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Spring
2009

SECTION 8 NEWS

The CDA and Section 8 staff would like to say thank you to all the landlords who have taken the time to participate in our program and who help our voucher holders by providing access to housing.

Section 8 Staff:

- Housing Operations, Director

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- Section 8 Supervisor

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- Housing Specialists:

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- Housing Inspectors

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- Marketing Outreach Coordinator

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Or 608-266-4735

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.

Inspections— All units that are subsidized must be inspected and must pass the Housing Quality Standards (HQS) inspection. Please make sure the unit is ready for the initial 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 Celesnik—267-8702 or John Neis—261-9816.

New moves and payments— The CDA cannot process the HAP contract until the voucher holder has actually moved into the unit. Please contact the clients worker to verify that the client has taken possession of the unit. The Housing Specialist will then send you the contract. Once the CDA receives the signed HAP contract and a copy of the signed lease, payment will be released.

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.

Zero HAP— There are some Section 8 clients who become self sufficient and are deemed by our program rules to be in a position to pay the full monthly rent to you. If this does happen, you will be notified by the Housing Specialist with a rent change notice. The notice will show CDA's portion to be zero. The client is allowed to remain on the Section 8 program for six months, before they are removed. During this six month period the unit must remain in compliance with all Section 8 rules and regulations.

Monthly HAP payments—If there is ever an interruption in your monthly HAP payment or you are confused about the amount of monthly HAP, please contact either the clients assigned Housing Specialist or Suzy Stapleton.

E-Mail—If you have not done so already, please provide us with your e-mail address. Please send it to:

sstapleton@cityofmadison.com

The simple steps to Section 8 Landlord Participation:

1. Voucher holder finds a Landlord with an available unit.
2. Landlord processes the completed rental application.
3. Landlord approves the completed rental application.
4. Landlord fills out the Request For Tenancy Approval Form (RFTA). ** Voucher holder has this form.
5. RFTA can be sent via mail, fax or is hand delivered to CDA office. RFTA must be submitted with a copy of the completed but unsigned one year lease for the rental unit.
6. Housing Specialist checks over lease for City of Madison ordinance requirements.
7. Housing Specialist verifies that the rent and tenant paid utilities fall with-in the voucher holders limit of 40% of their adjusted income.
8. Section 8 inspector contacts landlord to schedule and perform the Housing Quality Standards (HQS). Once unit passes the inspection, CDA contacts the landlord to inform the landlord that it is o.k. to sign the lease with the voucher holder. The inspector also completes the rent reasonable/comparable study for the unit.
9. CDA completes Housing Assistance Contract (HAP) and sends to landlord for signature. Landlord sends the signed HAP contract and signed lease to CDA.
10. CDA receives both signed HAP and lease and verifies that client had moved into unit and then releases payment to landlord.

SHOW ME THE MONEY!!!

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.

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.

Direct Deposit

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.

The role of the Marketing Outreach Coordinator

The Marketing Outreach Coordinator's main function is to help landlords navigate the Section 8 program. The Marketing Outreach Coordinator also handles all address and ownership changes and does the tracking and follow up on HAP contracts/ leases and information missing from client files. Please feel free to call **Suzy Stapleton at (608) 267-8701** if you have questions or concerns regarding the Section 8 program.

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.