



# Section 8 Owner Newsletter

SEPTEMBER 2009

Housing Authority of the City of Los Angeles  
www.hacla.org

## New Guidelines for Requesting Rent Reassessments

Effective immediately owners may request a reassessment of the comparable rents only if the landlord disagrees with the amenities and features recorded for the unit. If a Housing Inspector makes corrections to the unit information, a revised calculation of the comparable rents will be used to determine the reasonable rent.

If, after a Housing Inspector reviews the property, no corrections to the unit information are required, the comparable rent determined by the initial calculation shall be used to determine rent reasonableness. All rents, including units under the Rent Stabilization Ordinance must be supported by the calculated reasonable rent as determined in accordance by HUD regulations and guidelines. The Housing Authority may re-determine the reasonable rent at anytime. The rent to the owner may at no time exceed the reasonable rent for the contract unit as most recently determined by the Housing Authority.

## Ownership Changes

In order to make changes to ownership or payee address you need to do one of the following:

### Address Change

1. Complete the Modification of Housing Assistance Payment Contract form.

### Payee Changes

1. Complete the Modification of Housing Assistance Payment Contract form and
2. Complete the Letter of Authorization and W-9 Forms.

The Modification form, Letter of Authorization and W-9 Forms **must be** mailed or hand delivered. Copies and faxes of completed forms will not be accepted.

The forms are available thru one of the following three ways:

1. You can download the forms from:

**www.hacla.org**

(Point cursor over the Section 8 Housing link, click on Owner Information, click on contract modification).

2. You can e-mail your request to:

**ownerservices@hacla.org**

3. Fax your request to: **(213) 252-2634**

Once you have completed and signed all the form(s) please mail it to the following address:

**HACLA Owner Services Unit  
2600 Wilshire Blvd. First Floor  
Los Angeles, CA 90057**

If you have not received payment for any of your tenant(s) please contact the advisor(s) assigned to your tenant(s). If you do not know who the advisor is please call (213) 252-2500

If you have not signed up for **Direct Deposit** please sign up today. To apply for Direct Deposit you may download an application from our website at:

**www.hacla.org/owner-info/**

**HOLIDAY: The Housing Authority will be closed on Monday, September 7, 2009 in observance of Labor Day.**

PO Box  
will be closed  
September 1, 2009

Please do not  
submit multiple  
copies of rent  
increase  
requests

List your vacancies  
with us

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

Please have utilities  
on prior to  
Initial inspections

## Rent Increase Requests

**Effective September 1, 2009 the PO Box will be closed.**

Please submit your rent increase requests online: Enter the following URL:

[www.hacla.org/owner-info/](http://www.hacla.org/owner-info/)

Please do not submit multiple copies of the same rent increase request. Submitting multiple copies by fax, mail, or online causes duplication of work, which in turn results in delays processing your requests.

## List Your Vacancies With Us

### Mail

Owner Services Office  
2600 Wilshire Blvd. 1st Flr.  
Los Angeles, CA 90057

### Fax

(213) 252-4231

### Telephone

(213) 252-4210  
Ext 1639

### TDD

(213) 252-1639

If you fax your listing, please print legibly to minimize data entry errors. Please notify us if the unit has been rented.

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](http://www.hud.gov). Use keyword "fair housing."

## Section 8 Owner Orientation Seminars

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

### September 2009 Orientation Schedule

Friday, September 11, 2009

Thursday, September 17, 2009

Saturday, September 26, 2009

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 September 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 may be subject to change.

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

## Inspections

Although it is not a requirement for you to be present during inspections, being present will allow you and the inspector the opportunity to discuss cited deficiencies, if any, and can help clarify what the inspector has cited.

For Initial Inspections, inspections prior to tenant move in, please have the unit ready and in a move in condition. Utilities (gas, electricity, and water) must be on.