



Section 8 Owner Newsletter

MAY 2011

Housing Authority of the City of Los Angeles

www.hacla.org

Owner Requirements Prior to Contracting

Prior to the execution of any HAP Contract, the Housing Authority requires proof of ownership of the unit to be assisted. The owner must provide documents to establish the right and authority of persons other than the owner to be signatory to the HAP Contract or to act on behalf of the legal owner as the owner's representative or payee.

Prior to approving a tenancy or signing a HAP contract with an owner, the Housing Authority requires the owner to:

1. Meet any applicable lead-based paint disclosure requirement.
2. Certify in writing that the owner is not related to the family.
3. Complete an Owner's Certification of No Conflict of Interest.

Certain documentation are required to insure that owners and payees have a legal right to housing assistance payments and that correct information is provided to the Internal Revenue Service.

The Housing Authority will verify property ownership by researching property vesting information contained in public records prior to authorizing any HAP contract.

The Housing Authority requires the following of all owners and payees:

- A copy of the recorded Grant Deed for the assisted property.
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification for each owner entity.
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification for any payee if different from the owner entity.
- A letter of authorization signed by all owners if there will be a designated signatory for the HAP contract.
- A copy of a valid government-issued photo identification card for each owner or authorized signatory.

Direct Deposit

We encourage all owners to apply for direct deposit for the timely receipt of their Housing Assistance Payment (HAP). HAP checks are postmarked on the **first business day of the month**. However, if you are a landlord enrolled in direct deposit you will receive payment safely and securely earlier than those receiving a paper check.

Sign up now to enjoy the benefits of direct deposit! You can download the application for direct deposit online at: www.hacla.org, click on "Owner Direct Deposit Enrollment Form."

**The Housing Authority will be closed on:
May 30th in observance of Memorial Day**

**What Happens
When Section 8
Participants
Move Out**

What Happens When Section 8 Participants Move Out

The Housing Authority advises Section 8 participants of their legal responsibility of issuing a 30-Day notice to vacate. If your tenant stays beyond the month of the new lease, your tenant is then responsible not only for their portion but the full contract rent. If your tenant does not fulfill their responsibility, then you can deduct from their Security Deposit.

The Housing Authority 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 lease begins in a new unit. This is also true for families moving outside of the Housing Authority's jurisdiction. Once the family starts a new lease with another owner, you will not receive any Housing Assistance Payment (HAP) even if the tenant has not vacated the unit. If you do receive HAP, it will be recaptured.

In order to prevent any uncertainty regarding your tenant's vacate date, complete the Pre-Vacate Unit Inspection form, which can be found on the Housing Authority's website: www.hacla.org. The form will assist the Section 8 Advisor in the determination of the tenant's vacate date, and enable the Housing Authority to pay you accordingly.

Owner's Portal

Owner's Portal

Contact Owner's Portal if you experience problems logging in:

E-mail Address: Owners.Portal@hacla.org

Website Address: <https://owners.hacla.org>

Telephone Number: (213) 252-7414.

Section 8 Owner Orientation Seminars

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

May 2011

Orientation Schedule

Thursday, May 12, 2011

Saturday, May 21, 2011

Wednesday, May 25, 2011

Inspections Office

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If you have any questions related to inspections, or any suggestions, we'd like to hear from you, contact the Inspections Office by e-mail at S8Inspections@hacla.org. You can also reach the Inspections Office at (213) 252-1802. Be sure to include the client number and your vendor number.

Sessions are scheduled from 10am-12:30pm. The dates are also posted on our website at www.hacla.org. You must reserve a seat to attend one of the May 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.

**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.**

**Property listing service is available online at www.hacla.org under
Section 8, "Property Listings."**

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

HACLA's 2600 Wilshire Boulevard building is undergoing renovations. There are 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.