

LANDLORD UPDATE



A Publication of the St. Petersburg Housing Authority
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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.

Please note that SPHA must receive an updated W-9 form from ALL landlords on an annual basis. **These forms were sent out with the January Housing Assistance Payment (HAP) checks and should be returned to the housing authority immediately.** Delays in submission of forms may result in payments being put on hold.

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.** Also, SPHA's Section 8 Housing Choice Voucher program no longer accepts Requests for Tenancy Approvals (RFTA) for move-ins on units with unpaid property taxes.

Landlord Outreach Activities

Please join the housing authority at 3:00 p.m. on Tuesday, February 15, 2011, (888 Executive Center Drive West, Suite 100, St. Petersburg) for a landlord training session. The training will cover general information about being a Section 8 / HCV landlord. If you are interested in attending, please RSVP to section8@stpeteha.org.

Through the Section 8 / HCV program, SPHA serves more than 3,000 individuals and families, putting more than \$22 million in annual housing assistance payments directly into St. Petersburg's local economy. Additional information can be found on SPHA's website at www.stpeteha.org/landlords.htm.

Fraud Prevention

SPHA's Board of Commissioners and management are committed to eliminating fraud and recovering resources lost by fraudulent activity by residents, clients, landlords and suppliers. SPHA formed its Fraud Prevention and Recovery program in 2001, with the goal of reducing the incidents of fraudulent activity in the Housing Choice Voucher/Section 8 program and saving taxpayer dollars. Since its inception, SPHA has recovered \$638,554.31 from landlords and tenants. One half of the funds recovered is reinvested in fraud recovery efforts and the other half is returned to HUD.

Section 8 Fact: Rent Reasonableness

The housing authority compares your unit to at least two similar units with similar amenities in the same or similar location in the private, unassisted rental market to determine the unit's comparable rent.



**ST. PETERSBURG
HOUSING AUTHORITY**

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.

Side Agreements

SPHA would like to remind our landlords of the prohibition of illegal side payments for additional rent, for items normally included in the rent of unassisted families, or for items not shown on the approved lease. Any separate agreements for special items or services must be attached to the lease and approved by SPHA, either prior to the tenant moving in to the unit or the effective recertification date.

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 that 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 the midmonth. All regularly scheduled HAP payments are cut during the first of the month check-run.

Internet Resources for Landlords

www.stpeteha.org/landlords

www.pal.hmsforweb.com

www.floridahousingsearch.org

Inspection Information That You Should Know

Please remember that SPHA encourages all landlords to conduct a walk-through inspection 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 will not occur.

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. You must adhere to these requirements to avoid contract termination.

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

