



September 1, 2015

Landlord Newsletter

Mary Ann Chavez-Lopez, Executive Director

Effective October 1, 2015 the El Camino Real Housing Authority will no longer issue a paper check. We will issue payments only through Direct Deposit. You can download the form at our website which is <http://www.elcaminorealhousing.org/>.

We also have a place for you to input your information when you have a vacant unit. You can include any information for your unit including pictures. The website for you to do this is Gosection8.com. This service is free to our landlords!! Beginning in October, 2016 you can also log on to our website and print out a copy of your hap register. You may call me at 575-835-0196 x401 for your user name and password.

Lease Do's and Don'ts

For the Housing Choice Voucher Program (aka "Section 8) The following items are what should or should not be listed on a lease for our program:

1. The El Camino Real Housing Authority or the Section 8 program should not be mentioned on the lease since we are not party to the lease.
2. Every utility must clearly specify who is responsible for the payment of it.
3. The El Camino Real Housing Authority Should have a copy of the lease between you and your tenant.
4. Increases of rent must be pre-approved by the ECRHA and not just be automatically added.
5. Names of members of the household that will occupy the unit must be on the lease.
6. All changes must be initialed by the lessor and the lessee.

By following these suggestions any delays in you Housing Assistance Payment will be avoided.

Abatements

When a unit fails the second inspection for landlord related items, the Housing Assistance Payment goes into ABATEMENT. The Landlord must call and schedule a 3rd and final inspection. If the unit passes at the time the money will resume, but **retro payments will not be reinstated! By law you are not allowed to charge any abated monies to the tenant.**

Once the monies have been stopped, the tenant will be given a voucher and asked to move due to substandard conditions.

How can I avoid an abatement? Visit the unit frequently. Do not wait for our annual inspections to determine what is needed.

HUD requires that we re-inspect a unit **within 30 days**. So you need to have any and all Landlord related items completed by then.

