



SAN DIEGO
HOUSING
COMMISSION

We're About People

San Diego Housing Commission Landlord Portal Seminar

Rental Assistance Division



SDHC Landlord Portal

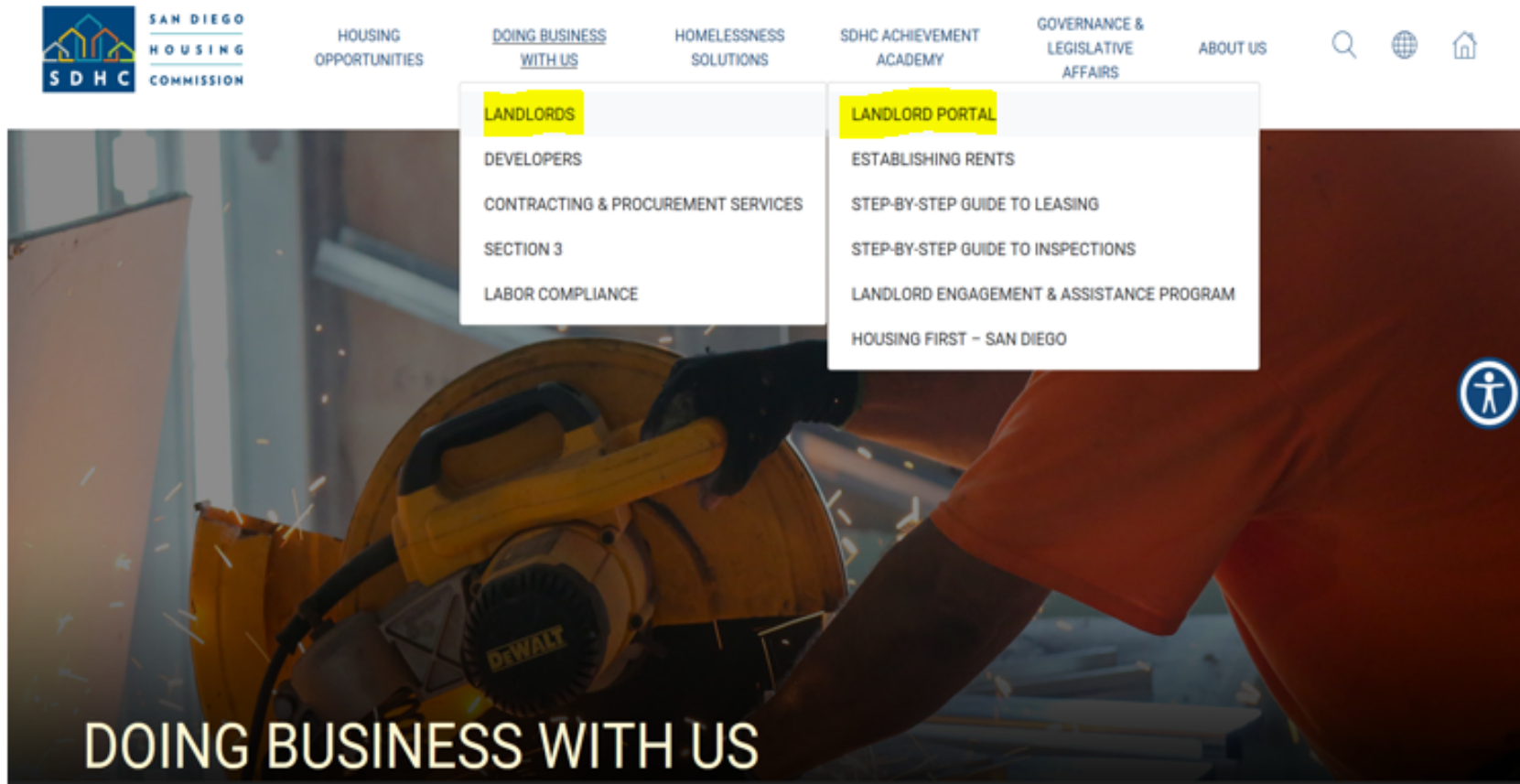
Getting Started

Visit SDHC's website www.sdhc.org and hover over “**Doing Business With Us**”



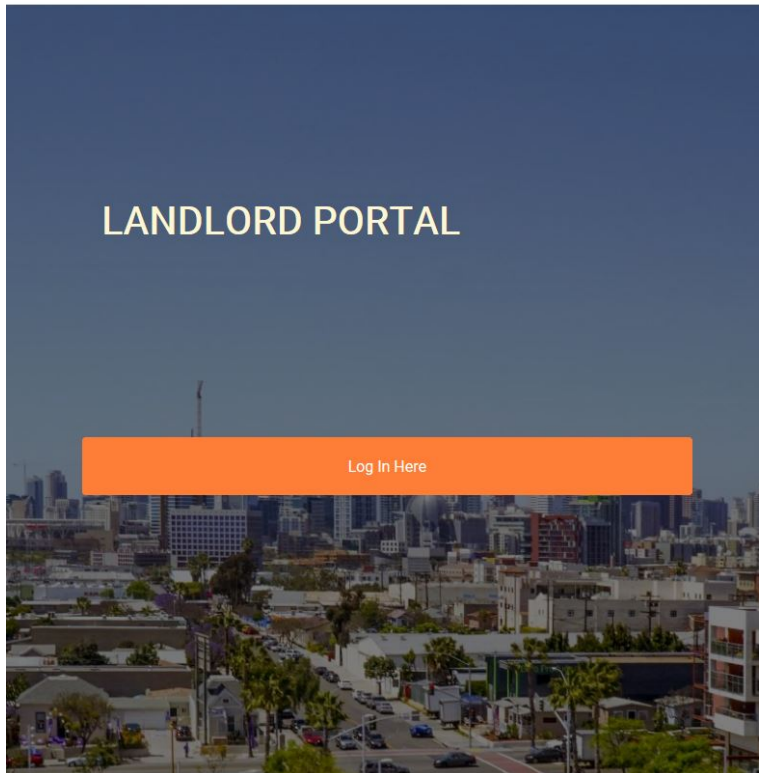
SDHC Landlord Portal

Getting Started (Continued)



SDHC Landlord Portal Register/Log In

SDHC Landlord Portal Webpage effective November 2018



[Homepage](#) > [Doing Business With Us](#) > [Landlords](#) > [Landlord Portal](#)

SDHC Landlord Portal Upgrade Coming This Fall

This fall, the San Diego Housing Commission (SDHC) will upgrade its online Landlord Portal with improved performance and enhanced capabilities, such as one login to access all of your accounts. A mandatory software update required SDHC to upgrade the Landlord Portal. The new software system will not carry over landlords' current registration. Those who previously registered for the SDHC Landlord Portal will need to register again. Account history will remain unchanged.

SDHC Landlord Portal

The San Diego Housing Commission's (SDHC) Landlord Portal provides landlords with access to information about their accounts – 24 hours a day, 7 days a week – from anywhere they have Internet access:

- Unit inspection results
- Ledger balances
- Pending payment and abatement holds
- Caseworker assignments
- Contact and profile information
- Online forms (change of address, etc.)

To Register

- Your vendor number/registration code is required to register for the owner portal.
- You will find the registration code on the SDHC Landlord Portal Registration Letter (mailed in November 2018), new landlord vendor confirmation email or by contacting SDHC at ownerinfo@sdhc.org.

Landlords also may also email ownerinfo@sdhc.org for owner/vendor information.

[Register / Login](#)

[Landlord Portal FAQs](#)



SDHC Landlord Portal Register/Log In (Continued)

- Your vendor number/registration code is required to register for the owner portal
- You will find the registration code on the SDHC Landlord Portal Registration Letter (issued November 2018), new vendor confirmation email or by contacting SDHC at ownerinfo@sdhc.org

Landlord Registration

This registration page is for first time landlord registration only. If you are already registered for RENTCafe and you are trying to gain access to your properties, please contact your administrator.

Enter Your Registration
Code

Go

Already registered? [Click here](#) to login



SDHC Landlord Portal

Available Information



Profile



Direct Deposit



My Ledger



Agency Details



Register Another Vendor Account



Unit Info



Caseworker Info



Attachments



Unit Inspections



Unit Holds and Abatements



Forms and Documents

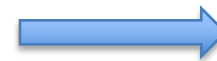


SDHC Landlord Portal Profile Page

- Locate Vendor Account Information
- Edit/Update Profile

Profile

Company	<input type="text" value="40TH STREET, LLC"/>	
Name	<input type="text"/>	
Tax ID#	<input type="text" value="***-**-8559"/>	
Account Nickname	<input type="text" value="test page"/>	
Contact	<input type="text"/>	
Mailing Address	<input type="text" value="1122 SDHC Blvd"/>	
	<input type="text"/>	
City - State - Zip	<input type="text" value="SAN DIEGO"/>	<input type="text" value="CA"/>
Office	<input type="text" value="(555) 666-7777"/>	
Home	<input type="text" value="(555) 666-7777"/>	
FAX	<input type="text"/>	
	<input type="button" value="Update Profile"/>	



SDHC Landlord Portal

Register Another Vendor Account

Ability to Register Multiple Vendor Accounts

Home Vendor Management Settings Logout

Register Another Vendor Account

Enter Your Registration Code

Registration Code



SDHC Landlord Portal

My Ledger

- View transactions
- Search Data by date, invoice number, tenant name
- Export data to excel worksheet

My Ledger

Sort By

Posted Date

Tenant Name

Pmt For

Check Date

Invoice Number

Sort Type

Descending

EFT/Check #/Adj #

Go

Excel

10 records per page

Search:

Posted Date	Invoice Number	Unit Address/ Description	Tenant Name	Pmt For	EFT/ Check#/ Adj#	Check Date	Notes	Amount
05/01/2018		3429 SAN DIEGO, CA 92105	TARAKJI,	05/2018	ACH-809.	05/01/2018	:HAP 05/18	\$1,044.00
05/01/2018		3425 SAN DIEGO, CA 92105	NGUYEN, "	05/2018	ACH-809.	05/01/2018	:HAP 05/18	\$814.00



SDHC Landlord Portal

My Ledger (Continued)

Data can be sorted by:

- **Posted Date**
 - Sorts transactions by Posted Date during the period selected
- **Tenant Name**
 - Sorts transactions by Tenant Name during the period selected
- **EFT/Check#/Adjustment #**
 - Sorts transactions by the EFT (direct deposit)/Check #/Adjustment # during the period selected.



SDHC Landlord Portal Caseworker Information

- Provides caseworker name, phone number and email address for each tenant.
- Provides tenant status, re-exam date and unit address.
- The data can be filtered according to “Tenant Status” and “Search” options.

Caseworker Info

Tenant Status

Go Excel

SDHC Landlord Portal Overview ...

Search:

Caseworker Name	Caseworker Phone	Caseworker Email	Tenant Name	Tenant Status	Re-exam Date	Unit Address
Nguyen, Trinh	619-578-7119	trinhn@sdhc.org	TARAKJI, [REDACTED]	Current	04/01/2020	3429 [REDACTED] SAN DIEGO, CA 92105
Jimenez, Arturo	619-578-7159	arturoj@sdhc.org	NGUYEN, [REDACTED]	Current	02/01/2020	3425 [REDACTED] SAN DIEGO, CA 92105



SDHC Landlord Portal

Unit Inspections

- View unit inspection history.
- Filter information by inspection ID, unit address, tenant name, inspection type, date scheduled, abatement and result information.
- Select the Result Type field to sort by “Pass,” “Fail” and “No Show/Cancel.”
- Click the “Details” button to generate report of inspection status.

Unit Inspections



Search:

Insp ID	Unit Address	Tenant Name	Insp Type	Reinspect ID	Scheduled Date	Inspected Date	Abatement Date	Result	
221620	3425 SAN DIEGO, CA 92105	NGUYEN, T	Annual		01/15/2018	12/01/2017		No Show/Cancel	Details
221805	3429 SAN DIEGO, CA 92105	TARAKJI, .	Quality Assurance		01/15/2018	12/01/2017		No Show/Cancel	Details
222418	3425 SAN DIEGO, CA 92105	NGUYEN, T	Reinspection	1	01/31/2018	01/31/2018		Fail	Details



SDHC Landlord Portal

Unit Inspections (Continued)

- View and print inspection results

Inspection Details

Tenant Name

Unit Address

SAN DIEGO, CA 92

Inspection ID 221620

Inspect Type Annual

Inspect Date 12/01/2017

Inspector

Phone

Letter Type

Linked Inspection

Generate Letter

Previous

Next

Please Note:
In order to continue to make housing assistance payment to you for your unit on behalf of the HCV participant, you must take the necessary action to repair the failed items listed below.

Excel

10 records per page

Search:

Area	Item	Criteria	Ratings	Responsibility	Observations	Notes
Bedroom 4	Other 3					
Secondary Rooms	Other 2					
Living Room	Security	Show Criteria				
Bathroom 3	Other 3					
Bedroom 1	Walls	Show Criteria				
General Health and Safety	Elevators					
Bedroom 3	Ceiling	Show Criteria				
Lead Based Paint Throughout Unit	LBP Other 1					
Living Room	Ceiling	Show Criteria				
Bedroom 5	Other 3					



SDHC Landlord Portal

Unit Inspections (Continued)

- Select the drop-down arrow for “Generate Letter” to print one of the following letters:
 - **Failed Items Only:** Generates only failed items list along with inspection information.
 - **Schedule Letter:** Generates a letter that confirms inspection date for an inspection already performed. (Currently, future inspections are unavailable.)
 - **Results Letter/Results Letter with Notes:** Generates a fail letter along with a failed items list.

Inspection Details 3 of 4

Tenant Name	Inspection ID 221620	Letter Type
Unit Address	Inspect Type Annual	Linked Inspection
SAN DIEGO, CA	Inspect Date 12/01/2017	Generate Letter
	Inspector	
	Phone	

Please Note:

Failed items only

Schedule letter

Results letter

Results letter with notes



SDHC Landlord Portal

Unit Holds and Abatements

- From the “Unit Holds and Abatements” page, you will be able to access all active holds and abatements on your unit.
- Similar to the Ledger, Caseworker and Inspections pages, you can export to an Excel spreadsheet and sort the data.

Unit Holds And Abatements

Scheduled Between

Status

Search:

Unit Address	Start Date	End Date	Date of HAP Termination	Type	Hold/Abate Reason	Payment Affected	Description	Tenant Name	Status
3425 SAN DIEGO, CA 92105	03/01/2018	03/08/2018	04/07/2018	Abate	HQS Inspection	Housing Assistance Payment	CORRECTION NOT COMPLETED BY ABATEMENT DATE	NGUYEN,	Inactive



SDHC Landlord Portal

Unit Information

- Search data based on bedroom size and occupancy status.
- Export data to Excel worksheet.

Unit Info

of Bedrooms

Unit Status

Go

Excel

Search:

Unit Address	# of Bedrooms	Contract Rent	Legal Owner	HAP Payee	Tenant Name	Unit Status
3425 ... SAN DIEGO, CA 92105	2	\$1,238.00	40TH STREET, LLC	... STREET, LLC	NGUYEN, ...	Occupied
3429 SAN DIEGO, CA 92105	2	\$1,350.00	40TH STREET, LLC	... STREET, LLC	TARAKJI, ...	Occupied



SDHC Landlord Portal

Online Forms and Documents

Access and print the following forms and documents:

Rental Assistance

- Carbon Monoxide Detectors
- Comparable Request
- Frequently Asked Questions
- Guidelines for Rent Increases
- Housing Inspection Flyer
- Lead Warning Statement
- Move Process Guidelines
- Direct Deposit Authorization
- Rent Increase Request
- Rent Increase FAQ's
- Steps to Save to Excel
- W-9 Form

HOUSING FIRST – SAN DIEGO

- Certification of Ownership
- Direct Deposit Authorization
- Landlord Contingency Fund Guidelines
- Leap Program Flyer



SDHC Landlord Portal Contact Us

For questions or assistance, please contact the Owner Liaison

Direct Dial	619.578.7128
Fax Number	619.578.7364
Email Address	ownerinfo@sdhc.org



Questions?

