

## 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. Many of our participants are working families. They include bank tellers, gardeners, sales clerks, nurses and teachers. The remaining participants are senior citizens and persons with disabilities and low income families.

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 2,000 apartments, ADUs and houses on the South Coast 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 initial 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. Once the form is returned to our offices, we will contact the owner or manager within 24 hours to schedule an inspection. The inspection is to ensure the unit is safe, decent and sanitary, and that the rent requested is reasonable.

If the unit meets 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 Housing Authority to begin making HAP payments directly to the owner. The tenant pays the difference between the amount of the HAP and the contract rent.

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!

### HACSB CONTACT INFORMATION

**Eddie Capristo**, Leasing Analyst  
[ecapristo@hacs.org](mailto:ecapristo@hacs.org)  
(805) 897-1039

**Janett Emery**, Administrative Specialist  
[jemery@hacs.org](mailto:jemery@hacs.org)  
(805) 897-1082

**Andrea Fink**, Housing Programs and Services Manager  
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(805) 897-1034

# HOUSING AUTHORITY of the CITY of SANTA BARBARA

## SECTION 8 INFORMATION FOR LANDLORDS



Helping people **today** ...  
build towards **tomorrow**.



808 Laguna Street  
Santa Barbara, CA 93101  
Phone: (805) 965 - 1071  
[www.hacs.org](http://www.hacs.org)

# FREQUENTLY ASKED QUESTIONS BY LANDLORDS

## HOW DO I LIST MY AVAILABLE UNIT?

List your units with HACSB – We will send you Section 8 Voucher holders who qualify for your units based on the unit size and rent you are requesting.

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 (805) 897-1039.

## HOW DO I GET PAID?

The Housing Authority sends payments via direct deposit or check on the 1<sup>st</sup> business day of each month.

## CAN I INCREASE RENTS?

Yes. Rents can be increased if determined to be rent reasonable.

If you would like to raise the rent of a Section 8 household you must send a 60 day notice of rent increase or change in terms of tenancy, to the tenant with a copy to the Housing Authority for approval. If approved, new rent portions will be calculated and notification sent to all parties.

## HOW DO I PARTICIPATE IN THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM?

There are two ways:

- Submit your rental listing on our website: [hacs.org/landlords/submit-rental-listing/](http://hacs.org/landlords/submit-rental-listing/) and we will provide you candidates ready to lease up.
- A participating Section 8 voucher holder may ask you to participate in the program.

Section 8 Voucher holders must not receive Section 8 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?

- \$1,000 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 \$3000 for unpaid unit damages, rent, and related court costs.
- Landlord is eligible for Vacancy loss of up to 30 days with prior approval if leasing up an HACSB Section 8 participant being vacated by another HACSB Section 8 participant.
- Guaranteed prompt payment of the Housing Assistance portion of rent.
- The tenant pays a smaller portion of their income towards rent, thus the tenant is better able to pay rent on time.
- The owner maintains normal management rights and responsibilities.
- The Housing Authority inspects each unit annually or biennially.
- 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.



## 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 participant 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.

## INSPECTIONS—WHAT FOR? 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 maintaining the unit 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, if a Section 8 participant'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.

## I HAVE QUESTIONS, WHO DO I CALL?

You are always welcome to contact your Section 8 participant's case manager directly with any questions. If you don't know which case manager is assigned to your tenant, please contact Eddie Capristo at (805) 897-1039 or Janett Emery at (805) 897-1082, regarding any HACSB Section 8 client.

We are here to **help**, call us at (805) 965-1071 if you have **questions** about our programs.