

WELCOME



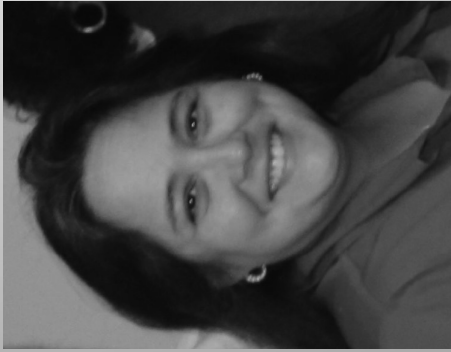
PCHA Landlord Workshop



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Introductions

[Housing Advisor Caseload List](#)

Processes:

New Admissions

Recertifications

Moves

Inspections:

Initial

Annual/Biennial

Re-inspection

Special

Abatements

HQS Quality Control

Rent Reasonableness

What is Rent Reasonableness

Rent Increase Requests



Forms:

[Voucher](#)

[RFTA \(Request for tenancy approval\)](#)

[Estimated Qualifying Amounts](#)

[Move-In Disclaimer](#)

[Hap Contract](#)

[Tenancy Addendum](#)

[Portion Letter](#)

[Annual Recertification Letter](#)

[Rental Increase Request Form](#)

[Certification of Repairs](#)

[Direct Deposit Authorization](#)

[Landlord Contact Information Update](#)

[Owner Agent Form](#)

[2022 Payment Standards](#)



HOUSING ADVISOR CASELOAD LIST

HCV Caseloads are assigned by beginning letter of the tenant's last name.

New Admissions



Step 1

Participant is issued a **Voucher**, **RFTA**, & Estimated Qualifying Amounts

Voucher = agreement between the HA & the TNT

Step 2

Participant searches for unit, finds unit within qualifying amounts, & asks LL to complete the **RFTA**

RFTA = Request for Tenancy Approval [LIST MY UNIT](#) [FIND MY UNIT](#) [FLORIDA HOUSING SEARCH](#) [GO SECTION 8](#)

Step 3

Participant submits completed **RFTA** for inspection approval;

if it's within the qualifying amounts, the inspection is scheduled with the LL

RFTA = Request for Tenancy Approval

Step 4

Unit passes inspection & rent reasonableness review;

housing advisor sends the HAP contract, portion letter & request for copy of signed lease & **HAP contract**

HAP Contract = agreement between the HA & the LL [RENT REASONABLENESS](#)

Step 5

LL returns the signed **lease & HAP contract** to advisor; adviser releases payments for next check run

It's Time to Renew!



RECERTIFICATIONS & LEASE & CONTRACT RENEWALS

Recertifications

Step 1

Participant receives an annual letter and packet 90 to 120 days prior to their renewal date LL receives a carbon copy
(*Letter has reminder that rent increase requests must be received 60 days prior to renewal date.*)

Step 2

Participant completes annual packet and collects verifications of income, assets, and allowances

Step 3

Participant submits completed annual packet and verifications and advises housing advisor if they want to renew or move;
This is also when the landlord should submit the completed rental increase request form signed by both the landlord and the tenant

Step 4

If participant wants to renew, the housing advisor submits the rental increase request form (if applicable) to inspections for review; they confirm the participant is eligible for continued assistance, then send the landlord the notice of approved or denied rental increase; if approved the advisor recertifies the participant and sends the contract amendment and lease addendum with portion letter to the landlord & the portion letter to the tenant. They place the payment on hold until they receive the signed contract amendment and either a copy of the new lease with both the tenant and landlord signature or copy of the signed lease addendum

Step 5

LL returns the signed contract amendment & lease (*or lease addendum*) to advisor; adviser releases payments for next check run



TENANT'S OR LANDLORD'S DECISION TO NON-RENEW

Moves

Participant's Decision:

Participant must submit a Notice of Non-Renewal signed by both the landlord and the tenant a minimum of 30 days prior to their renewal date

Landlord's Decision:

Landlord must notify participant and copy the housing advisor of intent to non-renewal a minimum of 30 days prior to the renewal

Step 1

Housing advisor receives notice, determines participants continued eligibility and then issues moving papers (**Voucher, RFTA, & Estimated Qualifying Amounts**)

Step 2

Participant begins to search for new unit and should be preparing to vacate the unit at the end of the lease

Step 3

Participant finds a new unit within their qualifying amounts; asks the new landlord to complete the RFTA; submits the completed RFTA to their housing advisor (*If the landlord isn't registered with PCHA, this is when they should complete the landlord package and submit to Cheryl LaRock at clarock@pinellashousing.com to be set up and linked to the tenant.*)

Step 4

Housing advisor receives RFTA, receives approval for inspection, submits RFTA to inspections

Step 5

Our Inspections Co-ordinator contacts the landlord to schedule the initial inspection

Moves

Continued:

Step 6

Unit passes inspection; inspections reviews the rent reasonableness of requested contract rent; if reasonable they notify the housing advisor that the unit passed and will upload the inspection report (*If rent is not reasonable PCHA will call the landlord to advise of the amount that would be approved.*)

Step 7

Housing advisor processes the move-in in our system and sends the landlord the new HAP Contract and portion letter and requests a copy of the new lease. Payment is placed on hold until received. (*The beginning and end dates, contract rent, and responsibility of utilities must be the same on the lease and the contract.*)

Step 8

Landlord returns the signed HAP Contract with copy of the new lease signed by both the landlord and the tenant to the housing advisor

Step 9

Housing advisor receives signed HAP Contract with copy of the new lease signed by both the landlord and the tenant, releases the hold, and enters payment adjustments to bring the account current in the next check run

Note:

Participants are eligible to move in the middle of a lease, **IF** they have lived in the unit for 12 months or more and if both the tenant and landlord agree. In this situation a Mutual Termination Agreement Form must be signed by both the landlord and tenant. They must give a minimum 30-day notice and the lease must end at month end.

Inspections

Different Types of Inspections:

Initial
Annual
Re-inspection
Special
Abatements
HQS Quality Control



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Commonly Failed Items:

Exterior Doors
Windows
GFCI's
Special
Water Heater
Air Conditioning
Heating
Breaker Boxes
Stoves
Fridge
Tubs/Showers
Ventilation
Cleanliness
Smoke Detector