

## Frequently Asked Questions By Landlords (cont.)

### Can I Increase Rents?

Yes. If you need to raise the rent on a unit subsidized by the Housing Authority of the City of Santa Barbara, please remember that the notice period is a minimum of 60 days. A copy of the notice should be sent to the Housing Authority after you have sent the original notice to the tenant. The new rent portions will be calculated and corresponding amendments sent to the landlord and tenant.

### I gave my tenant notice to vacate. What now?

All notices—3 day, 30, 60 or 90 day— must state cause according to Section 8 regulations. The stated cause and proper documentation of warnings also helps the Housing Authority determine whether a Section 8 tenant may retain his or her voucher.

For all other notices, addenda or warnings, please send a copy of the notice to the Housing Authority for the tenant file. If the notice or warning is being served due to a lease violation, the case manager and/or leasing agent will follow up with the Section 8 participant to address those issues. As with all tenants, proper documentation of warnings and lease violations is crucial to effectively evict a tenant who is not abiding by the lease.

### I have more questions, who do I call?

You are always welcome to contact your Section 8 tenant's case manager directly with any questions. If you don't know which case manager is assigned to your tenant's case, the following persons may be contacted regarding any HACSB Section 8 client:

Jerry Morales (805) 897-1049

Andrea Fink (805) 897-1034

Help preserve Santa Barbara's  
healthy economy by providing  
affordable housing for its workforce!

## Contact Information for Section 8 Program Landlords

The Housing Authority of the City of Santa Barbara works with various community organizations that provide assistance to low-income families, many of which are participants on the Section 8 program. It is through these alliances and with the help of our landlord community, that we are able to help so many families in need. HACSB is committed to providing low-income households with the tools needed to succeed and become self-sufficient to the greatest extent possible as well as providing its participating property owners and managers with the necessary information and customer service for a successful Section 8 tenancy. If you have any comments or suggestions, please let us know!

<b>Jerry Morales</b> Leasing Agent	<b>805-897-1049</b>  <b>JMorales@hacsb.org</b>
<b>Eddie Capristo</b> Leasing Representative	<b>805-897-1039</b>  <b>ECapristo@hacsb.org</b>
<b>Janett Emery</b> Office Assistant	<b>805-897-1082</b>  <b>JEmery@hacsb.org</b>
<b>Andrea Fink</b> Senior Housing Programs Analyst	<b>805-897-1034</b>  <b>AFink@hacsb.org</b>
<b>Tonie Hood</b> Housing Management Supervisor	<b>805-897-1026</b>  <b>THood@hacsb.org</b>
<b>Veronica Loza</b> Director of Housing Programs	<b>805-897-1032</b>  <b>VLoza@hacsb.org</b>

Housing Authority of the  
City of Santa Barbara

# GENERAL INFORMATION REGARDING SECTION 8 FOR LANDLORDS

Helping people today ...  
build towards tomorrow



**808 Laguna Street**  
**Santa Barbara, CA 93101**  
**(805) 965-1071**  
**www.HACSB.org**

## Introduction to the Program

### Helping Working Families

The Section 8 Housing Choice Voucher Program helps families to afford the high cost of living in our area. The vast majority of our participants in the program are working families. They include bank tellers, gardeners, sales clerks, and even teachers, as well as senior citizens and persons with disabilities struggling to get by on Social Security.

As a property owner, you can help them secure a place to live by participating in the Housing Choice Voucher Program. The landlords of more than 1,800 apartments and houses in Santa Barbara already participate in the program and are able to take advantage of the many benefits derived from housing our participants.

### How does the Section 8 Program work?

A family or individual found to be eligible for assistance receives a Housing Voucher for a fixed amount of assistance. The recipient of the voucher begins looking for housing which meets program requirements. Their share of the rent cannot exceed 40% of their adjusted gross income.

When a suitable unit is found and the owner agrees to participate in the program, the applicant and the owner complete the Request For Tenancy Approval form. The tenant is responsible for bringing that form to our offices, at which time an inspection could get scheduled. The inspection is to ensure that the unit is safe, decent and sanitary.

If the unit meets the Housing Quality Standards (HQS), the tenant and owner sign a lease. The owner and the Housing Authority sign a Housing Assistance Payment Contract (HAP) enabling the Authority to begin making housing assistance payments directly to the owner. The tenant pays the difference between the amount of the HAP and the contract rent.

## Frequently Asked Questions By Landlords (cont.)

### How Do I Participate In the Housing Choice Voucher Program?

- Contact the local Housing Authority and list your units with them.
- A current tenant or prospective tenant may ask you to participate in the program. You may agree to take part in the program; you are not required to participate.

Effective June 17, 1998 an applicant must not receive assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother, unless authorized by the Housing Authority as a reasonable medical accommodation.

### What are the benefits to a participating landlord?

- \$500 signing bonus for new landlords leasing up a Section 8 participant with a city issued voucher
- Available Section 8 Unit Damage Protection; reimbursement to the owner of up to \$2000 for unpaid unit damages, rent, and related court costs
- Landlord would be eligible for Vacancy loss or one full week of prorated rent, 2nd week at 50% if leasing up a HACSB Section 8 tenant being vacated by another HACSB Section 8 participant
- Referral bonus of \$100 to person referring a new landlord to the program. Section 8 participants not eligible
- Guaranteed prompt payment of the Housing Assistance portion of rent
- The tenant pays a smaller portion of his/her income towards rent, thus the tenant is better able to pay rent on time
- The owner maintains normal management rights and responsibilities
- The Authority inspects each unit and provides information on preventing damage.
- Special inspections—owner requested inspections possibly prompted by health & safety concerns.
- Dedicated Housing Authority staff to answer questions when a housing case manager is not available.

## Frequently Asked Questions By Landlords (cont.)

### How Do I List My Available Unit?

The current rental market has made it harder than ever for Santa Barbara's service employees, seniors and disabled residents to find housing. Please list your units with HACSB — remember you should still screen and select the tenant of your choice based on your screening criteria.

Call Eddie Capristo with your rental listings at 897-1039.

### How Do I Get Paid?

Housing Authority sends payments the Thursday before the 1st of each month in order to make sure landlords are paid in a timely fashion.

You can also get paid electronically; we can provide you with the information to enroll in direct deposit.

### Inspections—what for? And when?

To make sure everything is going well, we will send a trained inspector out to the unit every 1-2 years. That way you can be sure the tenant is keeping the place up and we can alert you to any problems that you might not have known about. This service is always free.

We also provide owner-requested inspections initiated by health and safety concerns; if it is determined the Section 8 participant is in violation of Section 8 regulations, a warning will be issued to the participant and follow-up inspection(s), can be scheduled.

Additionally, in the event a Section 8 tenant's housekeeping has regressed substantially, the Housing Authority will enroll the participant in "Home Care," a year-long program that includes six monthly inspections followed by two quarterly inspections.