

THE HOUSING AUTHORITY Newsline

Opportunity now, where owners make a difference

A NEWSLETTER FROM THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO VOLUME 9 NUMBER 1 • SPRING 2011

70 YEARS OF SERVICE 1941-2011

Fun Facts About the Housing Authority's History

The Housing Authority of the County of San Bernardino is celebrating its 70th anniversary of building communities and changing lives for the County of San Bernardino and its residents. We take this opportunity to thank our partners who have contributed to the agency's success and ability to serve the community. Your support as a landlord is greatly appreciated.

In 1937 the Wagner-Steagall Housing Act of 1937 established the United States Housing Administration. This Act required that any new public housing units built must be matched by the number of old housing units to be destroyed; thus improving the quality of housing without increasing the quantity available. The Lanham Act of 1940 amended the Housing Act of 1937 in order to provide housing for low-income rural residents who were migrating to the larger cities for defense industry factory jobs. The Act also provided for the destruction of the new homes; however the housing shortage caused many communities to sell the homes to returning GI's instead. Housing Authorities were established all over the country to meet

the growing need of the housing shortage. The Housing Authority of the County of San Bernardino was established in June, 1941.

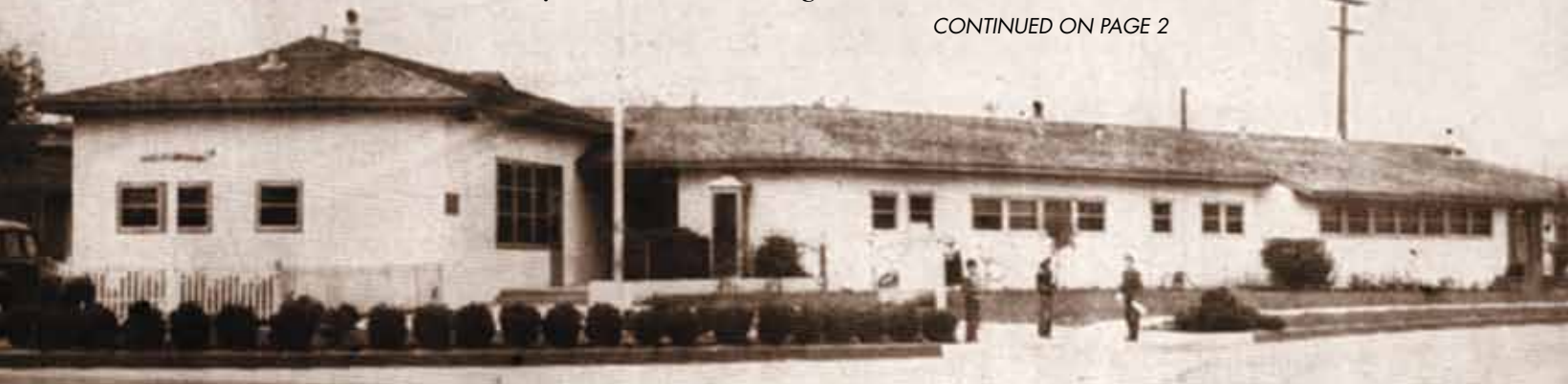
As we celebrate the 70th Anniversary of the HACSB, a reflection of 1941 gives a glimpse of what was taking place at the time. An average home cost \$4,075, and the average household income was \$1,750 per year. Renting a home would cost approximately \$32 per month. A new car cost around \$850, while a gallon of gas was \$.12. A postage stamp was \$.03. Though we did not declare war until December 7, the country was certainly in a state of turmoil. The unemployment rate was 9.9% that year.

Movies, books, sports and music helped keep the country stable. *Citizen Kane*, *The Maltese Falcon*, and *Dumbo* were all released in 1941. The Oscar for best picture went to *Rebecca*. *Curious George*, a well-known children's book, was published. The New York Yankees beat the Brooklyn Dodgers 4-1 in the World Series. Popular music artists at the time included: Glenn Miller, who was producing hit records like *Chattanooga Choo Choo*, the Andrews

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The Housing Authority began building communities and changing lives 70 years ago. Above: workers build one of the early housing units in the 1940s. Below: the first Administration Building.





HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO

In the initial plan, HACSB established its long term vision and goals, but limited activities related to these goals were identified and approved.

The following are our Vision and Mission Statements, with HACSB's values:

Vision: HACSB is committed to creating a world in which all people have a stable and enriched quality of life.

Mission: HACSB empowers all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

Values: The HACSB strives to be a key participant in supporting and improving the community it serves. HACSB seeks to streamline its program and establish a higher standard of services to the community. To this end, the Agency has adopted the following values that will guide it towards achieving its Mission and Vision.

- Create a workplace environment that attracts and retains capable employees who feel they are making a difference.
- Develop an effective communication program that disseminates information to all employees.
- Maintain strong collaborative relationships with a wide variety of agencies and innovative community partners.
- Positively engage the community in building a safe and stable environment.



EQUAL HOUSING
OPPORTUNITY
OPORTUNIDAD IGUALES
PARA LA VIVIENDA

Landlord and Tenant Lease Guidelines

Inland Fair Housing and Mediation Board (IFHMB) is a HUD Approved Housing Counseling Agency that provides assistance to both landlords and tenants regarding their rights and responsibilities under California Law. IFHMB assists with questions regarding 30-day notices, 60-day notices and 3-day notices to pay rent or quit. Our mediators offer mediation services for various issues such as repairs, rent increases and late fees. IFHMB acts as a neutral third party to find solutions to conflicts between landlords and tenants. Calls are screened through the Landlord/Tenant department for possible housing discrimination. Tenants have legal rights that are present no matter what the rental agreement or lease states.

IFHMB's mediators receive fair housing training to help them identify possible housing discrimination, such as a tenant being charged a higher deposit because children are present or completing repair requests only for tenants of a certain race. These types of calls suggest "differential treatment" and can raise a "red flag" in our Landlord/Tenant department. Once the mediators are able to identify possible discrimination, the caller is then referred to our Fair Housing specialists.

IFHMB will be hosting a series of *free* fair housing workshops during May for both landlords and tenants (right). For more information or to RSVP please contact Cristela Estrada at (909) 984-2254 ext. 109. ●

May 3: 10:00 a.m. to 12:00 p.m.
Inland Empire Health Plan (IEHP) Meeting Room
303 E. Vanderbilt Way, San Bernardino, CA

May 4: 10:00 to 12:00 p.m.
City of Chino Hills Meeting Room
14000 City Center Drive, Chino Hills, CA

May 5: 10:00 a.m. to 12:00 p.m.
City of Barstow Council Chambers Room
220 W. Mountain View St., Barstow, CA

May 10: 1:00 p.m. to 3:00 p.m.
One Stop Employment Agency, Room B
2695 S. 4th Street Bldg., #D, El Centro, CA

May 11: 2:00 p.m. to 4:00 p.m.
A.K. Smiley Public Library
125 W. Vine Street, Redlands, CA

May 17: 1:00 p.m. to 3:00 p.m.
Rialto Community Center, Room #401
214 N. Palm Ave., Rialto, CA

May 18: 2:00 p.m. to 4:00 p.m.
Fontana City Hall
8353 Sierra Ave., Fontana, CA

May 19: 10:00 a.m. to 12:00 p.m.
City of Victorville, Conference Room #D
14343 Civic Drive, Victorville, CA

May 25: 9:00 a.m. to 11:00 a.m.
Anthony Munoz Community Center
1240 W. 4th Street, Ontario, CA

—BY CRISTELA ESTRADA, FHIP SPECIALIST

FUN FACTS ABOUT HACSB'S HISTORY CONTINUED FROM PAGE 1

Sisters with *I'll Be with You in Apple Blossom Time*, Jimmy Dorsey with the hit *Green Eyes*, and Sammy Kaye's hit *Daddy*.

World figures at the time included U.S. President Franklin Roosevelt, Prime Minister Winston Churchill, Chancellor Adolf Hitler, General Secretary Joseph Stalin, and Mexican President Manuel Avila Camacho. Chubby

Checker, Mama Cass, Joan Baez, Dick Cheney, Martha Stewart, and Neil Diamond were all born in 1941. Ronald Reagan was elected to the Screen Actors Guild Board of Directors that year, and the most popular baby names were James and Mary. ●

—BY TAMMY AVILA, HCV SUPERVISOR

Program Integrity Unit

The Housing Authority has established a Program Integrity Unit, located in the San Bernardino Housing Programs office at 672 S. Waterman Ave. in San Bernardino.

Terry Quiroz, Program Integrity Manager, heads the team. Her team consists of **Anna Rico** and **Mary Potter**, Program Integrity Officers, **Fran McGinn**, Program Integrity Specialist, **Suzette Stokes**, Program Integrity Administrative Clerk II, and **Matt Potter**, HCV Supervisor, along with the inspection team.

The PI Unit's mission is to provide training, education and prevention tools to maintain compliance in all aspects of housing programs.

The Housing Authority of the County of San Bernardino (HACSB) collaborates with the San Bernardino County Sheriff's Department, the San Bernardino County District Attorney's Office, and HUD-Office of Inspector General to track and terminate housing assistance to families/individuals who have committed criminal fraud or serious program violations. These collaborative efforts have resulted in \$1.5 million in court ordered restitution, development of new legislation (AB 1607), and HACSB's creation of a new Program Integrity Unit.

Major changes to this program occurred in 2010 with the introduction of new legislation (AB No. 1607), which may require that any application or documentation filed with a public housing authority be signed and submitted under penalty of perjury. This legislation was established through the joint efforts of the San Bernardino County Sheriff's Department, District Attorney's Office and HACSB.

Currently the focus of the unit is to ensure our agency is in compliance and consistent with enforcement of regulations and policies with all housing programs both internally and externally.

The unit conducts criminal history background checks for applicants to determine eligibility for our programs. Our agency has established the following criminal policy: any member of the household cannot be involved in any violent criminal or drug activity in the last ten years. The applicant may provide documentation to demonstrate rehabilitation in order to be qualified for housing programs.

The unit conducts various types of Quality Control audits. The unit performs analysis on these audits to identify and determine training needs for staff, needed changes in processes, or additional tools to assist with the administration of our programs.

By successfully working together with its partners, HACSB is able to maintain the program's integrity and effectively serve the 30,000 families currently receiving assistance and the 50,000 applicants on its waiting list. You may contact the Program Integrity Unit through email at Programintegrityunit@hacsb.com. ● —BY TERRY QUIROZ, PROGRAM INTEGRITY MANAGER

The Agency's New Look

The Housing Authority recently redesigned its website and agency logo, both offering a new, contemporary, crisp look. Our new dynamic website offers a different navigation approach for a more thorough representation of our programs and services. We hope these improvements help you access updated and important information.

—BY ANA GAMIZ, DIRECTOR, POLICY AND COMMUNITY AFFAIRS



WHAT THOSE INITIALS MEAN

This newsletter uses initials and special terms to describe agencies and procedures that are important to landlords. Here's what some of them mean:

HUD: The Department of Housing and Urban Development, a federal agency that provides much of the money we use to subsidize housing in San Bernardino County.

HACSB: Housing Authority of the County of San Bernardino

MTW: Moving to Work; the Housing Authority's new designation with HUD.

HCV: Housing Choice Voucher program (see Section 8 below).

SECTION 8: The rental subsidy program through which subsidy payments are made directly to landlords on the participant's behalf. The term refers to the section of the federal code that authorizes and controls such direct payments. Also called the Housing Choice Voucher program (HCV).

HAP: Housing Assistance Payment; the share of the tenant's rent which the Housing Authority pays directly to the landlord.

RFTA: Request for Tenancy Approval; a form the voucher holder completes with the landlord of the unit they want to rent, then submits to HACSB. As long as the current contract rent of the unit does not cause the tenant's portion to exceed 40% of their household income, the HACSB sends an appointment letter for the unit to be inspected.

Lead-based Paint Policy and Requirements

HACSB's Local Inspection Standards incorporate compliance with HUD's Lead-based Paint (LBP) regulations. Our Inspectors will enforce these regulations as they apply to Housing Choice Voucher units. The following information will help you understand what to expect when your unit is inspected.

WHAT UNITS ARE AFFECTED BY LBP RULES?

- The regulations apply to homes built before 1978 occupied (or may be occupied) by a child under six years old.
- "May be occupied" means there is reason to believe a child under six may be in the unit on a regular basis (i.e., when daycare is provided or when the participant has a grandchild as a regular visitor).

WHAT HAPPENS DURING THE INSPECTION IF THE UNIT MEETS THIS CRITERIA?

- First, we still require any defective paint to be corrected, even non-lead-based paint.
- The Inspectors are certified by HUD to conduct visual LBP assessments, which will be done during the Housing Quality Standards inspection.
- Defective painted surfaces will be identified and it will be determined if HUD's De minimis levels are met.

WHAT ARE "DE MINIMIS" LEVELS?

De Minimis levels are defined as:

- 20 square feet on exterior surfaces;
- 2 square feet on an interior surface in a single room or interior space; or
- 10 percent of individual small components (e.g., window sills) on the interior or exterior.

WHAT IF THE DEFECTIVE SURFACES ARE LESS THAN THE DE MINIMIS LEVELS?

- The HACSB will notify the landlord and tenant in writing THAT the unit failed inspection and of the re-inspection date.
- Paint stabilization must be done and is defined as:
- Repair of any physical defect in the substrate of the painted surface or building component. Examples of defective substrate conditions include dry-rot, rust, moisture-related defects, crumbling plaster, missing siding, or other components not securely fastened;
- Removal of all loose paint and other loose material from the surface being treated; and
- Application of a new protective coat of paint to the stabilized surface.
- The HACSB Inspector will re-inspect the violation and pass it if completed.

WHAT IF THE DEFECTIVE SURFACES EXCEED THE DE MINIMIS LEVELS?

- The HACSB will notify the landlord and tenant in writing that the unit failed inspection for LBP violation(s). A re-inspection will not be scheduled for LBP deficiencies (a re-inspection will still be scheduled for non-LBP deficiencies).
- Stabilization must be performed (as described previously) within 30 days or within a reasonable extension period determined by HACSB.
- Additionally, owners are required to perform further safe work practices, including:
- Conducting the stabilization activities with trained staff;
- Employing acceptable methods for preparing the surface to be treated, including: wet scraping, wet sanding, and power sanding performed in conjunction with a HEPA-filtered local exhaust attachment operated according to manufacturer's instruction;
- Dry sanding and dry scraping is not permitted except within one (1) square foot



- of electrical outlets; and
- Protecting the occupants and their belongings from contamination.

ARE THERE ANY WORK METHODS THAT ARE NOT ALLOWED?

- In no instance may an owner employ any paint stabilization methods that are strictly prohibited by federal, state, or local law such as:
- Open flame burning and torching;
- Machine-sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control;
- Heat guns operating above 1,100 degrees Fahrenheit;
- Abrasive blasting or sandblasting without HEPA exhaust control;
- Dry sanding and scraping except limited conditions stated previously for limited areas; and
- Paint stripping in poorly ventilated spaces using a volatile stripper or hazardous chemical as defined by Occupational Safety and Health Administration (OSHA).

HOW DOES THE UNIT PASS INSPECTION AFTER LEAD-BASED PAINT HAS BEEN REMEDIATED?

- Once the corrective work is completed, the owner must provide to the Housing Authority a clearance certificate from a person who is EPA or state-approved training and licensed or certified to perform clearance examinations.

HOW DO I FIND A CONTRACTOR TO PERFORM THE WORK AND/OR PROVIDE A CLEARANCE?

- Licensed and certified firms and contractors can be located online and in the phone book.
- The Housing Authority does not make business referrals to any contractor or firm.

WHAT IF DEFECTIVE PAINT ABOVE THE DE MINIMIS LEVEL IS FOUND AND THE HOME HAS AN EXISTING CLEARANCE?

- If you have certified documentation that

there is no lead-based paint in the structure, provide a copy of that to the Housing Authority.

- If the certificate states that defective paint was corrected to encapsulate lead-based paint that is present, then the newly discovered defective paint will need to be corrected and a new clearance provided to HACSB.

WHAT IF THE LANDLORD DOES NOT PROVIDE A CLEARANCE CERTIFICATE?

- The Housing Assistance Payment will be abated, the Contract will be terminated, and the participant family will receive a voucher to move.

ARE THERE ANY OTHER RULES TO FOLLOW?

- Most lead-based paint regulations were written by either the State or Federal government, not by the Housing Authority. It is the landlord's responsibility to ensure they are in compliance with all laws and regulations that apply to them. The following are some sources for more information regarding lead-based paint regulations:
- The Code of Federal Regulations, Title 24, Part 35 <http://www.usa.gov/>
- The California Department of Public Health, <http://www.cdph.ca.gov/services/DPOPP/regs/Pages/DPH-07-003-RequirementsforLeadbasedPaintActivities.aspx>
- County of San Bernardino Department of Public Health, <http://www.sbcounty.gov/dph/>
- Community Action Partnership of San Bernardino Co., <http://www.sbcounty.gov/csd/>
- Before commencing LBP corrective work, the landlord must provide to the tenant a copy of the EPA booklet *Renovate Right*, which is available at <http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>
- Compliance with HACSB policy is not a guarantee of compliance with any regulations or requirements of other agencies or regulatory entities. Compliance with HACSB policy is not a guarantee of compliance with any requirements other than those specifically ordered by the Housing Authority of the County of San Bernardino. ●

—BY MATT POTTER, HCV SUPERVISOR INSPECTIONS

“Let’s Give Back” 2010 Charity Campaign Outcome

Housing Authority staff embarked on its second annual “Let’s Give Back” Charity Campaign in lieu of the traditional annual summer picnic and holiday dinner, given the ongoing state of our economy.

Staff researched various volunteer opportunities and organizations for HACSB staff to give back to. After various opportunities for staff input and a formal voting process, staff selected Catholic Charities, a non-profit organization that provides a wide range of necessary social services aimed to increase the stability, safety, and health of families when they have nowhere else to turn for help.

We are proud to announce that we donated almost 1,300 canned/dry goods, toys, clothes and hygiene products and a check for \$5,260 through Housing Authority staff monetary donations and the agency’s matching funds program. Staff and their family members also volunteered 376 hours during a six-week period, on 9/80 Fridays and on weekends, to local community organizations, schools, food banks, and soup kitchens. Our combined monetary, time, and goods donations is higher than last year’s totals.

We look forward to continuing these efforts for years to come.

—BY ANA GAMIZ, DIRECTOR, POLICY AND COMMUNITY AFFAIRS



Dear Homer...

Q: What was I thinking!
I signed a 2-year Contract with the Housing Authority and in reviewing the area rents I would like to increase the Contract rent. Is there any way out of this Contract?

No need to panic or terminate the Contract; refer to your Contract (Part B section 2.d.iii)d. Special provisions/exceptions to two year lease:

i. Owners may terminate the HAP Contract with no sanction due to sale of the property when the new owner will not honor the HAP Contract OR the current/new owner is converting the unit to an alternative use.

ii. Owners who terminate the HAP Contract during the initial 2-year lease term for no cause may be sanctioned for up to two years for the contracted unit.

iii. Once the initial full Contract rent to owner has been approved; one rent increase request by the landlord will be admitted for consideration in any 12-month cycle.

—TO NEXT PAGE

2011 Legal Update from AAGIE*

Federal and State Legislators recently enacted a number of laws for 2011 that will affect rental property owners and managers. Below is an overview of the most significant laws and trends for this year.

Carbon Monoxide Detectors: It is now a requirement to install carbon monoxide detectors. By July 1, 2011, certified detectors must be installed in all single family dwellings having a fossil fuel burning heater or appliance (such as a gas stove or oven), fireplace or attached garage. Installation in similar multi-family dwellings will be required as of January 1, 2013. At least one device must be installed on each floor of a dwelling. The penalty for failure to comply is up to \$200 for each offense, after a 30-day notice to correct. The owner of the dwelling unit must maintain the detector(s).

Domestic Violence: Additional protections have been provided for residential tenants who are victims of domestic violence. In last year's session, victims were given the right to terminate a lease without penalty under certain conditions, upon 30-day notice. This new law provides protection from eviction and the right to change the locks.

Eviction: A landlord may not evict (or fail to renew a lease) solely on the basis of domestic violence against a tenant or a tenant's household member if the abuser is not a co-tenant unless:

- The tenant lets the abuser visit the property, or
- The landlord reasonably believes that the abuser poses a physical threat to others or their right to quiet possession of the property.
- Additionally, the tenant has been given a 3-day notice to cure the violation.

Lock change: This portion of the law applies to leases entered into on or after January 1, 2011.

- A domestic violence victim can request in writing that the landlord change the locks on the dwelling unit. If the landlord fails to make the change within 24 hours, the tenant can change the locks even if the lease prohibits such change. The tenant must give the landlord notice that they have made the change within 24 hours and make arrangements to provide the landlord a key.
- If the abuser is a co-tenant, the victim must give the landlord a copy of a court order that excludes the abuser from the dwelling unit. The landlord will not have liability for allowing the abusive tenant to be locked out, and the excluded tenant remains liable under the lease.
- If the abuser is not a tenant, the victim has the same rights to request and/or change locks but can do so only upon presentation to the landlord of either a temporary restraining order or a police report alleging the domestic violence.

Lead regulations: As of April 2010, the Environmental Protection Agency (EPA) requirements regarding lead paint training went into effect. All individuals (including maintenance staff) who will be performing renovation work that could potentially disturb lead-based paint in homes, child care facilities, or schools must complete an EPA-approved training class. This applies to pre-1978 properties when more than six square feet of interior paint or twenty square feet of exterior paint are disturbed, unless the premises have been certified to be lead-free. In addition to the pamphlet required at the beginning of the tenancy, there is now a pamphlet called *Renovate Right*, which is required to be distributed prior to qualifying repairs.

"Red Flags" identity theft rule: The Fair and Accurate Credit Transactions Act (FACTA) establishes new rules referred to as "Red Flags" that require financial institutions and creditors

to develop policies and procedures for identifying, detecting, and responding to any practice or activity that may indicate potential identity theft. The compliance date for the red flags rule was recently extended to December 31, 2010. After the effective date, financial institutions and creditors must have in place written programs to protect against identity theft. While it is not clear whether the rule applies to landlords, cautious industry professionals are complying with the regulations in order to reduce the risk of harm to debtors and protect themselves from potential future liability.

Foreclosures: This new law requires a specific disclosure be given by a property owner, informing tenants of their rights when the property owner terminates a tenancy after a foreclosure action. At the same time, this new law allows an unlawful detainer lawsuit to be “masked” by the court permanently if the building was involved in a foreclosure and the unlawful detainer action against the tenant is never taken to a final judgment. ●

* Since 1967 AAGIE has been the premier provider of education and services that allow our members to operate successfully. As an advocate for an ethical and strong rental housing industry, our association is comprised of over 1,600 members who represent 75,000 units throughout the Greater Inland Empire.

BY GRACE CASTRO, PUBLIC AFFAIRS COORDINATOR, APARTMENT ASSOCIATION GREATER INLAND EMPIRE (AAGIE)

Tenant Screening

You would not give the keys to your new car to someone you had just met, so why would you give the keys to your rental property to someone before you looked into their background? Many property owners today want to get a renter into their property fast and not follow some very simple preventative steps to ensure they get the best possible candidate. Do not rely on a third party to check for you; you should always have your own set standards and not deviate or cut corners.

A back-up system can help you attract honest tenants while discouraging dishonest tenants from applying. Always use a process that is legal, simple and fair, and do not deviate from your process because of the security of the revenue. Remember: it is your property. Every step during your application process needs to ensure you reinforce the message that you are an active manager/property owner who is committed to providing good housing to honest tenants. You should establish written criteria and communicate the established criteria to all of your applicants. This can be accomplished by having the established criteria in writing

posted in your rental office and/or stapled to every rental application. If an applicant does not meet your rental criteria, then they should not be allowed to rent your property.

Thoroughly screen your applicants. At a minimum you should check a government issued I.D. and Social Security card. Run a credit check, an eviction check, and a criminal background check. You should always apply your established criteria and rules equally and fairly to every applicant. Fair housing laws are designed to protect the manner in which applicants are screened and to assure that all qualified applicants feel equally invited to apply.

The key lies in making sure your process is fair and that it does not discriminate against people on the basis of race, color, religion, sex, handicap, national origin, or familial status.

Remember always to apply your established criteria by being fair, consistent, and documenting your findings. Finally, do not let your emotions cloud a business decision. ●

—BY RON HALL, SHERIFF’S DEPARTMENT, PUBLIC AFFAIRS

DEAR HOMER

CONTINUED

Q: The property that I rent to the HCV participant was recently damaged due to the rain/floods. May I move my tenant into another of my units?

Immediately notify the Housing Authority if the participant is to move from one unit to another. The new unit must be inspected and meet HUD’s Housing Quality Standards (HQS). The executed Contract and housing payments are designated for a specific unit address, therefore the owner is not entitled to the housing assistance payments.

Program Fact

How to keep lease-up moving. Please make sure you complete all ownership documents (Statement of Ownership form, W9s, Grant Deed, LLC documents, and management agreements, etc.) before the Request for Tenancy Approval (RFTA) can be processed and an inspection scheduled.

—BY INES WORK, HCV SUPERVISOR

www.hacsb.com
Housing Program Offices

672 S. Waterman Ave.
 San Bernardino, CA 92408
 Phone: 909.890.9533
 Fax: 909.890.5333

424 North Lemon Avenue
 Ontario, CA 91764
 Phone: 909.890.5360
 Fax: 909.983.5002

15465 Seneca Road
 Victorville, CA 92392
 Phone: 760.243.1043
 Fax: 760.243.2123

Office Hours:

9 AM to 4 PM — All offices are
 closed every other Friday.

HA Newsline is distributed to landlords in the County of San Bernardino. To learn more about the Housing Authority of the County of San Bernardino's rent subsidy program, or to add your name to our mailing list, contact the Housing Programs Office at 672 S. Waterman, San Bernardino, CA 92408 (phone 909.890.9533 ext 3202) or email sgarner@hacsb.com.

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Request for Tenancy Approval and Ownership Packet

When an HCV participant asks to rent your unit, you will be asked to complete a "Request for Tenancy Approval" (RFTA) which gives the Housing Authority information about you and your unit. We must also verify ownership of the property. Attached to the RFTA will be a Statement of Property Ownership / Authorization form and two W-9 forms (Request for Taxpayer Identification and Certification). Each W-9 must be completed for both owner and payee (even if they are the same). An authorized agent may complete these forms on the owner's behalf if a Management Agreement and Letter of Authorization are provided. These documents must be returned together.

To ensure proper completion of ownership documents and RFTA, we will provide a checklist. All of the following items must be included with the RFTA/ Ownership Packet:

- Grant Deed or Closing Escrow Statement
- Current Mortgage Statement
- Management Agreement and Letter of Authorization identifying all individuals authorized to sign.

- Direct Deposit Enrollment must be completed in Part III and a voided check is required. (If you have an exemption, please indicate.)
- Signatures of all parties are required.
- LLC's must attach legal articles identifying all partners.
- Trusts must attach legal documentation listing all trustees.

Failure to provide all necessary documents will result in delays that prevent inspections from being requested.

A great way to find out more about the HCV Program: Landlord orientation

HACSB conducts monthly landlord briefings to update you on our Moving to Work activities and how these changes will apply to you. If you are interested in attending, please contact Christine Herrarte at 909.890.9533 extension 3259 or e-mail her at cherrarte@hacsb.com.

— BY REBECCA MURILLO, HCV SUPERVISOR, BRIEFING UNIT