

Section 8 Landlord Newsletter

July 2012

FEDERAL FUNDING PICTURE

Congress included adequate funding to support the rental assistance payments to the landlords. However, HUD has continued to cut the funds for program administration. HUD began this year paying only 76 cents for every dollar set by the funding formula, and later raised that to 80 cents. That's still 20% less than the full funding housing agencies need for enough staff to keep up with inspections, review incomes and rents promptly, and process all the required paperwork. We recognize we are particularly burdened in the Inspection area. We thank you for your patience as we continue to hope for better news from Congress.

INSPECTIONS

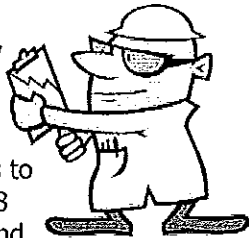
Summer Inspections

Please be patient with our inspections team as the summer progresses. This is the very busiest time of year with many tenants choosing to move in the summer months. Initial inspections for new or moving tenants can take as long as 3 weeks. As mentioned earlier, we have few dollars to work with in hiring additional staff to compensate. Know they are continuing to work their very best to get to you to do their very best inspection of your unit.

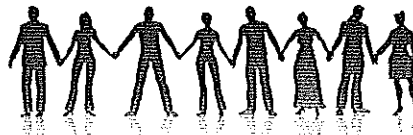


Inspection Limits on New and Moving Tenants

Because of budget shortfalls and increased demand for inspections, the Section 8 Program will begin restricting the number of times that we inspect a unit for a new or moving tenant. If the unit fails to pass in a timely manner, Section 8 will deny assistance to the unit, and will ask the tenant to find a new unit. We all love it when units pass promptly. Please make sure you are completely preparing the unit for that first inspection, so we can all be happy with that PASSED inspection right off the bat! Please see the enclosed "Most Common Deficiencies" list.



WELCOME NEW SECTION 8 STAFF!



Kimberly Henry

Assistant Section 8 Programs Manager

The Section 8 Department welcomed Kimberly Henry as supervisor of both the Inspections and Intake teams at the end of January. Kimberly comes to us from the Public Housing side of the Agency, where she supervised staff while coordinating and assigning our 4200 public housing units. She is quickly learning all there is to know about our Housing Quality Standards, and is working closely with Intake staff to ensure processes and paperwork are accurately and timely completed. Should you have any questions or wish to welcome Kimberly, please see the attached caseload sheet for her contact information.

Cynthia Yuen

Occupancy Technician

The Section 8 Department welcomed Cynthia Yuen as an Occupancy Technician in an effort to reduce the caseloads of our current occupancy staff. Her addition allowed us to bring caseloads down to 420 per technician. Cynthia comes to us from the Minneapolis Public Housing Authority where she worked with many different voucher types and a significant number of files. We have already seen a lot of the great work she can do, and are looking forward to more. Please see the attached caseload sheet to determine what her caseload is and to obtain her contact information.

Ying Moua

Control Technician

The Section 8 Department welcomes Ying Moua as the new Control Technician as we say farewell to Kara Moen and thank her for her dedicated years of service. This position is in charge of issuing checks, balancing our rent roll amounts, and updating and maintaining ownership information, among other things. Kara will be difficult to replace, but we are very confident that Ying will quickly and capably take the reins in this fast-paced position. Ying started on June 12, 2012, and Kara will be working to train her in until the end of July to ensure a seamless transition. Continue to report your address and ownership changes to Ying Moua. Please see the attached caseload sheet for her contact information.

LANDLORD/TENANT ISSUES:

The happier you are with your tenants, the happier we are administering the Section 8 Program. Please continue to respectfully and promptly enforce your leases, and remember we are here to back you up.

A few tips:

- Conduct regular inspections of your unit, particularly at the beginning of your tenancies. If you suspect unauthorized individuals living there, question it and report it to the appropriate Section 8 caseworker.
- SCREEN, SCREEN, SCREEN your tenants. Do not rely on Section 8 to do this for you, as our standards are fairly liberal and we rely on landlords to select who would be desirable renters.
- Remember that every unenforced lease issue is kicking the can down the road, and will be giving the problem to another landlord down the line.
- Remember Section 8 WILL terminate the voucher for significant amounts of damage, even after a tenant has moved out, but we need your help. Please take pictures of the damage, and make an itemized list of the security deposit accounting you are sending to the tenant. If that information supports a termination, and you are willing to testify at a possible Section 8 hearing, we will move forward with a termination.

LANDLORD ORIENTATION

Section 8 Programs Manager Dominic Mitchell holds a Landlord Orientation bi-monthly. At the orientation, Dominic gives a brief overview of the program as well as spends time answering owner questions regarding the program. To attend an orientation session, please contact Dominic at 651-292-6191 or Dominic.Mitchell@stpha.org.

Upcoming Orientation Dates:

- Thursday, August 9, 9:00am
- Thursday, October 11, 4:30pm
- Thursday, December 13, 9:00am

WEBSITE

→ www.stpaulpha.org ←

St. Paul PHA's website has Section 8 information including the enclosed staff assignment sheet, payment standards, address and ownership changes, as well as any current news regarding the Section 8 Program. This information can be found on the website under Section 8, Owner Information. On the website there is also a copy of the Section 8 Owner Handbook, which includes information on the program as well as a copy of the HAP contract and tenancy addendum.

DIRECT DEPOSIT

St. Paul PHA Section 8 does not offer direct deposit at this time.



If at a future date we are able to provide this service to Section 8 Landlords, we will include information with your monthly rental payment.

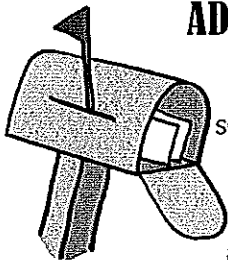
RENT INCREASES

Please remember to provide Section 8 with 60 days notice of any request for a rental increase. At this time, Section 8 is typically approving 2% increases, as long as they are under the payment standard. *Please see the PHA's website for current payment standard amounts.*

LEASES

Please remember to provide a new lease to Section 8 **whenever a new lease is executed**. This is required by your HAP contract, and will help us ensure we are accurately calculating rent portions.

ADDRESS CHANGES



All address changes need to be submitted in writing to Ying Moua. When sending in an address change please include who the Section 8 check is made payable to, the property addresses with Section 8 tenants, and the new address you would like Section 8 to use for correspondence and payment.

OWNER CHANGES

If you are selling a property with a Section 8 tenant, please contact the Control Technician, Ying Moua, to report the sale. If you are buying a property with a Section 8 tenant residing there, please contact Ying as well. The sooner Section 8 is notified, the more time we have to process paperwork with the new owner as well as obtain the paperwork needed to ensure timely payment.

