



Section 8 Owner Newsletter

OCTOBER & NOVEMBER 2015

Owner and Payee Documentation

The Housing Authority requires documentation to insure that owners and payees have a legal right to receive housing assistance payments and that correct information is provided to the Internal Revenue Service.

The Housing Authority verifies property ownership by researching property vesting information contained in public records prior to authorizing any Housing Assistance Payment (HAP) contract.

The Housing Authority determines whether any proposed party to a HAP contract is on the Federal Government's Excluded Parties List or whether any party should otherwise be excluded from contracting with the Housing Authority by virtue of being debarred, suspended or subject to a limited denial of participation.

The Housing Authority verifies the following documents of all owners and payees:

- A copy of the property vesting that establishes ownership of the rental property that is consistent with information provided by the owner in the Request for Tenancy Approval (RFTA) packet, or a copy of the recorded Grant Deed for the assisted property (a Deed of Trust is not an acceptable replacement);
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification, for each owner entity;
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification, for any payee if different from the owner entity;
- A letter of authorization signed by all owners if there will be a designated signatory for the HAP contract;
- A copy of a valid government-issued photo identification card for each owner and authorized signatory, if applicable.

The Housing Authority requires the documentation listed below for the specific types of ownership:

- 1) Corporation: A copy of the filed Certified Statement of Corporation (S-0 200) or a copy of the Corporate Resolution, with all the officers listed (only the title page, the page identifying officers, and the signature page are required).
- 2) Limited Partnership (LP): A copy of the filed Certified Statement of Limited Partnership (LP -1), which must be signed and dated by a verified general partner.
- 3) Limited Liability Company (LLC): A copy of the filed Statement of Information Company (LLC-12) that names the LLC manager(s) or a copy of the Operating Agreement.

The Housing Authority maintains documentation on all owners and payees participating in its assisted housing programs.

Rent Stabilization Ordinance (RSO) Workshops

These workshops provide a basic overview of the Rent Stabilization Ordinance (RSO). Workshops for the month of October include primary renovation program and tenant habitability plans, including requirements for THP's and how to apply for pass-through for primary renovation work. Below is the schedule of upcoming workshops. Call the Housing Community Investment Department (HCID) at (213) 928-9075 to RSVP.

| Location | Date(s) | Time |
|--|-----------------------------|--------|
| 1200 W. 7th Street, Rm 100, LA, CA 90017 | Wednesday, October 28, 2015 | 6:30pm |
| 1645 Corinth Ave., Rm 200, LA, CA 90025 | Tuesday, October 27, 2015 | 2:00pm |

HACLA does not endorse this service

Section 8 Owner Orientation Seminars

These seminars are designed to explain how the Section 8 Program works from the landlord's perspective. The next seminars are scheduled as follows:

Thursday, November 5, 2015

Thursday, December 10, 2015

Sessions are scheduled from 10am-12:30pm. The dates are also posted on our website at www.hacla.org. You must reserve a seat to attend one of the seminars by calling (213) 252-4249. When calling, please leave a contact phone number. The schedule is subject to change.

Owners Portal

Enroll in the Owners Portal. Through the Owners Portal you will be able to view and print HAP information, scheduled inspections, abatements, S8 Accounts, request for rent changes, and access many more features. You can enroll by visiting the Housing Authority's website:

<https://owners.hacla.org/View/Security/Login.aspx>

If you have any questions, call or email the Owners Portal. Contact information is as follows: Email Address: owners.portal@hacla.org, Phone Numbers: (213) 252-5356.

Property Listings

Property listing service is available online at <http://www.hacla.org/propertylistings>. Basic property listing service is free of charge.

Report Fraud

If you suspect anyone of committing fraud, you can call (800) 461-9330 or file a report online at: www.mysafeworkplace.com. Your name will remain anonymous.

The Housing Authority will be closed on:

November 11th in observance of Veteran's Day

November 26th and November 27th in observance of Thanksgiving holiday

To be aware and comply with Fair Housing Laws owners can visit the Office of Fair Housing and Equal Opportunity (FHEO) website at the U.S. Department of Housing and Urban Development (HUD): www.hud.gov

You must report address and telephone number changes even if you are receiving your Housing Assistance Payments (HAP) via direct deposit.

Keep your units lead free. The City of Los Angeles provides free lead hazard remediation. Call: (213) 808-8935 or (213) 808-8678 for more information.