

SECTION 8 DEPARTMENTAL DIRECTORY

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Landlord Access...

Get Your Information Faster

Landlord access is an easy system to allow payments to be viewed on-line. Using this system, Landlords are able to view all HAP payments. Landlord Access is a centralized, secure, web-based system for producing on-line statements for all owners. This eliminates the need for creating paper payment statements, saving time, eliminating excess paper usage and improving owner access to data. A letter when requested can be sent out to Section 8 landlords detailing how to login to the Landlord Access website with instructions including the registration key and how to register. To access Section 8 Landlord payment information please use the following link:

<http://www.amsterdamhousingauthority.org/landlords.html>

PARTICIPANTS MOVE

NOTICE OF INTENT TO VACATE

When a tenant requests to move, they must complete a "Notice of Intent to Vacate". The notice of intent to vacate must be for at least 30 days. It is the landlord's responsibility to make sure the tenant does the following:

- (1) Vacates the unit on the date indicated
- (2) Pays all outstanding tenant portion of the rent. Any unpaid tenant rent is the Tenant's responsibility and NOT the AHA. Please be advised that landlords should not sign the "Notice of Intent to Vacate" if there is any unresolved lease violations. If the landlord notifies AHA of lease violations in writing, the tenant's request to transfer will be delayed or denied until the violations are rectified or both parties have reached an agreement.

Our Mission:

"The Housing Authority shall at all times develop and operate each project solely for the purpose of providing decent, safe, and sanitary housing for eligible families in a manner that promotes serviceability, economy, efficiency, and stability of the projects, and the economic and social well-being of the Tenants"

Steps for New Section 8 Tenants

Steps for Landlords and Section 8 Applicants

- Families apply for assistance. When their application comes to the top of the waiting list, eligibility for the program is verified.
- AHA Section 8 issues a Voucher permitting them to seek an appropriate unit. They may choose to use their assistance in their current unit or move. The tenant will have a dated voucher and a Request for Tenancy Approval.
- When a landlord has thoroughly screened the applicant and has decided to enter into a rental agreement using Section 8 assistance, the RFTA is completed with the family.
- Once the RFTA is returned to AHA Section 8, the inspectors will set an appointment for the unit.

- If the unit fails inspection, or if by policy the rent is determined to be too high, the landlord will be promptly notified. The landlord then has the option of making corrections and adjustments.
- If the unit passes inspection and the rent is determined to be reasonable, the contract will be prepared by an AHA S8 staff. The tenant and landlord will be contacted to sign them. The Landlord must submit an approved lease agreement. The documents may be mailed to the landlord for signatures, or the landlord can come to the office to sign the forms. Once the documents are completed, returned, and the tenant has possession of the unit, AHA Section 8 will process the paperwork for payment.

Leasing

Leasing up

One of the biggest concerns landlords have about the Section 8 program is how long it takes to receive the first payment once a tenant has moved in. From the time the inspection passes it usually takes anywhere from 2-4 weeks for the first payment to be issued. This is due to the fact that in order to issue a payment we need to have both you and the tenant sign paperwork. Payments are processed on a regular monthly schedule. Things you can do to speed this process along include:

1. Submit a fully executed lease agreement to the office after the passed inspection.
 2. If you are not able to come into the office, sign and return any paperwork mailed to you as soon as possible.
 3. Make sure to sign and initial all indicated areas.
 4. Check the paperwork to make sure all the information on it is complete and accurate.
- By completing the above steps you help us get your payment to you as quickly as possible.

Collaboration

Notify us if your tenant...

- Has not paid their portion of the rent
- Had their utilities shut off
- Has moved out of their unit

We tabulate the tenant's portion of the rent based on their income and expenses. They are responsible to not only pay their portion of rent but to keep the utilities turned on that they are responsible for based on their lease and contract.