



Did you know....

- 🏠 Water heaters must have earthquake straps.
- 🏠 Units must be separately metered for utilities; otherwise, the owner is required to activate the service in his or her own name.
- 🏠 The recommended winter setting for heaters is 68° F in the daytime and 55° F at night.
- 🏠 There are 6,300 families remaining on the current Section 8 waitlist.
- 🏠 The Section 8 Accounting team is a dedicated group that issues over \$10 million in housing assistance payments every month.

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

We are going to make a supreme effort to return phone calls that come in by 3:00 pm on the same day by implementing improved assigning and tracking of all phone calls. Calls after 3:00 pm will be returned by no later than noon the next day. Our goal is that no one ever has to wait 24 hours for a return call.

We also expect 2010 will be the year that owners will have the ability to execute new leases in the field, and "on the fly", as we roll out mini computers and printers to our inspectors in the field. We may even be able to negotiate rent in real time during an inspection. Owners will be able to download inspection results from our website the very next day and get a copy of their payment history for each unit on the Section 8 program.

Internally, we will begin using a document imaging system early in 2010. This will change the way we do business and should allow us to answer more of your questions while you are "on the line", and certainly more quickly than now when we have to search our two Leased Housing buildings to find a file.

So my simple wish for the New Year is that each of you find doing business with OHA easier than ever before. And as always, know that we at OHA value our business relationship with each one of you. You are truly our partner in providing housing opportunities to more than 11,000 Oakland families. For that, we are most thankful.

Mark Stephenson, Director of Leased Housing



Oakland Housing Authority

MAIN OFFICES

1619 Harrison Street
Oakland, CA 94612
510-874-1500

LEASED HOUSING

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 miễn phí cho quý vị đang có tại 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。

Oak Leaflet

The section 8 Landlord Newsletter



Oakland Housing
Authority

ISSUE 7

January / February / March 2010

Letter from the Director

What's your New Year's Resolution? I hope you are looking forward to 2010 as much as we are. 2009 was a rough year for many with the current state of the economy. And at OHA we made many plans to improve our customer service to owners and tenants. But 2010 is the year we will begin to roll out and deliver on some of these exciting ideas that will make doing business with us a lot easier. Now, I don't want anyone to expect all these things on January 1, but we'll keep you updated on our progress in these quarterly newsletters.

Every Section 8 tenant will have the name, phone number, and email address of an OHA Housing Assistance Representative on our Occupancy Teams who will be the primary contact for income recertifications. Every owner and manager will be assigned to a Housing Assistance Representative on a new Owner Services Team to coordinate inspections, rent increases, and owner changes, and who will be a personal resource for you regarding Section 8 program rules. OHA Owner Services staff will continue to do initial inspections and recruit new owners and their units onto the program.

*(Letter from the Director
continues on back cover)*



Section 8 Accounting Team: Back Row, from left to right, Nguyet Nguyen, Tatiana Moore, Sharyllee Laviste, Sairul Dean. Front row: Mely Lee, Julie Andaya.

Meet the section 8 Accounting Team

Introducing the talented Section 8 Accounting Team. Feel free to contact them with any questions or concerns.

(510) 587-2100

The Section 8 Accounting Team's primary duty is to make sure our Section 8 owners receive their Housing Assistance Payments in a timely and efficient manner.

The team performs the following essential functions for the department:

- Reviews and processes the 5,700 monthly housing assistance payments.
- Prepares the weekly checks that include retro rent payments, contract changes, rent releases, ownership changes, etc.
- Reviews and processes portability payments for various housing authorities.
- Interacts with landlords, participants and OHA staff to solve problems.
- Collects and deposits Section 8 miscellaneous payments from tenants and landlords.
- Prepares annual 1099 and other reporting requirements.



section 8 Accounting: show Me the Money

Each month the team manages the process of getting 5,700 owners paid correctly for the 11,000 families housed under the Housing Choice Voucher program.

Direct deposit is now available on the Section 8 Property Owner's webpage.

The Section 8 Accounting group plays an important role at the Oakland Housing Authority. Property owners can rely on this team to ensure that they receive their monthly payment on time. Any changes to the Housing Assistance Payment (HAP) contract are processed by Section 8 Accounting. This includes changes that result from annual and interim reexaminations, rent increases, abatements, etc. All changes are processed by Section 8 Accounting.

Each month the team manages the process of getting 5,700 owners paid correctly for the 11,000 families housed under the Housing Choice Voucher program. This includes, but is not limited to: initiating contracts for payment within our accounting software; making adjustments to owner accounts; and stopping payment on lost checks and re-issuing new ones. The team also initiates the collections process to owners; manages payments to and received from other housing authorities for our portability participants. They also handle the printing and mailing of the HAP checks and direct deposit statements.

In addition, they manage the 1099 reporting process that must be kept up throughout the year and culminates with the annual statements in January. In an effort to improve accuracy, we have recently sent notices to over five hundred owners who have inaccurate tax reporting information on file with us.

Team leader, Mely Lee, wanted to take this opportunity to inform property owners and managers that **the forms required to set up direct deposit and the affidavit necessary to stop payment on a lost check have been added to the Section 8 Property Owner's Information webpage.** Direct deposit allows owners to be paid a couple days sooner each month without the burdens of the postal service and long lines at the bank. **We encourage you to sign up for direct deposit since it is the most efficient method of payment.**

For any payment inquiries, please call (510) 587-2100. Direct deposit forms and stop payment affidavits can be found at <http://www.oakha.org/section8lh/forms.shtml>

How Foreclosures Affect section 8 Renters

Should OHA discover that a property is in a foreclosed status or action status, OHA will not enter into a Housing Assistance Payment's contract unless the legal owner has documentation that he or she is participating in a loan modification program.

Not surprisingly, some Oakland property owners have fallen victim to the foreclosure crises now gripping the country, and especially California. Some of these owners participate on the Section 8 program and provide housing to low income renters. We have found that when foreclosure happens OHA Section 8 renters usually have to move. Many of them have difficulty locating a new home because they often lack the money for moving expenses or for an up-front security deposit in a new unit.

To help prevent this undue burden on OHA's Section 8 participants caused by foreclosed properties, OHA verifies legal ownership of properties new to the program through a company called RealQuest. This company is directly tied to the assessor's office. Should OHA discover during the lease up processes that a property happens to be in a foreclosed status or action status, OHA will not enter into a Housing Assistance Payment's contract unless the legal owner has documentation that he or she is participating in a loan modification program.

If a property is already on the Section 8 program and it becomes a foreclosure, it is the obligation of the landlord to inform OHA. To continue to collect housing assistance payments once ownership has changed is fraud. The Oakland Housing Authority Police Department's fraud unit will collect any over-payments made to the previous owner.

OHA has the obligation and responsibility to make housing assistance payments to the legal owner or their agent for as long as an eligible family resides in the unit and it meets Housing Quality Standards.

OHA Owner Briefing schedule

for Property Owners & Managers
Section 8 Housing Choice Voucher Program

January

Wednesday, January 27, 2010

11:30 a.m. – 1 p.m.

"Basic Fair Housing for Owners:
What You Should Know About
Housing Discrimination"

Naomi Young, Bay Area Legal Aid

February

Monday, February 8, 2010

6 – 8 p.m.

"Renovate Right: New EPA Lead
Safety Rules for Landlords"

Dale Hagen & Mable Smith,
Alameda County Lead Poisoning
Prevention Program

Wednesday, February 24, 2010

11:30 a.m. – 1 p.m.

"Landlord-Tenant Law"

Sheena Wadhawan & Kalie Moore,
Alameda County Bar Association

March

Monday, March 15, 2010

6 – 8 p.m.

"Keep Oakland Clean and Beautiful"

City of Oakland Public Works

Wednesday, March 24, 2010

11:30 a.m. – 1 p.m.

"Open Forum at OHA for
Property Owners and Managers"

Teela Carpenter, Oakland Housing Authority

RSVP Today! call 510-874-1560 or
email: s8rentalowner@oakha.org

This schedule is subject to change; please go
to www.oakha.org/owner/Ownersbriefing.pdf
for a current schedule.



GET THE LEAD OUT!

EPA Lead Renovation, Repair and Painting Rule

New Lead-Safety Requirements

The EPA Lead Renovation, Repair and Painting Rule (RRP) **requires that rental property owners and contractors doing work that disturbs paint on homes and apartment buildings built before 1978 be trained in lead-safe work practices.** Any rental property owners who have their own maintenance crews or do work on properties themselves must be EPA lead certified.

Currently renovators, including rental property owners, must give the Renovate Right booklet to owners and occupants before paint disturbing work begins. Starting in April 2010, each job must have a Certified Renovator. Contact the Alameda County Lead Poisoning Prevention Program to find out about available training.

Why is this needed?

The majority of children with lead poisoning are exposed to lead from old paint. Dust created by damaged paint is the primary route of exposure for children. The EPA estimates that as many as eight million renovations occur each year that can generate dangerous levels of lead dust. Even very small amounts of lead particulates can harm children.

Help is available

Alameda County is here to help you every step of the way. If you are a property owner of a pre-1978 property in Alameda, Berkeley, Emeryville or Oakland, **there are free services available to you including training, consultations, and lead hazard reduction funding.** For more information call 510-567-8280 or visit www.aclppp.org.

