
 - :: Stimulus Plan Project
 - :: Report a Fraud
 - :: Search the Website

Tampa Housing Authority
1450 West Main Street



- Home
 - Agency Information
 - Careers
 - Housing
 - NTHDC
 - Contact US
- Tampa Housing Authority
1529 West Main Street
Tampa, Florida 33607
813.253.0551

FORMS


Welcome to Our Form Repository

Fast Document browsing:

	FORM NAME	UPDATED
Select	Family Self Sufficiency	8/13/2009 3:53:31 PM
Select	Public Housing Application	8/13/2009 3:57:29 PM
Select	Section 8-Public Housing Change Form	8/13/2009 3:57:29 PM
Select	Public Housing Change Form	8/13/2009 3:57:29 PM
Select	Authorization to Release Information	8/13/2009 3:57:29 PM
Select	Inspection Form	8/13/2009 3:57:29 PM
Select	Inspection Checklist	8/13/2009 3:57:29 PM
Select	Request for an Abate Cure Inspection	8/13/2009 3:59:59 PM
Select	Application for Employment	8/13/2009 3:59:59 PM
Select	Employee Benefits	8/13/2009 3:59:59 PM
Select	Mutual Recission of Lease	9/14/2009 9:09:12 AM
Select	Tampa Utility Allowance Schedule for 09	10/21/2009 2:56:43 PM
Select	new policy regarding workshops	10/29/2009 11:04:05 AM
Select	Notice to Landlord regarding VAWA	11/19/2009 11:38:02 AM
Select	HAP Contract Transfer	1/6/2010 11:44:15 AM
Select	Landlord Guidebook 2009	1/6/2010 11:44:59 AM
Select	New Landlord Application Packet	1/6/2010 11:45:47 AM
Select	CGI Inspections Newsletter 2010	2/23/2010 11:50:34 AM
Select	Florida Tenant Landlord Law Brochure	3/1/2010 2:28:29 PM

Select the document you are interested in viewing

Form Name: Florida Tenant Landlord Law Brochure
Category: Landlords Information
Date In: 3/1/2010 2:28:29 PM

 [Download File](#)

Then download the file to view it.

- What's New
- Central Park MicroWebsite
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Join THA's Mailing List

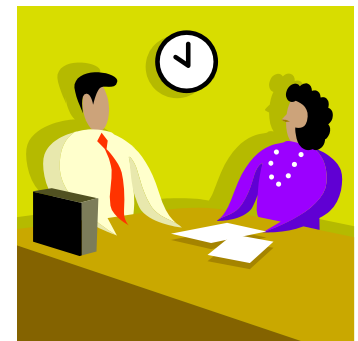
LANDLORD LIAISON DEPARTMENT

Kenneth Gray, Landlord Liaison
(813) 253-0551 Ext. 1410
Email: Kenneth.Gray@THAFL.Com

Jazmin Ayala, Landlord Liaison Support Specialist
(813) 253-0551 Ext. 1360
Email: Jazmin.Ayala@THAFL.Com

Walkins are seen Monday thru Thursday, 8:30am to 4:30pm.
Appointments are appreciated. We do not see Landlords on Fridays. Best to avoid lunch time hours.

If your concern or issue is not something that we can resolve, we will refer you to the appropriate counselor and/or their supervisor.



THE MANAGEMENT STAFF

Margaret Jones, Director of Assisted Hsg.

(813) 253-0551 Ext. 1470

Margaret.Jones@THAFL.Com

Carmen Nieves, Asst. Dir. Of Assisted Hsg.

(813) 253-0551 Ext. 1420

Carmen.Nieves@THAFL.Com

Anita Barrett, Housing Supervisor

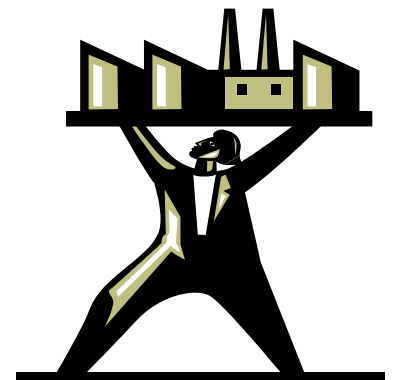
(813) 253-0551 Ext. 1200

Anita.Barrett@THAFL.Com

Janice Justiniano, Housing Supervisor

(813) 253-0551 Ext. 1310

Janice.Justiniano@THAFL.Com



BENEFITS

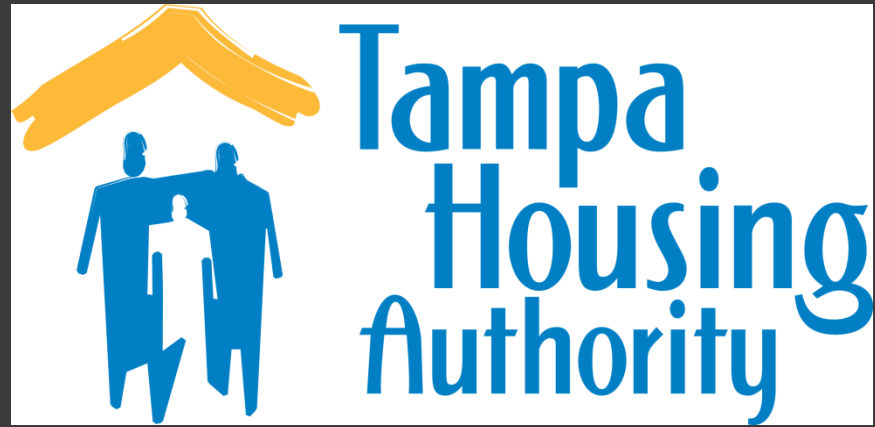
- Annual or special inspection
- Family becomes unemployed, HAP payment will increase
- Mediation
- Negotiation

SUGGESTIONS

- **Do wait for an inspection to pass and contact from the agency before letting a tenant move in to the unit.**
- **Do wait for a lease to be signed before allowing a tenant to move into the unit.**
- **Do come to an agreement regarding security deposit before allowing the tenant to move in. The tenant is responsible for paying the security deposit.**
- **Monitor and inspect your unit frequently**
- **Ensure tenant is in the unit**
- **Enforce your lease if tenant is in any violation**

QUESTIONS ?





**Thank You for Attending our
Housing Choice Voucher Program
Landlord Workshop.**