

November  
2008

## HACLA CHANGES BANKING INSTITUTIONS TO ISSUE OWNER PAYMENTS



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES  
WWW.HACLA.ORG

# Section 8 Owner News

The Housing Authority of the City of Los Angeles (HACLA) has contracted with Wells Fargo Bank to begin issuing the monthly Housing Assistance Payment (HAP) checks and Direct Deposit to all Section 8 owners and designated payees. The new checks will be issued by the end of December.

### ***Purpose for Change***

In an effort to continue providing uninterrupted comprehensive banking services and to diversify HACLA's banking services, Wells Fargo was the financial institution determined to be best qualified to meet the banking needs of the HACLA for check issuance to Section 8 owners.

### ***Check Appearance***


The check will now be blue-green in color and will bear the name of Wells Fargo bank on the face of the check. Nothing will change relative to the manner each owner has chosen to receive payment. If you are being paid via Direct Deposit, that arrangement will continue without the Housing Authority requiring additional information from the owner. If you receive a physical check, that will continue without any action on part of the owner. The Direct Deposit statement or physical checks will be mailed to the address we currently have on file. Please notify the Owner Services Unit IMMEDIATELY if you have an address or ownership change.

### ***Check Stub Information***

The check stub will contain the following information:

- Tenant name
- Unit Address
- Adjustment Reason (if applicable)
- Adjustment period (if applicable)

Unlike the checks that were previously issued before we migrated to our new computer system called Elite, the checks issued by Wells Fargo will not provide the tenant number (now called "entity Id.") on the check stub. It is important for all owners to maintain accurate records to keep track of the entity id. for all of their tenants. Of equal importance is the need for owners to keep track of all vendor numbers that were issued under the old computer system as well as the new one.

This change will not cause an interruption in payment to our owners. However we felt it was important to alert you to this change in an effort to keep you abreast of the improvements we are making to our business operations. Our ultimate goal is to provide the best service possible to owners and to ensure this partnership with you is successful. 

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**The Housing Authority will be closed in November for the following holidays:**

Tuesday November 12, 2007—Veteran's Day  
Thursday November 27, 2007—Thanksgiving Day  
Friday November 28, 2007— Day after Thanksgiving



**New Lockbox Address Reminder**

Effective October 1, 2008, Union Bank will handle the Lockbox transactions for various types of payments from owners and vendors. Reimbursement for overpayments and 15% Ordinance Waiver Fees owed to the HACLA must be sent to the new Lockbox location shown below. **Please do not give payments to employees or mail payments to the HACLA at our offices at 2500 or 2600 Wilshire Blvd., at any time.** Thank you in advance for your attention to this matter!



Housing Authority of the City of Los Angeles  
P.O. Box 30899  
Los Angeles, CA 90030-0899



### Owner Orientation Seminar

Three times each month we schedule complimentary Owner Orientation seminars to explain how the Section 8 Program works. The information is presented from the property owner's perspective and includes an overview of the leasing, contracting and inspection processes.

The dates are posted on our website at [www.hacla.org](http://www.hacla.org). You must reserve a seat to attend one of the November 2008 sessions by calling (213) 252-1253. **NOTE: This line is set up to take messages only.** You will not receive a return call. **Please leave a contact number since the schedule is subject to change without advance notice.**

Persons with a hearing impairment who require a translator should call the TDD line at (213) 252-1639.



### Direct Deposit is Available for all Owners!

- Receive your Housing Assistance Payment (HAP) at 12:01 A.M. on the first of each month.
- The application process is easy. Call (213) 252-6189 to request an application.
- The application can now be downloaded from our web site at [www.hacla.org](http://www.hacla.org)



### List Your Vacancies with us!

- Listing service available with Section 8 at no charge
- Hundreds of renters checking listings every month
- Clients checking listings have current vouchers
- Listings maintained on the HACLA website

We offer three convenient ways to list your property vacancies with Section 8

**Mail:**

HACLA  
2600 Wilshire Blvd.  
Owner Services, 1st Floor

**Fax:**

(213) 252-4231

**Telephone:**

(213) 252-4227

Persons with hearing impairment call:  
(213) 252-1639

**Need a Listing form? Go to [www.hacla.org](http://www.hacla.org) to download a form.**



### Helpful Hints for Listings:

If you fax your listing, please print legibly to minimize computer date entry errors.

When calling in a listing, avoid background noises and other "non-conversational sounds" that can interfere with the conveyance of information.

The Fair Housing act prohibits housing discrimination on the basis of race, color, religion, sex, disability, familial status and national origin. When completing the listing form, please do not specify a preference for a particular type of tenant. For more on fair housing go to [www.hud.gov](http://www.hud.gov). Use keyword "fair housing".