







-  Occupancy receives an average of 250 interim reexamination requests every month. Of these, an average of 83% results in a rent adjustment.
-  Occupancy receives an average of 132 requests to move each month.
-  1805 Harrison Street phone lines receive an average of 500 phone calls per day.
-  February 2006 was the last time OHA's Section 8 waitlist was opened – more than 42,000 people applied.
-  Currently, there are 7,500 applicants on the Section 8 waitlist.
-  25% of current waitlist households qualify as elderly or disabled.

(Letter from the Director *continued from front cover*)

tive inspections, then we will schedule another new inspection in just six months. In addition to our scheduled risk-based inspections, we will inspect when any owner or tenant has an HQS complaint. We hope to encourage owners and managers to maintain properties in good condition to avoid failed inspections. Being proactive and complying with HQS will eliminate the time, hassle and cost of more frequent OHA inspections. We hope to begin this new risk-based inspection protocol October 1, 2009.

A second consideration is an enhancement that would provide owners and managers with a mechanism to check on a prospective Section 8 participant's rental history. On our Web site, you could download a form for the participant to sign, which would waive their right to privacy and allow you to view the rental history in the participant file. The file contains former landlord contact information and information regarding action taken by any previous landlord that properly notified the housing authority, i.e., 30 day notice. If participants do not sign the form, at the very least you should independently verify other information they provide to you. We hope to have the waiver form on our website by July 1, 2009.

I hope you will view our changes as the OHA's way of showing that we truly value our partnership with you. We continue to value your contributions toward housing our shared clients in Oakland.

Mark Stephenson, Director of Leased Housing

# Oak Leaflet

The section 8 Landlord newsletter



Oakland Housing Authority

ISSUE 5

July / August / September 2009

## Letter from the Director

Summer is nearly here. And just as with the heat of the summer, the Leased Housing Department knows that the heat is on for us to meet your expectations. It's what you think of us that drive us toward improving our operation.

We are working hard to make it easier for you to do business with us. To better serve you, we are providing enhanced training for all staff to increase their knowledge on policy and procedure and improving technology that will provide you with more direct communication with us. This should simplify processes and provide a single point of contact. Our goal is to provide you with options that streamline interaction and offer professional service to assist you in effectively handling your business with the OHA.

Let me tell you about a couple of changes that are under consideration. First, there are "risk-based" Housing Quality Standards (HQS) inspections. If your property passes inspection the first time we inspect, your next inspection won't be for another two years. If we have to re-inspect once and it passes, we'll come back one year later. However, if your property fails two consecu-

(Letter from the Director continues on back cover)



Eligibility Team: back to front, left to right: Tashoni Cooper, Erica Malcolm, Wanda Benson, Catherine Brown, James Costanzo, Madhu Misri, Albert Soohoo, Evelyn Yip. Not pictured: Dave Halvorson.

## Meet The Eligibility Team

Introducing the talented Eligibility Team in the Leased Housing Department. Feel free to contact them with any questions or concerns.

(510) 587-2100

The Eligibility Team ensures that every individual and family admitted to the Housing Choice Voucher program meets all program eligibility requirements including but not limited to: HUD specified income limits, citizenship or eligible immigration status, provide identity documents, signatures on required forms and passing a criminal history screening. The team is managed by Madhu Misri.

These teams perform the following essential functions within the department:

- Housing Choice Voucher (HCV) /Project Based Voucher (PBV): eligibility screening, intake interviews and briefing and issuance of vouchers for: HCV waitlist applicants, portability participants, and PBV applicants
- Program management for PBV participants
- Special Programs: processing of referrals, initial screening, initial inspections, interim and annual recertification for: Shelter Plus Care and Moderate Rehabilitation, and Mainstream and Family Unification programs
- Denial of admission



Oakland Housing Authority

<b>MAIN OFFICES</b>	<b>LEASED HOUSING</b>
1619 Harrison Street Oakland, CA 94612 510-874-1500	1805 Harrison Street Oakland, 94612-3403 510-587-2100

WWW.OAKHA.ORG  
s8rentalowner@oakha.org

Language translation services are available in 151 languages at all offices at no cost.

Los servicios de traducción en 151 idiomas están disponibles en todas las oficinas sin ningún costo.

Trương chính thông dịch đầy đủ cho tới 151 tiếng nói miệng phí cho quý vị đang có tay nhiều văn phòng gần đây.

所有辦公地點都會免費提供 151 種的外語翻譯服務。

## The initial Eligibility Team

Our team stresses the “Three Way Partnership” between the owner, the tenant and the OHA. To support this partnership we provide excellent customer service, pay close attention to detail in applicant screening and direct owners and tenants to resources to help them build a mutually beneficial relationship.

Our team ensures that applicants meet all HUD eligibility guidelines. Remember, it’s up to you to determine your tenants’ viability in meeting your guidelines. Screen them as thoroughly as you would any tenant. Exercising due diligence and good judgment on the front-end can save you a lot of pain in the back-end.

We conduct intake processing for numerous HUD and local programs. For all program applicants we conduct screening interviews, determine eligibility status, issue vouchers and provide them with information for locating suitable units.

Special programs include: Project Based developments, Moderate Rehabilitation buildings, Shelter Plus Care, Mainstream and Family Unification programs.

Project Based development is a HUD program in which private developers offer subsidized units in their buildings partnering with OHA.

Tenants apply directly to the developers who choose applicants from their site-based waitlists.

Moderate Rehabilitation refers to an older HUD program that provided funding for refurbishing of existing housing in order to maintain adequate low income housing stock. Shelter Plus Care, Mainstream and Family Unification programs serve our participants who are referred by social service agencies.

We value all owners who provide our participants with safe, decent and affordable housing within our city of Oakland.

## EDEN Information & Referral

EDEN I&R is a nonprofit agency serving Alameda County that provides free information on housing-related services for property managers, landlords, and people seeking housing.

Dedicated to linking people and housing resources, Eden I&R offers a more reliable solution. Equipped with the latest in computer technology, Eden I&R maintains a computerized database of over 65,000 housing units in Alameda County.

Eden I&R’s Housing Team has a full array of free referral services for interested property owners and landlords. Eden I&R’s Housing Department provides a unique opportunity for Oakland Housing Authority landlords to find the “right” tenant for their available properties.

Among its many cutting-edge features, Eden I&R’s Housing Team makes it possible to:

- List an unlimited number of properties **for free**
- Inform callers about the availability of your units
- Find the tenant(s) you are looking for by referring only clients who meet your general guidelines
- Call once a month to ask for current rental availability and about new rental units

For more information, contact Eden I&R at 510-727-9565, or learn more on the web at <http://www.edenir.org>. Our service is **FREE OF CHARGE** to both property owners and prospective tenants.

## Branching Out

### OHA Owner Briefing schedule

for Property Owners & Managers  
Section 8 Housing Choice  
Voucher Program

#### July

Wednesday, July 22, 2009

11:30 a.m. – 1 p.m.

Smoke Free Housing

Serena Chen, American Lung Association

Wednesday, July 29, 2009

6 – 8 p.m.

Tenant Screening, Drug & Crime Prevention  
for Rental Properties

Paul Malech, OHAPD

#### August

Wednesday, August 19, 2009

11:30 a.m. – 1 p.m.

Fair Housing

Paul Smith, HUD, San Francisco

Wednesday, August 26, 2009

6 - 8 p.m.

Violence Against Women Act

Meliah A. Schultzman,  
National Housing Law Project

#### September

Wednesday, September 23, 2009

11:30 a.m. – 1 p.m.

Leased Housing Program Updates

LH Management Staff

Wednesday, September 30, 2009

6 – 8 p.m.

TBA

RSVP Today! Call 510-874-1560 or email:  
[s8rentalowner@oakha.org](mailto:s8rentalowner@oakha.org)

This schedule is subject to change; please go to [www.oakha.org/owner/Ownersbriefing.pdf](http://www.oakha.org/owner/Ownersbriefing.pdf) for a current schedule.

### How to Request a Rent Increase

An owner/agent may request a rent increase 60 days prior to the annual anniversary date of the Housing Assistance Payment (HAP) contract, or any time after the initial one year term.

An owner/agent may only receive one increase per unit per 12-month period.

All rent increases are effective the first day of the month following at least 60 days after the owner/agent submits a complete packet to OHA. A complete packet is necessary to process your request. The packet consists of:

- A **Rent Increase Request Form** thoroughly completed and signed by the owner or agent. This allows for a more accurate comparison of your property when the rent reasonableness evaluation is performed.
- A **copy of the 60-day notice** of intent to increase rent. The notice:
  - \* Must be addressed to the tenant, not OHA
  - \* Must have a proposed effective date (60 days from the date OHA received the request)
  - \* Must have a proposed dollar amount
  - \* Must be signed by the owner or agentNote: Submit to OHA the completed packet within 5 days of serving the tenant the 60 day notice.
- A **HQS inspection** must have been conducted and passed within twelve months of the effective date of the proposed rent increase. Otherwise an inspection will be scheduled and conducted within 10 business days of processing the request.
- You may submit your own rent comps to support your request (optional).

E-mail your request in PDF format to [RentIncrease@oakha.org](mailto:RentIncrease@oakha.org) or fax to 510-874-1589 or mail your request to 1619 Harrison St, Oakland, CA 94612, attention Contract Administration. Upon receipt of the complete packet, the process will commence and you will be notified of the decision within 15 business days. If you have any questions, please contact (510) 874-1583.

