

# Housing Choice Voucher Rental Assistance Program We're About People



# **SDHC Landlord Portal**

The San Diego Housing Commission's Landlord Portal provides Section 8 Housing Choice Voucher landlords with access to information about their accounts, 24 hours a day, 7 days a week, from anywhere they have internet access.

A mandatory software update has required SDHC to upgrade our Landlord Portal. The new software system will <u>not</u> automatically carry over your current registration. If you previously registered for the SDHC Landlord Portal, you will need to register again. Your account history will remain unchanged.

### **Portal Features**



#### **Profile**

View basic information about your account, including your tax identification number, mailing address, email and phone number.



Add bank account information to receive payments via direct deposit.



### My Ledger

View all transactions. Search by date, number or tenant name.



### Register Another Vendor Account

Register different vendor accounts for multiple properties.



#### Unit Information

Add specific details about your rental unit, including address, number of bedrooms, tenant name and contract rent.



#### Caseworker Info

Contact information for your caseworker as well as tenant status and re-exam date.



#### Attachments

Ability to electronically include required documents.



### **Unit Inspections**

View your unit inspection history with multiple filters.



#### **Unit Holds and Abatements**

Provides history of any holds and abatements. Data can be exported to Excel.



#### Forms and Documents

View or print Section 8 Housing Choice Voucher Rental Assistance forms and educational materials.

## 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 landlordservices@sdhc.org.

For information or assistance with registration, contact SDHC's Owner Liaison at 619-578-7128 or landlordservices@sdhc.org.