



# Section 8 Owner Newsletter

APRIL 2010

Housing Authority of the City of Los Angeles

[www.hacla.org](http://www.hacla.org)

## Managing Companies Acting on Behalf of Owners

If you are a management company or an agent, please ensure that you or someone in your company has been identified as the "Authorized Signatory" to conduct business with the Housing Authority of the City of Los Angeles (HACLA) on the owner's behalf. An "Authorized Signatory" can only be designated by the owner.

The proper authorization forms must be completed and signed by the owner identifying the Authorized Signatories. Authorizations must be current in our Elite computer system and must accompany the owner's picture identification. Only the authorized person will be allowed to act on behalf of the owner as outlined in the agreement documents between the owner and the management company.

When requesting changes, the authorized person is required to provide their picture identification along with the completed forms. Payee Change forms can be found on our website at [www.hacla.org](http://www.hacla.org), under S8 housing and owner information.

## What Happens When Section 8 Tenants Receive a Voucher to Move

When your Section 8 tenant requests a voucher to move, the voucher the tenant receives is good for up to 120 days. The tenant is notified by his/her advisor to provide a 30 day notice to you, and to continue to pay the family portion of the rent through the date of the move. The tenant is also advised to leave the unit in good, clean condition, and to make arrangements to return the keys to you.

HACLA will continue to make Housing Assistance Payments (HAP) under our contract with you through the end of the month in which the family moves out or until the end of the month in which the family's new lease begins in a new unit.

If the family remains in your unit beyond the end of the month in which the family's new lease begins, the family is responsible for the full amount of rent. The Housing Authority

will not pay beyond the month in which the new lease begins. This is also true for tenants who move outside of HACLA's jurisdiction.

It is important for you to notify HACLA whenever a tenant vacates, whether it is with or without notice, or if the tenant dies.

HACLA is not responsible for providing you a 30 day notice. This is part of the Family's Obligations. When the tenant gives you a 30 day notice of moving it will remain valid after its date of expiration, unless you require the tenant in writing to provide a new notice.

You will be provided with notification of each step of the process, from the time the tenant has requested a voucher to move to the time when the tenant has signed a new lease for another assisted unit. If you have questions regarding your tenants please contact your Section 8 Advisor.

## Direct Deposit

To apply for direct deposit you may download an application from our website at:  
<http://www.hacla.org/owner-info/>

Please keep in mind that the processing of direct deposit applications generally takes between 90 to 120 days. All ownership information must be current and all documents completed with the required signatures to ensure the timely arrival of your direct deposit.

## Rent Change Requests

To change your rent, you can access and submit the forms online at:

<http://www.hacla.org/owner-info/>

If you do not have internet access you can also submit a written request to the Rent Request Desk by:

**Fax:** (213) 252-6177 **OR**

**Mail:** HACLA RRD 2600 Wilshire Blvd. 5th Flr. Ste 5600, Los Angeles, CA 90057.

The written request must include:

- Owner name, Vendor number, and contact phone number

- Tenant name and EID#
- Tenant address, including apt number
- Current contract rent amount
- Proposed **changed** contract rent amount
- Effective date of the rent **change**

Rent decreases must be submitted 30 days prior to the effective date of the changed rent.

Rent increases must be submitted 60 days prior to the effective date of the proposed rent changes.

**The HACLA PO Box is closed and no longer accepts mail.**

Please **DO NOT** send your rent change request to the following address:  
HACLA RRD, Foy Station, PO Box 57367, Los Angeles, CA 90057.

### Secure Entry to the Unit

Inspectors have been encountering problems in units with unleashed dogs while conducting inspections. Owners and tenants must ensure that dogs are secured during an inspection. Please notify your tenants that they must secure their dogs during inspections.

The Inspector will not conduct the inspection if a dog, in or around a unit, is not secured, confined or leashed. The result of the inspection will be a "No Entry," no exceptions. If there is another no entry result during a re-inspection, the Housing Assistance Payment (HAP) may be abated.

If the HAP is abated you will not receive HAP for the unit until it has passed inspection. The abated HAP will not be reimbursed to you.

### Section 8 Owner Orientation Seminars

These sessions are designed to explain how the Section 8 Program works from the property owner's perspective.

**April 2010**

#### Orientation Schedule

Thursday, April 8, 2010, 10am-12:30pm

Saturday, April 17, 2010, 10am-12:30pm

Tuesday, April 27, 2010, 10am-12:30pm

The dates are also posted on our website at [www.hacla.org](http://www.hacla.org). You must reserve a seat to attend one of the April 2010 sessions by calling (213) 252-1253. Please leave a contact number.

The schedule is subject to change. Persons with a hearing impairment should call the TDD Line at (213) 252-1639.

HACLA's 2600 building, located on Wilshire Boulevard is undergoing renovations. There will be scaffolds and special lighting with a direct pathway from the front doors to the elevators and main stairwell. Please be careful when entering and exiting the main lobby during this time.

**Property listing service is available online at [www.hacla.org](http://www.hacla.org) under Section 8, "Property Listings."**

**You can also register by phone at 1-877-428-8844.**

Rent decreases stabilize tenancy and prevent vacancies

Owners Secure Your Dogs at the time of HACLA inspections

Attend our free Owner Orientation Seminars to receive valuable information about the Section 8 Program

List your vacancies with us on our website