



Allentown Housing Authority

Housing Choice Voucher Program

Landlord Workshop

September 6, 2016

Lease Enforcement

- All landlords
 - required to provide the AHA of copy of the tenant lease
 - responsible for lease enforcement
- The AHA
 - is not a party to the lease
 - will not enforce lease
 - will not provide legal advice concerning the lease

Landlord Responsibilities

- All landlords must read their Housing Assistance Payments Contract (HAP)
- Landlords should report anticipated sales and or foreclosures to the AHA
- Landlords must report death of single resident families and or abandoned units immediately to the AHA
- The AHA will cease to pay rent for deceased or abandoned units the 1st day of the following month

Housing Assistance Payments (HAP)

- HAP will be electronic transferred to the owners' bank account the first full week of every month.
- Payments will only be made to the owner while family is residing in the contract unit
- If the PHA determines that the owner is not entitled to the HAP or any part of it, the HA may deduct the amount of overpayment from any amount due to the owner.

Abatement Process

- Upon the 2nd failure of the unit inspection, The HAP check will be placed on hold (i.e. unit fails on the 15th day, the abatement will start on the 15th)
- The abatement amount is based on a daily rate (HAP / 30 X number of days abated)
- Abatement will continue until the unit passes inspection

Fraud

- This slide highlights a recurring problem in the HCVP. Specifically, landlords accepting HAP after a HCV participant is no longer in the unit or has been terminated from the program. This is considered Fraud, the HAP contract section 10(3) expressly discusses Owners Breach of HAP contract.
- Landlords committing fraud will be removed from the program & referred to the District Attorney and Inspector General for prosecution.

Rent Increases

- The request to increase rent must be sent to both the tenant and the AHA 60 days prior to the anniversary date
- Rent increases must meet rent reasonableness
- Landlords cannot increase tenant rent prior to AHA review and approval
- If the rent increase is not received by the AHA 60 days and/or does not meet rent reasonableness no increase will be granted
- An owner may not increase rent prior to the anniversary date of the 1st term of the lease.

City of Allentown

The City of Allentown requires the following from all landlords:

- Business License
- Rental license for each property
- All property taxes and municipal fines paid

Extermination Responsibilities

(Per HQS)

- Pest infestations (including bed bugs) are a violation of HQS
- If a resident calls regarding a pest infestation the AHA will inspect the unit
- If the unit fails inspection the AHA will give the landlord 30 days to correct the problem prior to reinspection
- If exterminations are not referenced in the lease it's the landlord's responsibility to exterminate

Water/ Sewer/ Trash

- The City requires that all water/ sewer services be in the owners name
- Tenants cannot be charged for water and sewer unless the excess use is defined in their lease
- Trash is a municipal service included at owner's cost
- The HAP calculation accounts for the landlord payment for these services

Inspections

- The AHA provides notice of inspections to both landlord and resident
- The unit must pass the HQS inspection
- If the unit fails the inspection the inspector will re-schedule within 30 days
- Failure to provide access to a unit on the scheduled date and time of an inspection is an automatic failed inspection

AHA Unit Inspection Process

- The 2014 Appropriations Act included language allowing housing authorities to inspect HCVP units every two (2) years instead of annually. HUD is developing rules to implement this change but the AHA has adopted the following inspection policy.

AHA Unit Inspection Process

- Apartments that failed one or more inspections prior to being passed between January 1 and December 31, 2016 will be inspected in 2017 (starting May 1).
- Apartments that passed the first inspection between January 1 and December 31, 2016 will be inspected in 2018 (starting May 1)
- All new units as the result of a transfer or initial move in will be inspected prior to occupancy.
- Special inspections will be completed as necessary initiated by landlord or tenant complaint.

AHA Unit Inspection Process

Calendar Year 2016 January 1 to December 31		
Passed First Inspection	584	Inspect 5/1/2016 to 4/30/2017
Failed First Inspection	407	Inspect 5/1/2016 to 4/30/2017
Total	991	
AHA will inspect all new units (move in or transfer)		
AHA will complete special inspections as needed.		

EPA's Lead Paint Rule

- Effective April 22, 2010 the Environmental Protection Agency's "Lead Renovation, Repair and Painting Program Rule (RRP)" came into effect
- Please see handout provided

HUD Lead Information

- <http://www.hud.gov/offices/lead/healthyhomes/lead.cfm>

AHA Web Page

- For additional information you can visit our website at: <http://www.allentownhousing.org>
- See Housing Choice Voucher Program - Landlords

PA Housing Search Website

- Advertise properties for **free** with pictures, map links and much more
- Include details about amenities like utilities, parking and appliances
- Describe neighborhood features such as schools, parks and public transportation; list the distance of your property from shopping and other conveniences
- A toll-free, bilingual call center can help add, update and remove properties and conduct market comparisons
- Statistics available on how often your property has been found in a search and viewed by potential tenants
- User-friendly tools help large property providers list multiple units quickly
- Remove properties immediately when rented – avoid unwanted calls
- Rented units can remain in the system and be re-activated in the click of a mouse when available again
- Visit **www.PAHousingSearch.com** or call 1-877-428-8844 (toll free) to sign up for a free account to list properties
- Receive a username and password
- Log on and begin listing!
- An online service, available 24/7, powered by Socialserve.com, a 501(c)(3) nonprofit and national provider of affordable housing locator services
- Fully supported by the Socialserve.com toll-free, bilingual call center, which is available Monday through Friday, 9 a.m. to 8 p.m. Eastern Time
- A one-stop shop for people in need of housing and related resources
- A FREE way to advertise and fill your vacancies
- For more information, contact Socialserve.com • 1-877-428-8844 • info@socialserve.com

Questions??

