

April
2009



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

Section 8 Owner News

HACLA Automates Rent Increase Process

In an effort to streamline the rent increase request process and to take advantage of existing technology, the Section 8 Rent Request Desk (RRD) has implemented a new service for the ease and convenience of Section 8 owners. **Effective immediately, Section 8 owners requesting a rent increase can now send their requests online.**

Visit our website at www.hacla.org and follow these steps to access the new form:

1. **Place your mouse pointer over** the "Section 8 Housing" button on the left side of the screen to reveal the submenu
2. From the submenu, click on "Owner Information"
3. Click on "Section 8 Request for Rent Increase & Internal Comparable Rent Certification"
4. Follow the instructions for proper form completion and submission

Owners who do not submit their requests electronically, should continue to fax or mail their rent increase requests to the RRD. The request must include the following information:

- Owner/Landlord name
- Owner/Landlord ID (a.k.a. owner number)
- Section 8 tenant's name & address
- Tenant Entity ID (a.k.a. tenant or client number)
- Current Contract rent amount
- Proposed rent amount

Fax: (213) 252-6177

Mail:

HACLA RRD
Foy Station
P.O. Box 57367
Los Angeles, CA 90057

To fax or mail your rent increase request to the Housing Authority, use the number or address shown above.

All rent increase requests must be received by the RRD a minimum of 60 days prior to the effective date of the increase. Do not send the rent increase request directly to the caseload advisor unless it is specifically requested. Doing so could potentially delay or even prevent rent increase processing. The tenant must be notified in writing of your *intent* to increase the rent, and absolutely cannot pay a different rent amount without receiving written notification from the Housing Authority.

The maximum increase for Rent control properties as set by the Rent Stabilization Ordinance (RSO) is 3%, until June 30, 2009. To get additional information about the RSO, visit www.lacity.org/lahd or inquire via email at rso@lahd.lacity.org.



Two Section 8 Offices Move to new Locations

The HACLA Section 8 Valley office has moved to a new location effective April 1, 2009. The Section 8 South office will open its new location on Wednesday April 29, 2009. Please refer to the information provided below for the new addresses. The telephone numbers will remain the same for the Section 8 Valley staff. The new telephone numbers for the Section 8 South staff will be sent to owners and tenants in a separate mailing.

Effective April 1, 2009 Section 8 Valley Office

6946 Van Nuys Blvd., Ste 100
Van Nuys, CA 91405

All telephone numbers will remain the same.

Effective April 29, 2009 Section 8 South Office

19600 Hamilton Ave.
Torrance, CA 90502

New telephone numbers and case-load assignments, (if applicable), will be sent in a separate letter.

Important 1099 Reminder

In the February 2009 newsletter, the Housing Authority provided information to owners who need to request either a corrected or duplicate IRS 1099 statement. In an effort to remain sensitive to your tax-filing needs, here is a recap of the process we instituted to assist you. The 2/09 newsletter is on our website at www.hacla.org.

- To request information or to report errors, please **mail** the “1099 Request Form” on Page 2 of the February 2009 Section 8 Owner newsletter to the address provided on the form, or download from our website.
- To report payee address or name changes, request a modification form from the Owner Services Unit via email at owner.services@hacla.org, by calling (213) 252-1254, or in person at 2600 Wilshire Blvd., 1st floor. Due to staffing constraints, we are unable to confirm receipt of your request by email or telephone.
- Please notify us immediately if you received a 1099 and DID NOT receive any HAP payments in 2008.



**Section 8
Owner Orientation**

Each month the Housing Authority offers three complimentary Owner Orientation seminars. These sessions are designed to explain how the Section 8 Program works from the property owner’s perspective. All sessions include an overview of the leasing, contracting and inspection processes.

The dates are posted on our website at www.hacla.org. You must reserve a seat to attend one of the April 2009 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 should call the TDD line at (213) 252-1639.



Sign up for Direct Deposit

- **Receive your Housing Assistance Payment (HAP) at 12:01 A.M. on the first of each month.**
- **Eliminate the risks associated with having your checks delivered by mail.**

The application process is easy. Call (213) 252-6189 to request your application or download your application at www.hacla.org

ENROLL TODAY!



List Your Vacancies with us!

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

Mail, fax or call us
with your listing



Mail:
HACLA
2600 Wilshire Blvd.
Owner Services, 1st Floor
Los Angeles, CA 90057

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

Fax:
(213) 252-4231

Telephone:
(213) 252-4227

Download a listing form at www.hacla.org

Helpful Hints for Listings:

If you fax your listing, please print legibly to minimize data entry errors. **Resubmit your listing weekly and notify us after the unit has been rented.**

If you provide a listing by telephone, be aware of 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. To get more information on fair housing, go to www.hud.gov. Use keyword “fair housing”.