Housing Choice Voucher Program
Landlord Outreach
Agenda

- Education
- Briefings revamped
- Website
- Marketing
- Property Visits
PHA Outreach

- We are targeting education for HCV Landlords. As businesses are returning to normal, we have found that there are many new managers that are new to the business or new to accepting the HCV program. As the landlord supervisor, the feedback we are getting is more education is needed.
Landlord Outreach (con't)

- Other trainings would be on Fair Housing, Property management 101, Legal issues with an attorney and Landlord tenant act.
- Maintenance issues with local contractors to help with furthering education for the property level.
- The PHA is also working on providing a handbook as resource material.
PHA Outreach (con't)

• As part of the outreach education piece, we have totally revamped the landlord briefings. Briefings are more interactive with managers participating in and getting them more involved when it comes to understanding the contracts, inspections and utility calculations.
• For example, Testing the knowledge of the manager when it comes to inspections showing them pictures of failed inspection from a sample set of properties.
• Completing a pre calculation work sheet to determine if a potential tenant would be eligible for the unit.
PHA Website

• Next is the website we have put examples of the RTA packets with helpful bubbles explaining the importance of each box and links to the HUD website. We wanted to make it user friendly for the landlords to find forms.
Request for Tenancy Approval Checklist

Family Name: ___________________ Date Received: _______ Tenant Code: _______

Landlord Name: ___________________ Voucher Expiration Date: _______

1. Request for Tenancy Approval (signed by Owner and Family)
2. Property Listing Form
3. Lease Addendum Violation Against Women Act (signed by both)
4. Lead Based Paint Disclosure (signed by Owner and Family)
5. W-9
6. Authorization for Direct Deposit (with attached blank Check or Deposit SEP)
7. Landlord Information Form
8. Sample Lease Agreement
9. Warranty Deed
10. Management Agreement for property
11. Proof of current payment of property taxes
12. Tenancy Addendum

Proof of ownership or insurance or record for complexes already on the participating in the Housing Choice Voucher Program. A new apartment complex will be required to attach these forms.

This form will be placed on top of the RFTA packet when submitted

This packet must be submitted prior to the expiration date listed on the voucher, no will be accepted if incomplete or missing one of the items listed above.
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<td>Range/Stove/Appliance</td>
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This should be marked "O" and "O" (provided by Owner, paid by Owner) unless the tenant is providing their own appliance, in which it would be marked "T".

If your property is a tax credit property, the lease will end the month prior to lease signing next year. For example, if the lease begins 7/30/2021 it will end 7/30/2021. For non-tax credit property, lease has to end the following year, at the end of the lease start/month in this example: Non-tax credit property lease will end 7/31/22.)

Enter the date you will have the unit ready for us to inspect.
Fill out top portion (Landlord Contact Information and Property Location) completely. Check all that apply. If not applicable, leave blank.

Check all that apply. If not applicable, leave blank.
Outreach Marketing

- We have purchased marketing materials for the briefings and property visits. The reason for this is to get our name out in the community and having a point of contact for the landlords.
Our next item is Property Visits. By going to meet with the landlords we are creating that personal touch to be able to do mini trainings, address issues/concerns. It also gives us a chance to meet the office staff and build relationships. Creating a better working relationship.
Questions?

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