

Summer 2012

Upland Housing Authority

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UHA Is On The Web!

Visit our website to:

- Check out our ONLINE edition of the *UHA Bulletin*
- Learn about HQS inspections
- Get a Change of Income form or Certified Statement Packet
- Find your caseworker's e-mail address
- See current utility allowances, payment standards and income limits
- Owners: fill out a listing form for your rental property or download a W-9 form
- Report suspected fraud
- Find links to other resources

► UHA Has Applied for the Moving to Work Demonstration Program

In the Spring edition of the *UHA Bulletin* we announced that UHA would be applying for HUD's Moving to Work (MTW) demonstration program. As part of our announcement we requested comments from our participants, property owners and managers, community partners, and the general public. We received a total of 25 comments. Thank you all for your feedback!

On June 26, 2012, the UHA Board of Commissioners voted to approve our application for the MTW program, and we submitted the application to HUD the same day. We are now waiting to hear if our application has been approved. HUD has not said when applicants will be notified if their application has been approved. As soon as we receive a response from HUD we will make an announcement to all of our participants and partners.

To learn more about the MTW program and UHA's application, please visit our website, uplandhousing.com. There is a link to the MTW page under the "UHA Headlines" on the home page.

► The Vacant Unit List Helps Voucher Holders & Property Owners Come Together

UHA publishes a list of vacant rental units in Upland that are available to Section 8 voucher holders. The information about vacant units comes directly from property owners and managers who report to us that they have a unit available for rent. New voucher holders get a copy of the vacant unit list to help them in their search for a unit.

The list is updated about once every thirty days to add new vacancies. Once a unit is listed it will stay on the list for 30 to 60 days unless the property owner or manager requests to have it removed sooner.

There are two easy ways to add your unit to list:

Online: Visit our website

(uplandhousing.com) and click on the "List Your Unit" link on the left side of the page.

E-mail: Send an e-mail with the address, number of bedrooms and bathrooms, and the date the unit will be available to agonzalez@uplandhousing.com.

Property Owners & Managers:

If you would like your property to be permanently listed as a "Section 8 Friendly" community on our vacant unit listing please e-mail Annette Gonzalez at agonzalez@uplandhousing.com

CHECK OUT WHAT'S NEW AT UHA

Things to Consider Before Requesting to Move

If you want to continue to receive Section 8 assistance, you must give at least sixty (60) days of notice to UHA before moving.

You are responsible for paying all moving costs, including:

- Security deposits;
- Application, credit check and criminal background check fees charged by the new landlord;
- Utility connection and transfer fees;
- Other costs (moving van, boxes and supplies, etc.)

Property Managers: Direct Deposit is Coming Soon!



UHA is pleased to announce that direct deposit of monthly housing assistance payments (HAP) will soon be available for participating property owners and managers. This service will provide quick and reliable deposit of UHA's portion of the rent each month. UHA expects this service to be available in early 2013.

New Notices for Missed Inspection Appointments

Starting this summer, if you miss your first inspection appointment the UHA inspector will leave a notice on your door to let you know we were there. The notice will be a door hanger and will tell you what time the inspector was there and when your second and final inspection appointment is.



Important reminder: if you miss two scheduled appointments your Section 8 assistance may be terminated. A third appointment can only be granted as a reasonable accommodation for a person with disabilities or for other good cause, such as illness or death in the family.

Moving and Portability Procedures Have Changed!



UHA has new procedures for current Section 8 participants who want to move to a new unit. The most important change is that you must notify UHA that you want to move at least 60 days before the day you want to move. Here's what to do if you're planning to move:

1. Fill out a Request for Pre-Approval to Move with Section 8 Assistance form. The form is available on our website (www.uplandhousing.com) and in our lobby. Turn it in to UHA either by mail or by dropping it off in the mail drop in our lobby. **Important: you must turn in the form at least 60 days before the date you want to move out.**
2. UHA will review your request. Your eligibility worker will send you a letter to let you know if you are approved to move. If you are approved to move, the letter will include a Transfer Kit and an appointment to meet with your Eligibility Worker about your transfer. Don't give your landlord notice until you get approval from UHA!
3. After you receive approval from UHA, give your landlord notice that you plan to move. You should give your landlord at least 60 days of notice so you have enough time to find a new unit before you have to move out of the old one. Fill out the *Notice of Intent to Vacate* form included with the transfer kit. Give a copy to your landlord and have them sign it.
4. Attend the transfer appointment. Your eligibility worker will give you a voucher and instructions for what to do when you find a new unit. You will have 60 days to find a new unit.

Remember: UHA will not approve your request to move with assistance if you:

- Are within the first year of your lease; OR
- Have moved in the last twelve (12) months; OR
- Owe any money to UHA or your current landlord; OR
- Move out of your current unit in violation of your lease; OR
- If UHA has any grounds for termination of your assistance.

Not reporting lease violations and deceased tenants can be a violation of the property owner's obligations under the Section 8 program. Please remember to send UHA a copy of any notice you issue the tenant Report deceased tenants as soon as you know about them.

The Change of Income form and other commonly used forms are available on UHA's website, uplandhousing.com. You can turn it in by mail or drop it off in our lobby Monday through Thursday between 7:00 a.m. and 4:30 p.m.

We'll e-mail you the UHA Bulletin each quarter. Please make sure we have your current e-mail address.

► Property Managers: Help Us Protect the Integrity of the Section 8 Program

The Section 8 program would not be possible without the ongoing participation of property owners and managers. Through the partnership between property owners and UHA, families obtain affordable and safe housing. Property owners and managers also help us to protect the integrity of the program by informing us when there is a problem with an assisted tenant that UHA may need to address. Some of the issues you should always report to UHA are:

- Unauthorized persons living in the unit (anyone that is not on your lease).
- Lease violations that result in notices to the tenant (such as for non-payment of rent, disturbance of neighbors, damage to the unit, and other lease violations). Please remember to send UHA a copy of any notice you issue the tenant.
- Deceased tenants, especially if the deceased person is the only person on the lease. Not reporting these issues can be a violation of the property owner's obligations under the Section 8 program, so it is very important to report them to UHA when they occur. Please be sure to report to the Section 8 department as soon as you know about them.

► Section 8 Participants: Remember to Report Every Change to Your Income

It is very important that you notify UHA of any change to your income within 15 days of the change. To protect your housing assistance, always report any new or changed income, including (but not limited to):

- Employment wages, including changes to your pay or the number of hours you work;
- Child support payments;
- Social Security (SS) and/or Supplemental Security Income (SSI);
- Disability and/or unemployment benefits;
- Money received from family or friends, including bills paid by anyone outside of your household.

Changes must be reported in writing using the *Change of Income* form available on the "forms" page of the UHA website (uplandhousing.com) and in the UHA lobby.

Failure to report changes in income can result in unfortunate consequences, including:

- Being required to repay the Housing Authority;
- Termination from the Section 8 program;
- Prosecution for fraud

If you have any questions about whether or not you need to report something, contact your eligibility worker.

► The UHA Bulletin Has Gone Green!



Beginning with this issue, UHA will no longer mail copies of the *UHA Bulletin* to our participants and landlords. This small change will save almost 7,000 sheets of paper each year!

To make sure our partners get the latest UHA news and information, the *UHA Bulletin* will only be available on the UHA website (uplandhousing.com) and will be e-mailed to current landlords and participants. Please make sure we have your current e-mail address and add "UHABulletin@uplandhousing.com" to your e-mail address book.