

Housing Choice Voucher 2nd Qtr. Owner Meeting

Welcome

Deonna Wheeler

Program Support Manager



The Homeless Trust

Vicki Mallette

Veterans Administration

Rent Increases

Will Trotter

Case Management Supervisor

Rent Increases

Rent Adjustment Eligibility and Timeline

- An Owner may request an adjustment to the contract rent 60 days prior to anniversary date of the HAP contract, in writing, to the PHCD using form “Request for Rent Increase /Decrease”
- Rent increase will be granted only one time per calendar year
- The rent will only be increased for housing assistance payments covering months commencing on the latter of: the first day of the first month commencing on or after the contract anniversary date or a minimum of 60 days after the request is received
- We will not grant a rent increase unless the owner has complied with obligations under the HAP contract, including compliance with HQS inspections for all contract units
- We reserve the right to suspend consideration of rent increase request, dependant on available funding provided for the Housing Choice Voucher Program by HUD



Carlos A. Gimenez, Mayor
www.miamidade.gov

Public Housing and Community Development
Miami-Dade Housing Choice Voucher Program

P.O. Box 521750
Miami, FL 33152-1750
TTD/TTY Florida Relay Service
1-800-955-8771 or Dial 711

Customer Service Number: 305-403-3222/ Fax: 786-358-5893
Si necesita ayuda con este formulario, llame al 305-403-3222
Si w bezwen asistans ak fòm sa a, tanpri rele 305-403-3222

REQUEST FOR RENT INCREASE / DECREASE

1. TO BE COMPLETED BY PROPERTY OWNER (PLEASE PRINT OR TYPE)

Tenant's Name _____
Rental unit address _____ Unit # _____
City _____ State _____ Zip Code _____
Phone # _____ MDHCV Client # (if known) _____
Owner's Name _____ TIN or SSN _____
Address _____
City _____ State _____ Zip Code _____
Phone # _____ Fax # _____
Cell _____ Email _____ Vendor # _____

I am hereby requesting (a) rent increase or (b) decrease on the above rental unit based on the following justification. (In the space below highlight any improvements made to the property, added amenities, etc. Please provide requested overall unit characteristics and amenities below. Do not list maintenance items caused by regular wear and tear.)

(Please check one of the following) ☐ Rent Increase ☐ Rent Decrease

HAP Contract Anniversary Date _____ Current Rent _____ Requested Rent _____ Proposed Effective Date _____

GENERAL UNIT INFORMATION

No. Bedrooms _____ No. Bathrooms _____ Full ☐ 1/2 Unit Size _____ square feet

BUILDING TYPE _____ Check here if Condo ☐

☐ Single Family Detached ☐ Duplex/Triplex/Fourplex ☐ Rowhouse/Townhouse ☐ Manufactured ☐ High Rise

☐ Low Rise (including garden/walkup) ☐ Single Room Occupancy ☐ Independent Group Residence

AMENITIES AND SERVICES INCLUDED IN RENT

☐ Garbage Disposal ☐ Stove ☐ Dishwasher ☐ Pool
☐ Pest Control ☐ Refrigerator ☐ Lawn Care ☐ W/D Hookups
☐ Washer/Dryer in Unit ☐ Washer/Dryer in Complex ☐ Ceiling Fans ☐ Microwave
☐ Gated Community ☐ Central Air ☐ Window/Wall A/C Unit
Heat Source
☐ Central Air ☐ Heat Pump ☐ Window/Wall ☐ Space

MDC-0034 Request for Rent Increase/Decrease

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- The cost of amenities can be included in the requested rent amount. These amenities will be taken into consideration for making the rent determination. The tenant cannot be charged a separate fee for these amenities if they are included in the rent. **The tenant should not enter into any additional agreement for these amenities.** If the rent determination shows that the tenant does not have enough income to support the rent plus amenities, the rent request will be denied.
- Tenants can choose to pay for an amenity on their own so long as the cost of the amenity is not part of the rent. Any agreement signed by the tenant for amenities must have the same termination date as the lease and cannot state that the fee is considered additional rent. This agreement must be disclosed to the HCV program. The HCV program does not assume responsibility for failure of tenant to comply with any provision of the amenities agreement. **Tenant is advised to carefully consider the burden of an additional expense before entering into an agreement.**

PARKING

☐ Car Carport ☐ Assigned ☐ Car Garage ☐ Street ☐ Unassigned ☐ None
☐ Driveway ☐ Open ☐ Covered

EXTERIOR

☐ Balcony ☐ Patio ☐ Deck ☐ Porch

UNIT QUALITY

- ☐ A. Newly constructed or completely renovated
☐ B. Well maintained and/or partially renovated
☐ C. Adequate, but some repairs may be needed soon

To the best of my knowledge the information above is correct.

Owner's Signature _____

Date _____

2. TO BE COMPLETED BY TENANT

I understand that due to the above rent increase/decrease requested by the owner, my rent may be adjusted higher or lower. This is in addition to other adjustments due to changes in income and/or family composition reported at my annual recertification.

Tenant's Signature _____

Date _____

3. IMPORTANT NOTICE

- Owners should review the area rental market prior to requesting an adjustment to the contract rent. The rent reasonableness analysis to be conducted by MDHCV may yield results equal, higher, or lower than the current contract rent.
- MDHCV may limit and/or deny rent increase requests due to funding availability or restrictions.
- Request for rent increases must be requested at least 60 days before the anniversary of the lease for the new rent to be effective on the anniversary date. A late request will be processed, but will be effective on the first of the month 60 days subsequent to the request date, and will not be applied retroactively.
- MDHCV may require Owners of multi-unit rental projects to provide a rent roll.
- MDHCV shall not grant a rent increase unless the Owner has complied with obligations under the HAP contract, including compliance with the HQS for all contract units.

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Rent Increases

Request for Rent Increase /Decrease Form

■ Section 1:

1. Tenant's Name, phone number and Rental Unit Information
2. Owner's Name, phone number and company or personal address.
3. Unit HAP Anniversary and Current rent, Requested rent and Proposed Effective date
4. General Unit information (i.e. Bed, bath size, square footage and type of dwelling)
5. Amenities and Services Included in rent
6. Parking type
7. Exterior
8. Unit Quality
9. Owners Signature and date

■ Section 2:

1. Tenant Signature and date

It is extremely important that Rent Increase Request form be completed by owner, and must be sign and dated by both owner and tenant for the request to be honored.

Rent Increases

Determining Rent Reasonableness

- Gosection8.com will be used to ensure rents are reasonable as compared to other market rate units and that rents for HCV tenants are aligned with the local market
- To obtain a copy of the Request for Rent Increase/Decrease form online you could access the miamidade.gov website at the following address under forms
- <http://www.miamidade.gov/housing/housing-choice-voucher.asp>

Housing Assistance Payment Overpayments

Karen Lara
Finance Specialist

Housing Assistance Payment Overpayments

Housing Assistance Payments (HAP) Overpayments occur:

- A tenant moves with out notice
 - The landlord/tenant failed to provide notice to MDHCV of said move and HAP was paid until notification was received.
- A Landlord/Tenant becomes deceased
 - If MDHCV is not notified of the passing within the month HAP will continue to be paid until notification is received.

Housing Assistance Payment Overpayments

- An Annual Recertification is processed late (tenant caused)
 - When the HAP amount decreases and HAP was paid using the previous amount – this qualifies as an Overpayment
 - Example: Annual Effective date 3/1/2015 (HAP paid \$500)
Annual Processed date 4/2/2015 (New HAP \$400)
- A Change of Ownership/HAP payee is requested
 - If MDHCV is not notified of the sale prior to the closing, HAP will continue to be paid to the landlord in the system of record (Elite)

Housing Assistance Payment Overpayments

- How does MDHCV recaptures Overpayments
 - If the Landlord has other section 8 units, we will recapture payments from those units.
 - If the Landlord does NOT have other section 8 units, a HAP Overpayment notice will be mailed detailing the following:
 - HAP amount overpaid
 - Participants name
 - Period of Overpayment
 - Reason for Overpayment
 - We provide a period of 30 days to submit payment or request a payment agreement
 - If payment or agreement request is not received within the allotted time frame, the debt will be forwarded to a Collection Agency.

Partner Portal

Terrence Stephens
IT

Partner Portal

- How to register for the portal
- Functionality/benefits –information available on the portal
- How/Who to contact with questions regarding the portal

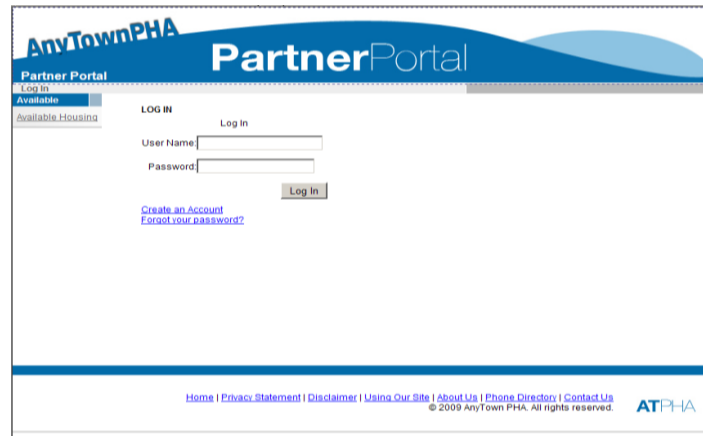
Partner Portal

What is the Partner Portal?

- Partner Portal is a window into what is going on with a landlord's property
- Information available on the portal includes:
 - Payment information
 - Units/Tenants
 - Abatements/Holds history
 - Announcements

Partner Portal

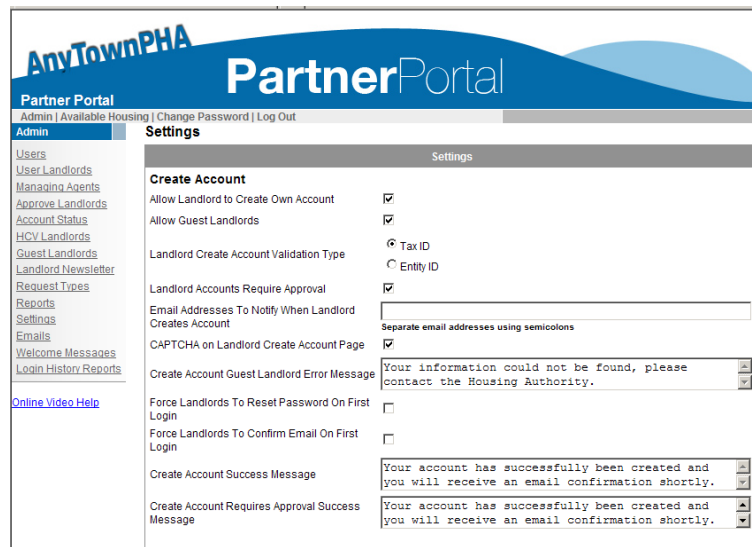
- How to register for portal
 - The main login screen is where the Managing Agent, or the landlord will create their account and login.



The screenshot shows the 'AnyTownPHA PartnerPortal' login interface. At the top, there's a blue header with the 'AnyTownPHA' logo and 'PartnerPortal' text. Below the header, on the left, are links for 'Log In', 'Available', and 'Available Housing'. The main content area is titled 'LOG IN' and contains a 'Log In' button, a 'User Name' input field, a 'Password' input field, and a 'Log In' button. Below the input fields are links for 'Create an Account' and 'Forgot your password?'. At the bottom, there's a footer with links for 'Home', 'Privacy Statement', 'Disclaimer', 'Using Our Site', 'About Us', 'Phone Directory', and 'Contact Us', along with the copyright notice '© 2009 AnyTown PHA. All rights reserved.' and the 'ATPHA' logo.

Partner Portal

- Creating an Account
 - Landlords can create their own account from the login screen



The screenshot shows the 'AnyTownPHA Partner Portal' interface. The top navigation bar includes links for 'Admin', 'Available Housing', 'Change Password', and 'Log Out'. The left sidebar lists various administrative functions such as 'Users', 'User Landlords', 'Managing Agents', 'Approve Landlords', 'Account Status', 'HCV Landlords', 'Guest Landlords', 'Landlord Newsletter', 'Request Types', 'Reports', 'Settings', 'Emails', 'Welcome Messages', 'Login History Reports', and 'Online Video Help'. The main content area is titled 'Settings' and contains the 'Create Account' configuration options.

Create Account	
Allow Landlord to Create Own Account	<input checked="" type="checkbox"/>
Allow Guest Landlords	<input checked="" type="checkbox"/>
Landlord Create Account Validation Type	<input checked="" type="radio"/> Tax ID <input type="radio"/> Entity ID
Landlord Accounts Require Approval	<input checked="" type="checkbox"/>
Email Addresses To Notify When Landlord Creates Account	<input type="text" value="Separate email addresses using semicolons"/>
CAPTCHA on Landlord Create Account Page	<input checked="" type="checkbox"/>
Create Account Guest Landlord Error Message	<input type="text" value="Your information could not be found, please contact the Housing Authority."/>
Force Landlords To Reset Password On First Login	<input type="checkbox"/>
Force Landlords To Confirm Email On First Login	<input type="checkbox"/>
Create Account Success Message	<input type="text" value="Your account has successfully been created and you will receive an email confirmation shortly."/>
Create Account Requires Approval Success Message	<input type="text" value="Your account has successfully been created and you will receive an email confirmation shortly."/>

Partner Portal

Managing Agents

- The Partner Portal can be used by a managing payee, but with limited access

Partner Portal

- How/Who to contact with questions regarding the portal
 - If a user is having issues creating a new account, or logging into the system, they should call our customer service call center at 305-403-3222
 - If you are trying to create an account and you are unsure or don't have the required information (i.e. entity ID, address on record, Company name used, etc.) you can send an email to Owner Services at landlord@mdvoucher.com and someone will contact you to assist

Intake/Moves Update

Jamaal Williams

Intake/Moves Manager

Intake and Moves

- Introduction of New Supervisor
 - David Mezadieu
- Current Processing Timeframes
 - RFTA-Inspection (2-4 business days)
 - Inspection-Survey (5-8 business days)
 - Survey-HAP (5-8 business days)
- New Forms
 - 60 day notice to landlords - Intent to Move
 - Final HAP Termination Letter