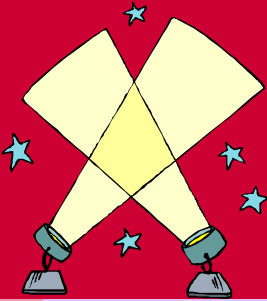


Volume 1, Issue 2

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OAKLAND HOUSING AUTHORITY

Housing Spotlight

\$50 HOME DEPOT GIFT CARD

Tell us what you think and you could win!

Fill out the enclosed Owner Event Survey and you will be entered to win one of six Home Depot gift cards!

Hurry! Drawing is Thursday May 29th

Affordable Housing Week

Got Vacancies?

Rental Subsidy Opportunities for Property Owners

June 4th, 6:00pm-8:00pm

Rockridge Branch Library Community Room

East Bay Housing Organizations (EBHO) brings us the 6th annual Affordable Housing Week May 31st-June 8th. This week is packed with events that showcase the important role affordable housing plays in our community.

OHA, together with Eden Information & Referral and EBHO, is offering rental property owners a chance to learn more about rental subsidy programs they can benefit from. Join us for this special evening with five local non-profit and government housing organizations.

Space is limited. RSVP early!

510-874-1550

Learn More about Section 8

Owner's Briefings help answer questions about Section 8 and will help you become more successful in the program.

New Owners: May 20th & June 12th, 5:30-7:00pm

Current Owners: May 29th, 3:00-4:30pm

RSVP today! (510) 874-1550

Briefings are held at 1619 Harrison St., Oakland



Proof of Ownership Q & A

Why does OHA require Proof of Ownership?

Proof of Ownership documents are needed to verify ownership and help ensure that Housing Assistance Payments (HAP checks) are sent to the rightful owner. HUD requires OHA to include Proof of Ownership documentation in every Section 8 file.

When do I need to establish ownership?

- When a property is first rented through Section 8
- When there is a change of ownership
- When the property was previously rented through Section 8 but there are no current contracts in the building. OHA may not be able to access proof of ownership documents from cancelled files and information may need to be re-submitted.

What Proof of Ownership is acceptable?

A copy of the recorded **Grant Deed** or a recent *final escrow statement* (commonly known as a **HUD-1**) can be used to establish ownership. OHA requires Grant Deeds be recorded in order to help ensure they are valid.

Can I use a Quitclaim, a Deed of Trust or Tax Bills to establish ownership?

A Quitclaim Deed does not establish a legal transfer or warrant against claims against ownership interest and therefore cannot be used to prove ownership. Deeds of Trust indicate who is financially responsible for the mortgage but may not reflect the true ownership. Similarly, tax bills and other tax documents show the person, or entity, who pays the property taxes but do not establish actual ownership of the property.

What is an Agent Agreement and when do I need one?

An Agent Agreement is used to authorize a person or entity to act on your behalf. You can use it to authorize someone to sign your lease and contract, receive your HAP check, and/or access private information regarding your OHA contracts. Your Agent Agreement should explicitly state what the individual or company is authorized to do.

An Agent Agreement is required if:

- You want your payments to be sent to another individual or business entity
- You want a property manager, a management company or a family member to be able to sign your OHA paperwork on your behalf.
- You manage the property with your spouse and they are not on the Grant Deed.

How do I submit this documentation?

Please have a copy of the Grant Deed (or HUD-1 closing statement), Agent Agreement and your photo ID available at the move-in inspection. If the documents are not ready, or if you need to report a change of ownership (or management) you must mail or fax the documentation to the Clerical Services Supervisor for your area. Please call 587-2100 for a referral.

What happens if OHA doesn't receive my Proof of Ownership documents?

OHA will not send payments to an individual or a company without proof that they own the property. Payments may be delayed if proper documentation is not received.

Thank you for helping us protect your investment.