

Housing Authority of Maricopa County

LANDLORD LINE

MAY 2009

Housing Authority of Maricopa County, 2024 North 7th Street, Suite 101, Phoenix, AZ 85006
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NEW OFFICE HOURS

HAMC has gone to a four day work week. Our office hours are Monday-Thursday, 8:00 AM to 5:00 PM. All HAMC offices are closed every Friday and National Holidays.

NO POOLS FOR HOUSES

Effective October 1, 2008 HAMC will not approve the rental of a Single Family House that has a pool on the premises (spas also fall into this category). When you are out looking for a new unit to rent, please do not submit Requests for Inspection if the house has a pool. Apartment complexes, planned communities with a community pool, do not fall under this policy.

NEW PAYMENT STANDARDS

Effective March 1, 2009 HAMC has new Payment Standards for the Housing Choice Voucher Program. Each year HUD issues the "Fair Market Rents" to be used by housing agencies throughout the country. These Fair Market Rents are to be used to calculate the "Payment Standards" each housing agency uses to calculate the subsidy (rental assistance) for their participants. The Payment Standards can be anywhere from 90% - 110% of the published Fair Market Rents (FMRs). HAMC has adjusted their Payment Standards to 100% of the current FMRs. You may find our new Payment Standards listed on our web site.

Section 8 Staff

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LANDLORD REMINDERS

Lease Violations - It is the landlord's responsibility to enforce the lease with the tenant. Voucher holders are to be treated no differently than any other tenant. This includes, but is not limited to: 1) verifying that only those persons approved by HAMC and listed on the HAP Contract (or Addendums) are residing in the unit; 2) that all utilities not paid by the owner are connected; and 3) the participant is paying their portion of the rent.

Evictions/Move Outs - If you serve the tenant with eviction or other notices, a copy must be sent to HAMC. If a tenant vacates a unit please notify HAMC immediately.

Rent Increases

The landlord is required to notify both HAMC and the voucher holder in writing, at least 60 days before any increase in the rent amount. Rent increases will only be allowed at the time of the voucher holder's annual recertification.

Change of Ownership - If a property is sold, HAMC must be notified and the new owner must complete a "Change of Ownership" packet. Contact HAMC to receive the packet.

Tenant Rent - It is **illegal** for a family to pay more for rent than the amount specified by HAMC, or for the landlord to request or accept such "under-the-table" payments. When HAMC learns of such payments, action will be taken against both the tenant and landlord. Tenants may lose their rental assistance and landlords may be barred from participating in the program. Both may be prosecuted. Read your HAP Contract for penalties. Anyone aware of any such arrangement is encouraged to report it to HAMC immediately.

DIRECT DEPOSIT

Please complete a Direct Deposit form so that you may receive your housing assistance payments in a timely manner. The form may be found on our web site at www.maricopahousing.org.

If you have questions about this process you may contact Jo Ann Rude, Accounting Specialist at (602) 744-4539 or j.rude@maricopahousing.org.

VIOLENCE AGAINST WOMEN ACT (VAWA)

In January of 2006 President Bush signed into law the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA). This law prohibits the eviction of, and removal of housing assistance of certain persons living in public or Section 8-assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking, as those terms are defined in the law.

The law protects certain victims, as well as members of the victims' immediate family, from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. The law requires that all public housing agencies administering these programs, as well as owners in the Housing Choice Voucher Program, and project-based programs, comply with this new law.

Any Assisted Housing Program participant who believes their proposed termination from the program is related to these types of incidents must include this information, in writing, to the Housing Authority of Maricopa County office. The person seeking this protection must complete required forms and provide certification that the alleged incidents of abuse are bona fide. For more information you may contact a Housing Specialist or the Director of the Housing Choice Voucher Program.

Landlords will be given the opportunity to rescind current lease agreements with participants who claim protection under this law. However, such rescission is not required and the rental assistance contract will be terminated as necessary by HAMC to protect the victim and the victim's family.

INSPECTION / MOVE-IN DELAYS

Moving is stressful no matter the situation. But tenants and property owners/managers working with the Housing Authority of Maricopa County (HAMC) may experience difficult delays if all parties do not act in accordance with HAMC policies. It is our desire to make the process as seamless and efficient as possible. The top reasons for delays are:

- Request for Tenancy Approval (RTA) Forms not completed correctly
- RTA Not Returned in a timely manner
- Waiting for Property Owner/Agent Information
- Payee Not Consistent with W-9 Information – The person or company to whom the 1099 will be sent at the end of the year MUST be the person or company who provides the W-9 information, including SSN or TIN.
- Unit is Not in HAMC Jurisdiction
- Unit not ready for inspection – Property must be empty and ALL utilities must be turned on.
- Property is Over the Eligible Amount
- Property Rent is not Reasonable – HAMC must compare the proposed unit to three (3) other unassisted rental units to establish the rent reasonableness.

ABATEMENTS AND TERMINATIONS

If your rental unit fails an inspection you are given time to make repairs. If the unit fails the reinspection, and it was due to your lack of response to the repairs, the Housing Assistance Payment WILL be abated until the unit comes into compliance. After 30 days, if the unit is still not in HQS compliance, your Housing Assistance Payments Contract will be TERMINATED.

LISTING YOUR UNIT

HAMC no longer provides "hard copy" rental lists to our Section 8 participants. We have partnered with a national web site called "GoSection8.com". There a potential landlord may go and advertise their unit to a national audience and know that they are advertising to potential Section 8 tenants.

HAMC refers all potential renters to this website to locate eligible units.

The web site may be used free of charge to the property owner/landlord. Just scroll to the bottom of the initial Landlord page to access the free service.

PROPERTY TAX ASSESSMENTS

All owners of rental properties in Maricopa County are required to provide documentation that their rental units are registered properly with the Maricopa County Assessor's Office as rental property.

Rental units may not carry the assessment designation of "3 - Owner Occupied." The rental units subsidized with federal funds must be assessed as Rental Property (category 4), in order to continue receiving rental subsidy.

LANDLORD OUTREACH

We appreciate all of our property owners and managers for their willing participation in this program.

If you know of someone who may be interested in renting to a Section 8 client, please put them in touch with us.

They may go to our website (www.maricopahousing.org) to get initial information, or call 602-744-4500 or have them list their unit through GoSection8.com.