

# Marietta Housing Authority Landlord Workshop



## **Covered Topics**

- > Relationships between:
  - Tenant (client)
  - Landlord
  - Housing Authority
- > Documents controlling these relationships:
  - The Housing Choice Voucher
  - The Housing Assistance Payment (HAP) Contract
  - The Lease
- How to become an MHA Landlord

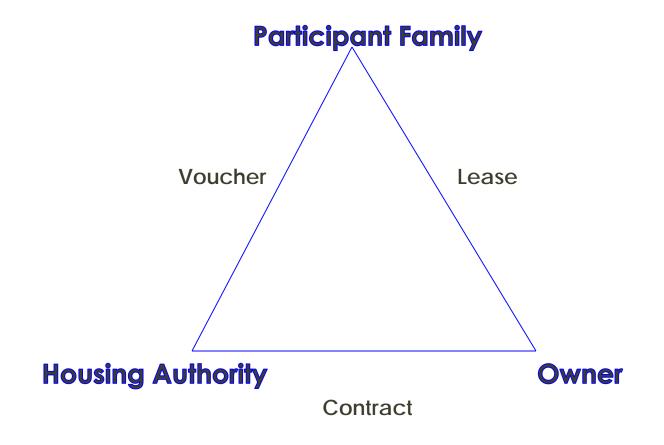
## **Topics - continued**

- Lease-Up Process
  - Voucher family searches for a unit...
  - Tenant selects your unit...
  - LL Set-up for landlords not in MHA system ....
  - ❖ RFTA .....
  - HQS Inspection....
  - ❖ Pass or Fail.....
  - Your Lease....
- Pass...HAP Contract...Payments to LL

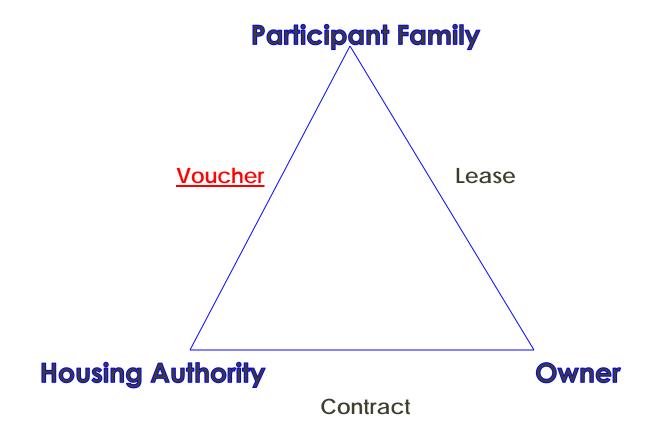
## Topics - continued after original lease-up

- Annual Activities
  - Re-examination for participation (re-certification)
  - \* "Biennial" HQS Inspections
  - Request for Rent Increase
- > Termination
  - End of Lease/Contract
  - Mutual Rescission of Lease
  - VAWA & Fair Housing Concerns

## Relationships between the parties



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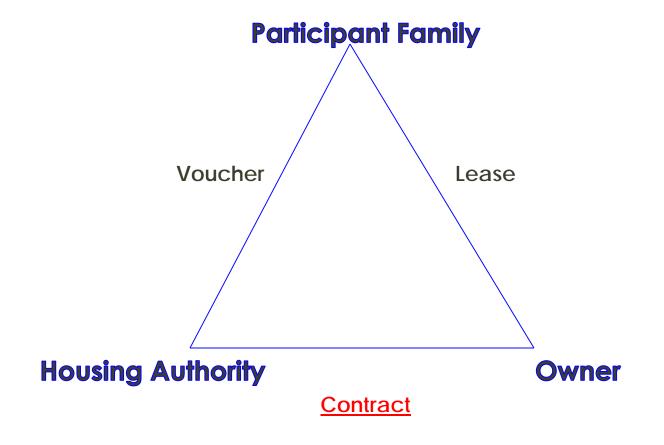


## The Housing Choice Voucher

The Housing Choice Voucher is a HUD-approved document that indicates that the holder is eligible for HCV Program assistance.

- ❖Income eligible at initial lease-up
- Background check eligible
- Time frame of eligibility of the voucher
- Fulfills the Family Obligations/Grounds

## Relationships between the parties



## Housing Assistance Payment (HAP) Contract

The Housing Assistance Payment (HAP)Contract is a HUD-approved document that provides Section 8 tenant-based assistance under the HCV Program.

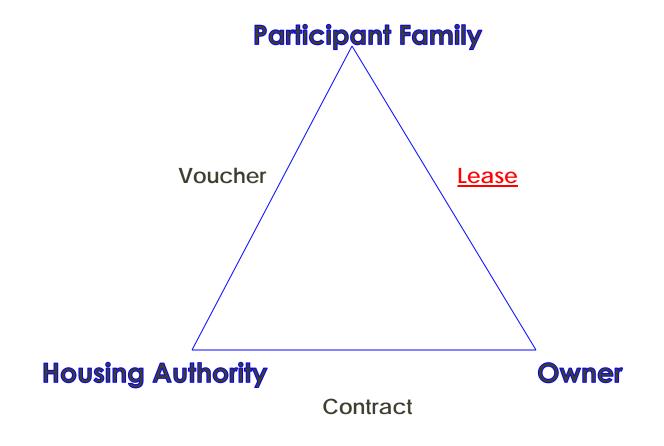
The HAP contract contains the following:

- **Part A:** Contract Information
  - ❖ Basic payment information, family and unit information; MHA and Owner signatures.
- **Part B**: Body of Contract
  - ♦ Contract and payment terms, maintenance of assisted unit, owner breach, MHA remedies for breach, assignment of contract, and written notice information.
- **Part C**: Tenancy Addendum
  - ♦ Outlines things participant must and must not do under the lease as an assisted tenant.

#### HAP Contract – continued

- Executed between the housing authority and the landlord/owner
- Term = 1 year; renews automatically unless changed or terminated
- Other changes necessitating a new HAP

## Relationships between the parties



## The Lease

- Same lease as unassisted tenants
- Monthly rent/ Contract rent
- Names of all family members
- Lease renewal terms
- > The security deposit amount
- > Who provides and pays for utilities and appliances
- > Family notice requirements for terminating the lease
- Owner notice requirements for requesting a rental increase
- The HUD Tenancy Addendum

## Lease-up Process

#### **MHA Jurisdiction**

#### One Housing Authority -

City of Marietta program merged with Marietta Housing Authority effective 1/1/2015, therefore, there is only one Housing Choice Voucher program in Cobb County.

#### One Jurisdiction -

 Any unit located within the limits of Cobb County;
 Easy to determine = does Owner pay property taxes on this unit to Cobb County

Handout - Listing of Zip Codes 1140

#### Voucher family searches for a unit



The prospective tenant finds you/your unit. It is illegal for MHA to refer tenants to you.

## Voucher family searches for a unit

#### **Georgia Housing Search**

- Sponsored by the Georgia Department of Community Affairs
- Detailed information about rental properties and helps people find housing to best fit their needs
- No cost to tenant or landlord
- Online 24 hours a day or through a toll-free, bilingual call center

#### Other options

Any means of advertising your unit that you find suitable.

Newspaper / Bulletin Board / For Rent signs

Handout - Georgia Housing Search

## Tenant selects your unit...

Applicants/participants are given the following each time they are issued a voucher to search for a unit:

- > RFTA Packet
- ➤ Landlord Packet

## Are you a current landlord in MHA system?

Current landlord: You will already have an "L" number

NOT a Current landlord: you must be set-up in the system before any further action can be taken.

- > RFTA: more detailed discussion to come
- Landlord Packet identifies all information necessary to be set up as a landlord.
- ➤ A valid email address is essential for access to the Landlord Portal, direct deposit notifications,, and other communications

## Continuing the lease-up process:

## For ALL landlords and EVERY unit: MHA must establish property ownership.

- Copy of <u>unexecuted</u> lease
- \* Recorded warranty deed (or not-applicable if previously submitted as a single complex)
- Current mortgage statement or documentation to prove there is no outstanding mortgage (or not-applicable if previously submitted as a single complex)
- ❖ Management agreement or Power of Attorney (or not-applicable if the agent of a single complex is approved to sign on Owner's behalf)

MHA will not begin the inspection process until a valid landlord account has been established.

Handout - Landlord Certification 3810 / Landlord Packet 3820

## Tenant selects your unit...

Your considerations of the prospective tenant:

- ➤ The owner/landlord should ask to see the family's voucher in order to verify that the voucher expiration date has not passed.
- ➤ The owner/ landlord should discuss the maximum rent range the family has been authorized to seek.
- ➤ The owner **must screen** family for suitability as a tenant.
  - ✓ Standard business practice for all prospective tenants
  - ✓ Background checks
  - ✓ Credit checks
  - ✓ All families are treated the same; Fair Housing

#### The RTA Packet

#### Consists of:

- ✓ Checklist for Tenancy Approval
- ✓ RFTA
- ✓ Amenities Listing
- ✓ Landlord Certification
- ✓ Lead Based Paint Disclosure
- ✓ VAWA Lease Addendum



Handout - RTA Packet 3550

## Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0169 (exp. 09/30/2017)

1. Na	me of Public Housing Agency (PH	IA)		2.	Address of Unit (	(stree	t address, apartment nu	mber, city, St	tate & zip code)	
3. Re	quested Beginning Date of Lease	Number of Bedrooms	5. Year Constructed	6.	Proposed Rent	7. 9	Security Deposit Amt.	8. Date Uni	t Available for Ins	pection
	O. Type of House/Apartment  Single Family Detached Semi-Detached / Row House Manufactured Home Garden / Walkup Elevator / High-Rise									
	this unit is subsidized, indicate ty Section 202 Sec	pe of subsidy tion 221(d)(3)(BMIR)	Section 2	36	(Insured or no	nins	ured) Sec	tion 515 R	ural Developn	nent
	Home Tax	Credit								
	Other (Describe Other Subs	sidy, Including Any State	e or Local Subsidy)							

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respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released ourside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance. 2. Address of Unit (street address, apartment number, city, State & zip code) Name of Public Housing Agency (PHA) 8. Date Unit Available for Inspection 3. Requested Beginning Date of Lease 4. Number of Bedrooms Year Constructed 6. Proposed Rent 7. Security Deposit Amt. 9. Type of House/Apartment Semi-Detached / Row House Single Family Detached Manufactured Home Garden / Walkup Elevator / High-Rise If this unit is subsidized, indicate type of subsidy. Section 202 Section 221(d)(3)(BMIR) Section 236 (Insured or noninsured) Section 515 Rural Development Tax Credit Home Other (Describe Other Subsidy, Including Any State or Local Subsidy)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to

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	Home Tax Credit									
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11. Utilities and Appliances The owner shall provide oby a "T". Unless otherwis	or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the util e specified below, the owner shall pay for all utilities and appliances provided by the owner.	lities and applian	ces indicated be
Item	Specify fuel type Heat Pump	Provided by	Paid by
Heating	Natural gas Bottle gas Oil Electric Coal or Other	O	Т
Cooking	Natural gas Bottle gas Oil Electric Coal or Other	O	Т
Water Heating	Natural gas Bottle gas Oil Electric Coal or Other	O	T
Other Electric	If Natural gas is checked, gas service will be provided by	О	Т
Water	Austell GasOther Gas Provider	О	?
Sewer		О	?
Trash Collection		O	?
Air Conditioning		О	T
Refrigerator		О	0
Range/Microwave		O	0
Other (specify)			

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Item	Specify fu	el type			V	Heat Pump	Provided by	Paid by
Heating	Natu	ral gas	Bottle gas	Oil	Electric	Coal or Other	O	T
Cooking	Natu	ıral gas	Bottle gas	Oil	Electric	Coal or Other	О	T
Water Heating	Nat	uralgas	Bottle gas	Oil	Electric	Coal or Other	О	T
Other Electric			checked, e provided by				О	T
Water			Other Gas I	Provider			О	?
Sewer							О	?
Trash Collection							O	?
Air Conditioning							О	T
Refrigerator							О	0
Range/Microwave							O	0
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Heating	Natural gas Bottle gas Oil Electric Coal or Other	О	T
Cooking	Natural gas Bottle gas Oil Electric Coal or Other	О	T
Water Heating	Natural gas Bottle gas Oil Electric Coal or Other	О	T
Other Electric	If Natural gas is checked, gas service will be provided by	О	T
Water	Austell GasOther Gas Provider	0	?
Sewer		O	?
Trash Collection		O	?
Air Conditioning		О	T
Refrigerator		О	0
Range/Microwave		О	0
Other (specify)			

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head					
Signature		Signature (Household Head)					
Business Address		Present Address of Family (street address, apartment no., o	city, State, & zip code)				
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)				

Owner/Agent - please note:

- (a) Name of Owner or Complex as listed on the W-9
- (b) Signature of person autorized to sign on behalf of Owner
- (c) Are you check one?
- \_\_\_a new MHA Landlord & has submitted LL set-up information?
- \_\_\_\_an existing MHA Landlord & set-up information is the same?
- \_\_\_\_an existing MHA Landlord & set-up information has changed? such as address, bank info, or ID number? (If checked, you must contact our Accounting department to make appropriate changes.

Color Codes for Completion:

Landlord

Tenant

#### Final Checklist relating to RFTA submission

## Caseworker will not forward the RTA to the inspections department until all the following has been met:

- ✓ Valid landlord number has been established (Finance function)
- ✓ Family's rent portion does not exceed the 40% rent burden test
- ✓ Requested rent does not exceed other similar unassisted units (rent reasonableness)
- ✓ All RFTA documents are completed in their entirety

# **RFTA** acceptance → Inspector's tablet RFTA Confirmation email:

Dear Prospective Landlord,

An RFTA has been accepted for (address of unit) on behalf of (applicant/participant name). After this unit passes HQS, we anticipate the HAP Contract rent portions to be: MHA \$ xxx and Client \$ xxx.

- 15 days to inspect or when ready
- Assigned inspector will call LL to coordinate inspection date/time
- Only two inspections and/or 30 days for unit approval
- No "Confirmation of Move-In" under mobile process

## HQS



# Housing Quality Standards Inspection (HQS)

## MHA is required by HUD regulation to inspect all assisted units for minimum HQS.

- MHA conducts inspections according to HUD guidelines plus additional items found in our Admin Plan
- MHA must conduct an Initial inspection within 15 days of RTA submittal.
- > MHA also conducts complaint, emergency, and quality control inspections at any time with proper notice.

#### Getting ready for the unit inspection - HQS

- Utilities on
- Appliances present and operating properly
- > All systems in proper working order
  - Electrical
  - Plumbing
  - \* HVAC
- > Units built prior to 1978 and LBP considerations
  - Children under the age of 6
  - Presence of cracking, chipping, peeling paint above the de minimus
- > In good condition and proper working order
- Preview the actual unit to be inspected

#### **HQS** – What are the specifics?

#### References for HQS:

- ✓ A Good Place To Live booklet
- ✓ HUD Housing Inspection Form 52580
- ✓ HUD HCV Guidebook Chapter 10 (HUD website)
- ✓ MHA Administrative Plan Chapter 8 (MHA website)
- Clarifications of HUD requirements
- ✓ Variations to HQS

Enclosure - A Good Place to Live booklet / Clarifications and Variations

#### HQS oddities:

- Carpet:
  - Brand new carpet fails b/c of unsecured edges
  - Old carpet passes b/c it presents no tripping hazard
- > If it's there, it's gotta work
  - Items that are not required, but must work properly
- > Smoke Detectors: HQS vs local codes
  - "Protect" the sleeping areas
  - One on every level of the home

### **HQS** Inspections





MHA now utilizes mobile inspection devices to more efficiently record results notices to landlords and tenants.

Landlords can expect results to be posted to the Landlord Portal within minutes of being finalized by the inspector.

An email notifying the Landlord to access the Portal is sent within 12 hours.

## HQS Mobile Inspections and the Landlord Portal



- An auto-email is sent advising that an inspection has been conducted and the results are available on your Landlord Portal;
- Initials confirming email from Inspections Dept.
   within 1 day advising when the unit passes and a caseworker will be needing an executed lease;
- Initials an email from the caseworker requesting an executed lease and that a HAP will subsequently be sent for you to execute.

# Housing Quality Standards Inspection (HQS)- Unit Approval

#### **Initial** Inspection Results:

[Annual/Biennial inspections discussed later]

- If the unit fails an **Initial** inspection, one re-inspection is allowed. The re-inspection cannot occur more than 30 days from the initial inspection date. MHA will "reject" the unit. Tenant can request to continue with tenancy efforts.
- > MHA will NOT pay on a unit until it passes HQS.
- Utilities on and in service in whose name?
  - Emulates the RTA and HAP

#### Wrapping up the Lease-up process

- ✓ RFTA accepted; email confirmation from CW
- ✓ Inspection is completed; unit passes
- ✓ LL Portal results; email confirmation results
- Executed lease is submitted to caseworker
- CW coordinates with LL to execute HAP
- ✓ Check runs > direct deposits

## Show me the money!

- Check runs = direct deposit
- ❖ On or about 3<sup>rd</sup> of each month
- ❖ On or about 15<sup>th</sup> of each month

#### **Annual Activities to be reviewed**

- Re-examination for family's continued participation (re-certification)
- Annual / Biennial HQS Inspection
- > Request for Rent Increase (Annual or Interim)
- Changes in rent portions between annual recertifications (Interim)
- > Termination of Contract

### **Annual Activities: Family Recertification**

- ➤ MUST be recertified at least once annually
- Failure on the part of the family to complete this process **can result** in termination

#### **Recertification Process:**

- >MHA collects income, asset information, expenses, and household composition information.
- MHA notifies family and landlord of new rental amounts, if applicable.
- If MHA portion decreases, MHA provides family and landlord a 30 day notice of the change.

#### **Annual Activities: "Biennial" HQS Inspections**

- HUD allows PHAs to conduct annual inspections
   every other year = <u>Biennial</u>
- MHA has elected to conduct biennial inspections no greater than every 18 months;
- Failure of client to meet inspection appointments
   <u>can result</u> in termination;
- MHA is not a party to the Lease, therefore, HQS is universally assessed;

#### **Tenant Responsibility**

#### **Landlord Responsibility**



- MHA's designation of landlord versus tenant responsibility
- > Never resolved: rats, roaches, bed bugs, mold
- Tenant doesn't do their part
  - Lease your job
  - Back charges &/or eviction versus program violation

#### Biennial Inspections: HQS and Abatement

- > Deficiencies cited; correction deadlines:
  - Non life-threatening = Non emergency = 30 days
  - Life-threatening = Emergency = 1 day
- At re-inspection, if <u>all</u> repairs are not completed = ABATEMENT
- Abated portion of rent is never recovered
- Client must continue to pay their portion
- Abatement letter will instruct both parties on options; reading and understanding the Abatement letter
- Maximum of 60 days in abatement = TERMINATION

### Annual Activities: Changes in rent portions = Interims

- Client family has change in income (cannot discuss with landlord)
- Client family has change in household composition (has client advised landlord and implications to the lease?)
- > Error in rent portion calculation
- > Landlord rent increase after initial lease term
- > Notification via the lease amendment

# Annual Activities: Request For Rent Increase

The owner may request a rental increase only after the initial lease term.

- Min. 60 day notice to <u>tenant</u>
- Min. 60 day Request for Rent Increase to MHA; copy of notice to tenant attached
- Rent Reasonableness test; approve/deny/amend
- MHA gives 30 days notice to tenant and landlord of approve/deny/amend

Handout -Rent Increase Instructions 3330/Request for Rent Increase 3335

#### **Periodic Activity: Terminations**

#### **End of Lease**

- Lease = Landlord and Tenant
- Landlord receives judgment through Cobb County court
- Landlord gives notice to not renew lease (min. 60 days)
  for reasonable cause
- Tenant gives notice as set forth in Lease
- Mutual Rescission of Lease
- Modify or Rescind previous action

#### **Periodic Activity: Termination**

#### **End of Contract**

- Contract = MHA and Landlord
- Family violation causes termination of assistance
- VAWA & Fair Housing Concerns
- Death of single member family or skip-out
- Client voluntarily withdraws from program
- Client has been at zero HAP for 180 days
- Unit in abatement for 60 days

#### **Landlord Portal**

- Visit our website at www.mariettahousingauthority.org
- Must have:
  - ✓ Your landlord number (an "L" number)
  - ✓ Your email address (you provided at set-up)
  - ✓ You must maintain an accurate email address with MHA in order to participate in future HCV activities

### www.mariettahousingauthority.org

#### **Our Mission**



Marion C. (Pete) Waldrep, Jr Executive Director

The Marietta Housing Authority provides quality housing opportunities to clients, while fostering their economic independence, through responsible stewardship of public and private funds.



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The Marietta Housing Authority is "Making Housing Work" by offering housing programs that lift up the community and set the foundation that empowers families to take charge of their future. We are especially excited about making information available to our current and potential tenants and landlords via this website.

Please take a moment to get to know the programs and services offered here effective at MHA. Our objective is to make your experience with MHA as modernized, trouble-free and effective as can be. Welcome to the Marietta Housing Authority!

Sincerely, The MHA Staff

Walton Ridge Apartments PBV Waiting List is closed.

Community Transformation Plan - North-Central Cobb County

Search For??

#### **Upcoming Events**

Sun Oct 22 @ 6:00AM - 11:00PM Project Based Waiting List

Wed Nov 08 @12:00PM - 02:00PM MHA Board Meeting

Thu Nov 16 @ 2:30PM -Landlord Workshop

Wed Dec 13 @12:00PM - 02:00PM MHA Board Meeting

View Full Calendar

#### **Quick Reference**

- Home
- Careers
- About MHA
- · Doing Business with the MHA
- Development
- Family Self-Sufficiency
- Maintenance
- · Forms and Documents
- MHA Landlord Portal
- MHA Ethics Policy

#### www.mariettahousingauthority.org

#### Marietta Housing Authority Landlord Portal

If you are an existing landlord with units on the program the portal will allow you quick easy access to information regarding your tenant(s), unit inspections, and HAP payments.

In order to register and complete your profile you must have the following information: landlord number, your Tax ID/SSN, and your email address must match with the information on file with the MHA.

Your landlord number and email address can be found on your Direct Deposit monthly remittance notification.

Please note your registration code, which is your landlord number begins with the alpha letter "L".



Landlord/Owner Login

### www.mariettahousingauthority.org

#### Landlord/Owner Login



Returning Visitor	
Username*	
Password*	
	Login
	Forgot password?
	Forgot username?
	*Required field

#### **MHA Landlord Portal**



#### My Profile

My Ledger

CaseWorker Data

**Unit Holds and Abatements** 

**Unit Inspections** 

**Unit Information** 

Attachments

Online Forms

Contact Us

Logout

#### My Profile

Name COLE ST DEV CORP

Tax ID \*\*-\*\*\*6445

Contact SCOTT CAMPBELL

Address 95 COLE ST

City MARIETTA

State GA

Zip-Code 30060

E-mail <u>scampbell@mariettahousingauthority.org</u>

Office (770) 419-2943

Home

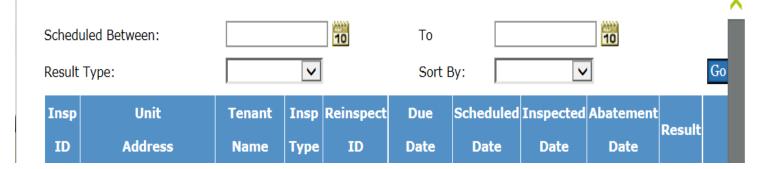
FAX

Receives 1099 No Payment Method EFT

#### **MHA Landlord Portal**

#### Welcome to Owner Portal

#### **Unit Inspections**



#### **MHA Landlord Portal**

- Effective July 1, 2018, MHA will implement a new Cloud-Based software requiring current Landlords to register (again, or for the first time)
- Effective September 1, 2018, MHA will no longer provide information which is available on-line via USPS.
- VITAL always maintain an accurate email address with MHA

### Question and Answer Session



Thank you for participating

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