



# Section 8 Owner Newsletter

FEBRUARY 2010

Housing Authority of the City of Los Angeles

www.hacla.org

## Accessibility for Persons with Disabilities

The US Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity monitors that all recipients of federal funds comply with pertinent laws and implement regulations which mandate non-discrimination and accessibility in federally funded housing and non-housing programs for persons with disabilities.

Owners of private rental units participating in the Housing Choice Voucher Program must make reasonable accommodations in rules, policies, practices or services if necessary for person(s) with disabilities to use the unit, and must allow the person(s) with the disability to make reasonable modifications to the unit, as necessary to meet the disability.

It is unlawful for an owner to refuse to allow, at the expense of a handicapped person, reasonable modifications of the rental unit, occupied or to be occupied by a handicapped

person, if the proposed modification may be necessary to allow the handicapped person full enjoyment of his/her unit.

Owners may not increase the required security deposit for handicapped person(s), however owners have the right to condition the tenant to restore the interior of the unit to its original condition prior to the changes.

Owners can also require the tenant to pay into an interest bearing account over time, the amount of money required to restore the unit to its original condition prior to the changes. The interest accrued on the account is to benefit the tenant with the disability.

To learn more about the Fair Housing Requirements for person(s) with disabilities you may go to [www.hud.gov](http://www.hud.gov), under the tab "Program Offices" select Fair Housing/Equal Opportunity.

## Form 1099

The IRS Form 1099 for 2009 was mailed at the end of January. If you have not received the form please go to our website at: <http://www.hacla.org/owner-info/> and download the "Form 1099 Request," include any questions you may have, and report any discrepancies if applicable. If you received Form 1099 for the year 2009, but did not receive Housing Assistance Payments (HAP) for that year please state that no HAP was received for 2009 in the area provided on the Form 1099 Request.

### Report Ownership Changes and/or Payee Changes

If you are a new owner of a property rented by a Section 8 tenant please go to <http://www.hacla.org/owner-info/> and click on the "Report Ownership Change." Complete and submit the form according to the instructions provided. The HAP to the previous owner will be placed on hold when we receive the completed form.

If you would like to request a payee change, please go to <http://www.hacla.org/owner-info/> and click on the "Report Payee Change" download and complete the Modification of Housing Assistance Payment Contract, and submit the form according to the instructions provided.

**The Housing Authority will be closed on:** February 12 and February 15 in observance of Lincoln's and Washington's Birthday

Direct Deposit, the best way to receive your check on time

Please submit your Rent Decrease Request according to the instructions provided

List your vacancies with us

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

## Direct Deposit

Enclosed with your monthly Housing Assistance Payment (HAP) check is a form to sign up for Direct Deposit. Please complete the form and return to us to enroll for direct deposit. It is a secure way to receive your HAP, and no checks are lost or stolen.

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 take 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 Decrease Request

To lower your rent you can access and submit the rent decrease form 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

**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 decreased contract rent amount
- Effective date of rent decrease

It must be submitted 30 days prior to the decrease.

## List Your Vacancies With Us

HACLA has launched a FREE rental listing service to help our Housing Choice Voucher Holders quickly find and fill your vacancies. The new service is available online, at [www.hacla.org](http://www.hacla.org), under Section 8, "Property Listings." You can also register for free by phone (toll free) at 1-877-428-8844.

You will now be able to list properties in detail, add up to 10 photos to each listing, enjoy toll-free call center support, and many other benefits.

The new service works in collaboration with **Housing.LACounty.gov**, which averages 4,000 - 5,000 searches for housing every day. If you are already registered to list with Housing.LACounty.gov, you do not have to register again. Your properties will already be available through the new HACLA system, and the Housing Authority of the County of Los Angeles also uses this service. List your properties on one service and enjoy visibility from all sites!

## Section 8 Owner Orientation Seminars

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

### February 2010 Orientation Schedule

Tuesday, February 9, 2010

Saturday, February 20, 2010

Thursday, February 26, 2010

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 February 2010 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 may be subject to change.

Persons with a hearing impairment should call the TDD Line at (213) 252-1639.