

LANDLORD UPDATE

A Publication of the St. Petersburg Housing Authority

Fall 2010

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HCV Landlord Qualification Guidelines

The St. Petersburg Housing Authority's (SPHA) largest program for providing housing assistance to very low income families is the Section 8 Housing Choice Voucher (HCV) program, which allows participants to receive a subsidy while leasing from their choice of landlords in the private market. Through this program, SPHA serves approximately 3,000 individuals and families, putting more than \$18 million in housing assistance payments into the City of St. Petersburg's economy annually.

In order to qualify for participation in the HCV program, the landlord must be current on all state/local real estate taxes, fines, or assessments, and must comply with the following rules:

- No violations of the Housing Assistance Payment (HAP) contract with the housing authority
- No evidence of fraud
- No drug-related or violent criminal activity
- No history of non-compliance with Housing Quality Standards (HQS) inspections
- No history of renting units below code

- Not a family member of tenant

In addition, the landlord should not have a history or practice of failing to terminate the rental contracts of tenants assisted under the HCV program for activity by the HCV tenants, any member of their households, or a guest or another person under the control of any member of their households, which threatens the health, safety, or right to the peaceful enjoyment of their residences. *Failure to comply with the above guidelines may result in the termination of landlord's HAP contract and debarment from the HCV program.*

Landlord Training Seminar

Tuesday, September 21, 3:00 p.m.,
at the Dr. Carter G. Woodson
African American Museum
(2240 9th Ave S., St. Petersburg)

Please RSVP to section8@stpeteha.org.

How To Track Your HAP Payment Status

Please allow up to ten (10) business days for the delivery of your check, prior to reporting it to SPHA's offices as not received. You may track your payments online with the HMS Payments Access for Landlords (PAL) system by registering at www.hmsforweb.com. This will allow you to see pending payments and the tenants for which they have been issued.

If, after checking in with HMS PAL, your payment does not show as being mailed, please contact our office for further information. Your payment may have been placed on hold for failed inspections, missing documentation at the time of recertification, or delays in processing.

SPHA must receive an updated W-9 form from ALL landlords on an annual basis. These forms are sent out at the beginning of the year for your convenience. Please return the completed form to SPHA's office as soon as possible to prevent any delays in payment.

In addition, SPHA may deny approval to assign the HAP contract if the owner or proposed new owner (including a principal or other interested party) has **not paid State or local real estate taxes, fines or assessments.**



Move-In Policies Ensure A Smooth Transition

SPHA is working to make the move-in process an easier transition for both the tenant and the landlord. If you have a new tenant moving into your unit, please take special notice of the following information.

All Section 8 Housing Choice Voucher program participants are interviewed for their Annual Recertification approximately 120 days prior to their effective recertification date. If the tenant informs SPHA that they are not going to renew their lease, and will be searching for a new unit, the tenant is required to sign a voucher. Please verify that your tenant does not move-in prior to the date specified on the voucher. The unit also must pass inspection prior to the move-in.

Lease and Payment Dates:

The date your lease begins is determined by the voucher date or the inspection pass date, whichever is later. SPHA will not be responsible for any rent monies prior to this date. If your tenant takes

possession of the unit prior to the approved date, they will be responsible for the full payment of rent.

Rent Portions:

Once the tenant has moved in (according to the aforementioned Lease and Payment Dates), you will be sent a Housing Assistance Payment (HAP) contract. We must receive a signed copy of this contract AND a copy of your lease with the tenant before we can issue payment. SPHA has two check-runs during the month: the first of the month and mid-month. All regularly scheduled HAP payments are cut during the first of the month check-run.

Important Information on Inspections

Please remember that SPHA encourages all landlords to conduct a walk-through with your HCV tenant once you are notified that an annual inspection will be conducted in your unit. This will allow you an opportunity to correct any items that could potentially impede your unit from passing an inspection in a timely manner. Preventing your unit from failing inspections will ensure that HAP payments will continue without interruption and/or the abatement of payments.

Abatements

If your unit has had two (2) failed or inconclusive inspections, SPHA will place all HAP payments on hold, and payments will not be issued during the time the unit remains in failed/inconclusive inspection status. Payments will not commence until the unit has passed inspection. A third inspection request must be submitted in writing to SPHA, as arrangements for a re-inspection will not be automatically generated. These requirements must be adhered to in order to avoid contract termination.

Internet Resources Available for Landlords

SPHA's website has a page dedicated to assisting our Section 8 Housing Choice Voucher landlords at www.stpeteha.org/landlords. This page includes many resources for landlords, such as a two part package with in-depth program information, helpful forms, and guidelines.

In addition, you can learn how to how to register properties with www.floridahousingsearch.org, providing better marketing opportunities for available, affordable units.

Have questions? Please contact SPHA's Section 8 Department: 727-323-3171 (phone) or section8@stpeteha.org (e-mail)

