

June  
2009



## Owners Please Update Your Information For Existing Owners Only

## Questions or Concerns?

Please report all owner and/or payee address and phone number changes to the Housing Authority.

It is important that you update your address even if you are receiving direct deposit. Once direct deposit statements or checks are returned due to an incorrect address, you will not receive payment until you update your address.

In order to change owner or payee address you need to do one of the following:

### For an Address Change

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

### For Payee Changes

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

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, you will see a menu, click on Owner Information, click on contract modification.

2. E-mail your request:  
**ownerservices@hacla.org**
3. Fax your request to: **(213) 252-2634**

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

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

Copies and faxes of completed forms will not be accepted.

All questions and concerns should be directed to your Section 8 Advisor. Your tenant's advisor is prepared to answer any questions you may have.

If you do not have your advisor's contact information, please call (213) 252-2500. When calling we recommend you have your vendor number, client number, or unit address at hand to better assist you.

### Section 8 Locations

- ◆ S8 East & West Offices  
2600 Wilshire Blvd. 4th Flr.  
Los Angeles, CA 90057  
East Office: (213) 252-2514  
West Office: (213) 252-2573
- ◆ S8 South Office  
19600 Hamilton Ave.  
Torrance, CA 90502  
(310) 225-6600
- ◆ S8 Valley Office  
6946 Van Nuys Blvd. Ste 100  
Van Nuys, CA 91405  
(818) 756-1180
- ◆ Special Programs Operations and Applications  
2500 Wilshire Blvd. 4th Flr.  
Los Angeles, CA 90057  
SPO (213) 252-1264  
SPA (213) 252-4282
- ◆ S8 Issuance and Contracting  
2500 Wilshire Blvd. 4th Flr.  
Los Angeles, CA 90057  
(213) 252-3124
- ◆ S8 Inspections  
2500 Wilshire Blvd. 6th Flr.  
Los Angeles, CA 90057  
(213) 252-1802

**Section 8 Owner News**  
HOUSING AUTHORITY OF THE CITY OF LOS ANGELES  
WWW.HACLA.ORG



# Direct Deposit

The benefits of direct deposit are endless. To name a few:

- No checks are lost or stolen
- It is a secure way to receive your money
- Payment will reach the bank the day the check is issued

We encourage you to apply for direct deposit. To apply for Direct Deposit you may download an application from our website at: **[www.hacla.org](http://www.hacla.org)**

## Section 8 Owner Orientation Seminars

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.

June 2009 Orientation Schedule

Saturday, June 13, 2009

Wednesday, June 17, 2009

Friday, June 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 June 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.

## List Your Vacancies With Us

**Hundreds of renters check our listings every month on the HACLA website.**

**Mail:**

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

**Fax:**

(213) 252-4231

**Telephone:**

(213) 252-4227

**TDD:**

(213) 252-1639

**Download a listing form at [www.hacla.org](http://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](http://www.hud.gov). Use keyword "fair housing".

