



# Voucher Advantage

“We’re About People”

## New Tool to Help Estimate Tenant Rent Now Available

A new tool that easily estimates the portion of rent a new tenant should pay is now available on the Housing Commission’s Web site. The “Rental Assistance Estimator” may be accessed at [www.sdhc.org](http://www.sdhc.org). Click on Rental Assistance; you will then be able to access the Estimator under Quicklinks.

Sometimes, when a new Housing Choice Voucher (Section 8) tenant moves in they will pay their portion of the first month’s rent prior to receipt of the Tenant Rent Portion letter, which sets the actual amount. The “Rental Assistance Estimator” tool enables the landlord to more accurately determine the estimated amount of the tenant’s rent portion.

When the move-in date for your tenant is confirmed, both you and your tenant will receive the “official” Tenant Rent Portion letter. If you have collected more or less than the amount stated in the Tenant Rent Portion Letter, you and your tenant can then work out the additional payment or refund of those rent monies.

## Moving to Work/ Moving Forward – Update

The “Path to Success” initiative, which will begin in 2013, seeks to reform the rental assistance program and create motivation to increase economic self-sufficiency for “Work-Able” participant families.

The program will allow the Housing Commission to implement more efficient administrative processes such as:

- Streamline the rental assistance calculation method.
- Divide participants into two groups: Elderly/Disabled households and “Work-Able” households.
- Identify “Work-Able” families and establish graduated minimum rents.

We will be providing you more information over the next two years as we prepare to launch the “Path to Success” program.

We encourage you to learn more about MTW initiatives related to your role as an owner or property manager. Please visit our Web site at [www.sdhc.org](http://www.sdhc.org).



Rental Assistance Estimator

## Owner Survey Results

The Housing Commission would like to thank the owners and property managers who participated in our recent landlord survey. The survey had more than 170 responses.

Survey results confirmed that the agency’s effort to provide outstanding quality service to landlords is yielding positive results:

- 82.2% indicated that the quality of service received from the agency had improved;
- 57.6% said that the overall service received from Housing Commission staff was above average;
- 21.1% graded the service received as excellent. Only 3.6% rated the service as poor; and
- 74% would be likely or very likely to recommend the Housing Choice Voucher Rental Assistance Program to other owners.

Many of you indicated that communication through e-mail is the most convenient customer service option. The agency is now working on creating an e-mail system of communication for our partner-landlords.

*If you have any questions/comments, or if you would like to receive Owner Information e-mail updates, please contact us at (619) 578-7777 ext. 88 or online at [ownerinfo@sdhc.org](mailto:ownerinfo@sdhc.org).*



## Your Tenant Lease Agreement

One of the advantages for owners who participate in the Housing Choice Voucher Program (Section 8) is the ability to use your own lease agreement with your prospective tenant. The proposed lease, however, must meet minimum requirements set forth by HUD.

Five basic items need to be specified in the lease agreement:

1. Names of the owner and tenant;
2. Unit being rented (address, apartment number, and any other information needed to identify the contract unit);
3. Term of the lease (initial term and any provisions for renewal);
4. Amount of the monthly rent to owner; and
5. Utilities and appliances that will be supplied by the owner, and those that will be supplied by the tenant.

Once the lease has been approved by the Housing Commission, and the unit passes inspection, owners will receive the Housing Assistance Payments (HAP) Contract. The HAP Contract needs to be signed and promptly returned to the agency.

After the initial lease term concludes, owners may request changes. Proper notice must be given to the agency and the tenant. A new HAP contract will need to be signed so payments may continue under the new terms of your approved lease agreement.

*If you have any questions/comments, or if you would like to receive Owner Information email updates, please contact us at (619) 578-7777 ext. 88 or online at [ownerinfo@sdhc.org](mailto:ownerinfo@sdhc.org).*



## Owner Education Seminar

The San Diego Housing Commission will conduct its second Owner Education Seminar for landlords on Thursday, July 21 at 5:30 p.m.

Presentations will include:

- Update on the Moving to Work/Moving Forward Program;
- Inspection items that commonly fail;
- The 3-Way Partnership: Owner, Participant and SDHC; and
- Housing Choice Voucher (Section 8) Leasing and Program Information.

The Owner Education Seminar will be held at the Achievement Academy, which is located in our downtown headquarters at 1045 11th Avenue.

*The seminar is free and parking validation will be provided. If you would like to attend, please contact Cris Bolton at (619) 578-7777 ext. 88 or email us at [ownerinfo@sdhc.org](mailto:ownerinfo@sdhc.org).*

## New Inspection Requirements Effective August 1, 2011

To ensure compliance with HUD's Housing Quality Standards and to provide a safe unit to your tenant, the following changes to our inspections protocol become effective August 1, 2011:

- Functioning smoke alarms are required on each level of a rental unit. If a unit fails inspection for not meeting this condition, a 24-hour re-inspection will be required to ensure that the problem is corrected. (This does not eliminate the requirement for the owner to have a smoke alarm in each sleeping room and in common areas within 21 feet of each sleeping room.)
- Gas burners on a stove must function properly. If a unit fails for a gas burner not working, a 72-hour re-inspection will be required to ensure that the burner has been repaired or the stove has been replaced.

The San Diego Housing Commission is not able to pass the unit inspection until these issues are resolved.