



# SECTION 8 NEWS

L8  
2011

**Address:**

Housing Operations  
Madison Municipal Building  
215 Martin Luther King Jr.  
Blvd.

**Lease Renewal and Rent Increases**—All lease renewals and rent increases must be approved by the Section 8 office. **Please submit those requests to our office sixty (60) days before you are requesting the change take place.** Please remember to include all addendums with your proposed new lease. Requests for lease renewals and rent increases can be faxed directly to our office (608) 246-9291 or (608) 266-4735. Requests for rent increases will be forwarded to one of our inspectors for the rent reasonableness and rent comparable study.

Lease renewals with rent increases that are submitted later than 60 days in advance of the new start date may not be processed by the new start date.

**Utilities**—When an RFTA and lease are submitted to the CDA, information regarding the utilities is required. Both the RFTA and lease must state which utilities are included in the rent and which are to be paid by the tenant. If the lease and RFTA state that the utilities are included in the rent, **they must be included in the rent.** At no time during the tenancy should the utilities be placed in the clients name. If there is a proposed switch in the structure of the utilities, it must first be approved by the CDA. If at anytime during your Section 8 clients tenancy you are ever notified that the utilities are or will be disconnected, please contact the assigned Housing Specialist at our office.

**Foreclosure**—

In recent months foreclosures have become a much more prevalent issue with some of our participating landlords. It is very important that when a foreclosure issues arises that this information be communicated with the Section 8 office as soon as possible. The Section 8 office appreciates your cooperation with this often difficult issue.

**HQS Inspections**— All units that are subsidized must be inspected annually and must pass the Housing Quality Standards (HQS) inspection. Please make sure the unit is ready for the inspection and that if there are failing items that they are all fully repaired before the re-inspection takes place. Questions relating to HQS inspections can be directed to Marian Cellesnik—267-8702 or John Neis—261-9816.

**Smoke detectors**—Please make sure your rental unit is in compliance with the new city of Madison smoke alarm ordinance that became effective 8/15/2009. If you need information regarding the ordinance, please contact the city of Madison Fire Department at 608-266-4420 or visit their web-site at: [www.madisonfire.org](http://www.madisonfire.org)

**Carbon Monoxide detectors**—New rules relating to the number of detectors needed and placement of the detectors in the specific rental units went into effect February 1, 2011. If you need information regarding the new rules, please contact the city of Madison Fire Department at (608) 266-4420 or visit their web-site at: [www.madisonfire.org](http://www.madisonfire.org)

**Lead-based paint**—There are new rules regarding lead-based paint that went into effect in April 2010. Landlords with pre-1978 buildings must have a lead-safe certified worker present during the work. To get additional information, please contact the EPA at [www.EPA.gov](http://www.EPA.gov) or the Wisconsin Dept. of Health Services at [www.dhsasbestoslead@wisconsin.gov](mailto:www.dhsasbestoslead@wisconsin.gov).

**The simple steps to Section 8 Participation**

1. Section 8 participant meets with their Housing Specialist for verification of income and family size and receives a Voucher and Request For Tenancy Approval Form (RFTA).
2. Voucher holder finds a Landlord with an available unit.
3. Landlord processes the completed rental application.
4. If Voucher holder passes the Landlords screening, the Landlord approves the completed rental application.
5. Landlord fills out the Request For Tenancy Approval Form (RFTA). **\*\* Voucher holder has this form.\*\***
6. RFTA is submitted to the CDA via mail, fax, e-mail or is hand delivered to CDA office. RFTA must be submitted with a copy of the completed but unsigned lease for the rental unit. **\*\* Lease must be for one year.\*\***
7. Housing Specialist reviews the lease for City of Madison ordinance requirements.
8. Housing Specialist verifies that the rent and tenant paid utilities fall with-in the voucher holder's limit of 40% of their adjusted income.
9. Section 8 Inspector contacts landlord to schedule and perform the Housing Quality Standards (HQS) inspection. The Inspector will also complete the rent reasonable / comparable study for the unit. Once unit passes the inspection and the rent is determined to be reasonable and comparable, the CDA contacts the landlord to inform the landlord that it is o.k. to sign the lease with the Voucher holder.
10. CDA completes Housing Assistance Payment contract (HAP) and sends to landlord for signature. Landlord returns the signed HAP contract and signed lease with tenancy addendum attached to CDA. Landlord must also fill out, sign and return W-9 tax id form and direct deposit authorization forms. When all paperwork is signed and returned to the CDA, payment is release to Landlord.

Helpful information for Section 8 landlords from The Marketing Outreach Coordinator, Suzy Stapleton. If you have questions or concerns, please contact me by phone at: (608)267-8701 or contact me via e-mail at: sstapleton@cityofmadison.com

- To initiate subsidy payments, Section 8 must have the signed HAP contract and signed lease (with both tenant and landlord signatures). We can initially accept a faxed copy of the contract, but you must mail the yellow original. The dates on the lease must match the dates on the HAP contract.
- All Section 8 landlords must participate in direct deposit of HAP payments. Please contact Suzy Stapleton at (608) 267-8701 to get the appropriate paperwork filled out. Confirmation of direct deposits are made via e-mail. Please make sure that you provide your e-mail address to the Section 8 office.
- JUST A REMINDER...IF YOU MOVE OR SELL YOUR PROPERTY, PLEASE LET US KNOW OF THE UPDATED ADDRESS/ OWNER INFO, SO THAT THERE IS NOT A DISRUPTION IN OUR SUBSIDY PAYMENTS.

**Free vacancy listing—**

The Section 8 office has a free vacancy listing that is open to any landlord with a vacant rental unit, interested in having that unit added to our listing. The information is made available to all our voucher holders. If you have a unit that you would like to add to the listing you can contact: Suzy Stapleton at: (608)267-8701 or sstapleton@cityofmadison.com or by going to the web-site and filling out the vacancy listing form on line.

Information that is needed for the listing is the date the unit is available, address of the rental unit, the monthly rent, the number of bedrooms and the tenant paid utilities. Make sure to include all your contact information as well.

If your contact information has changed. For example you have a new mailing address, phone or e-mail, please contact Suzy Stapleton at (608) 267-8701 or e-mail at: sstapleton@cityofmadison.com It is very important that Section 8 have current up to date contact information for all our participating landlords.

**Section 8 Staff contact information:**

• Section 8 Supervisor

Tom Conrad 267-8711

Tconrad@cityofmadison.com

• Housing Inspectors

Marian Celesnik 267-8702

Mcelesnik@cityofmadison.com

John Neis 261-9816

Jneis@cityofmadison.com

• Marketing Outreach Coordinator

Suzanne Stapleton 267-8701

Sstapleton@cityofmadison.com

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▪ Section 8 fax numbers:                   ▪  
▪ 608-264-9291 or 608-266-4735       ▪  
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• Housing Specialists:

Shirley Clayborne 264-9261

Sclayborne@cityofmadison.com

Al Spears 267-9409

aspears@cityofmadison.com

Andrea Heffernan 267-8610

aheffernan@cityofmadison.com

Beverly Louis 266-6571

blouis@cityofmadison.com

Wendy Schneider 266-6570

Wschneider@cityofmadison.com

Barb Elder 264-9260

belder@cityofmadison.com

**Rent Concessions:**

How does the CDA handle rent concessions? The CDA handles rent concession differently depending on the type of concession your property offers.

1. If the concession is a fixed flat amount, the CDA will offer you two choices.

A. The amount of the concession will be amortized over the length of the lease and the contract rent will reflect that deducted amount.

B. If the concession is equal to one free months rent, the CDA would start the HAP contract and ask that the lease for the unit be started the next month. The CDA would still require a 12 month lease.

2. The CDA is unable to accept a lease with language that would terminate the concession if there are lease violations. The CDA can only accept leases with concessions that are a flat fixed amount with no trigger attached.

**Non-negotiable Amenities:**

If as part of your rental community you offer amenities as part of the rental unit (parking, washer/dryer, cable) and these amenities are non-negotiable, the separate charge for these must be included in the RFTA and the lease as part of the monthly rent. This total will be reflected on the HAP contract as the total contract rent.

\*For example: If the rent is 900 + non-negotiable washer/dryer fee is 50 + non-negotiable cable is 50 + negotiable parking is 50. The contract and lease rent will be \$1000.

\*The amount of contract rent will be determined by adding the non-negotiable fees to the base rent.

Please feel free to contact Suzy Stapleton, Marketing Outreach Coordinator at (608) 267-8701 or Tom Conrad, Section 8 Supervisor at (608) 267-8711 if you have any questions.