



# Section 8 Owner Newsletter

AUGUST 2011

Housing Authority of the City of Los Angeles

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

## Request for Tenancy Approval

The Housing Authority provides current and/or new participants with a Request for Tenancy Approval packet to begin searching for available units in the rental market. The packet includes informational booklets, and forms to be completed by you and the Section 8 Program participant such as:

1. The Partners in Housing Informational Booklet for Section 8 Owners.
2. Applicant and Participant Information.
3. A Good Place to Live, U.S. Department of Housing and Urban Development Booklet.
4. Protect Your Family from Lead In Your Home.
5. Making the Right Choice Section 8 Program Applicant and Participant Information.
6. Portability information for Section 8 Program participants moving outside of the HACLA's geographical areas of assistance.

If you choose to rent to a Section 8 Program participant, it is important to complete and return the required forms to the Housing Authority. The documents the family must return to begin the approval process include the following: 1) Request for Tenancy Approval, 2) Joint Owner/Tenant Pre-Inspection Walk Through, 3) Request for Taxpayer Number and Certification, and 4) Disclosure of Information on Lead-Based Paint. Your prospective tenant should return these documents in person to the Housing Authority.

It is important that you retain the "Tenancy Addendum," which indicate the responsibilities of owners and tenants. If there's ever a conflict with your lease, the tenancy addendum will overrule the lease. The language of the addendum is also included in the Housing Assistance Payment (HAP) Contract.

The Housing Authority will review the four documents submitted, and will contact you to schedule an inspection of the unit. Once the unit passes inspection and the inspection department has provided comparable rents for the unit, Housing Authority staff will contact you. If the rent and tenancy are approved you will be advised to contact the family to sign your lease. The Housing Authority will advise you about the potential start date of the lease.

The initial term of tenancy must be for at least one year. The start date of tenancy must allow time for the family to move out of its current unit, and it must be approved by the Housing Authority. The tenant can move into the unit with the Housing Authority's approval:

- 1) After the date the unit passes inspection; and
- 2) After rent reasonableness of the unit has been determined; and
- 3) After the date you and the family sign and date the lease.

In order to prevent delays, ensure that the documents submitted to the Housing Authority are free from errors or omissions.

## Required Forms for Changes

Owner forms are available on the Housing Authority website at: [www.hacla.org](http://www.hacla.org), place the pointer over Section 8 Housing, then click on the Owner Orientation link from the selection menu.

To change your address, you need to complete the Owner Change of Address Request Form. If you are a new owner to a property that has a Section 8 participant, you must complete and submit the Reporting Ownership Transfer or Sale of S8 Rental Property Form along with a copy of the deed, closing escrow statement or court documents. Quite claim deeds are not acceptable form of documentation to validate ownership.

If you would like to designate a different payee other than yourself, please complete the Modification of Housing Payments Contract, and the W-9 Form.

All forms must be submitted to the Owner Services Office currently located at: 2500 Wilshire Blvd. 6th Flr. Los Angeles, CA 90057.

If you have any questions regarding anyone of these forms, contact the Owner Services Office at (213) 252-4227.

**Required Forms for Changes**

**Notify your tenant's Advisor immediately if you are evicting your tenant**

**Inspections South Office**

**Keep your units Lead free. The City of Los Angeles provides free lead hazard remediation. Call: (213) 808-8935 or (213) 808-8678 for more information.**

### Inspections South Office

In order to increase efficiency, the inspections unit responsible for the zip codes indicated below has moved to the Section 8 South Office, located at: 19600 Hamilton Ave. Torrance, CA 90502

Contact Section 8 South Office Inspections at (310) 225-4741 if you have any questions.

Zip Codes		
90001	90249	90605
90002	90250	90640
90003	90255	90703
90044	90262	90706
90047	90301	90710
90058	90302	90717
90059	90303	90723
90061	90304	90731
90242	90305	90732
90247	90501	90744
90248	90502	90745

### Section 8 Owner Orientation Seminars

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

#### August 2011

#### Orientation Schedule

Saturday, August 6, 2011

Monday, August 15, 2011

Monday, August 22, 2011

Sessions are scheduled from 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 August 2011 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.

**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.**

Some of our Section 8 Offices located at: 2500 Wilshire Blvd. will relocate to HACLA's 2600 Wilshire Blvd. building between August 23rd to August 26th. Further information regarding the locations of the offices will be provided in the September Newsletter.