

LINN-BENTON HOUSING AUTHORITY

LANDLORD NEWS

FALL 2022



RESOURCE SPOTLIGHT

LINN-BENTON RENTAL HOUSING ASSOCIATION

Linn-Benton Rental Housing Association is a membership based, non-profit organization of landlords. Members own or manage properties in Albany, Corvallis, Lebanon, Sweet Home, Philomath, and other communities in the Central Willamette Valley.

LBRHA is dedicated to helping members through their educational meetings, seminars, and newsletters.

Benefits include, but not limited to:

- Membership with State Organization, Oregon Rental Housing Association
- Oregon Rental Forms
- Landlord/Tenant Law Book
- Continuing Education
- Help Line Service
- Higher level membership provides the member a way to advertise to rental owners and property managers in Linn & Benton Counties.

www.lbrha.com

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WHEN DOES HOUSING ASSISTANCE BEGIN?

Landlord's will often ask when they will get their first payment from the Housing Authority (HAP). The first payment is typically prorated and is direct deposited sometime other than the first of the month. Each month thereafter HAP is direct deposited on the **first working day** of the month. You may have a tenant already living in your unit when they start receiving rental assistance. In that case, they may have already paid the full month's rent to you. If the Housing Authority covers any of that month's rent, you will need to reimburse the tenant for any amounts covered by the Housing Authority.

The tenant will present a Request for Tenancy Approval (often called green or blue sheets) for you to complete. This is not a contract but rather an indication to the Housing Authority that you would like to have the unit inspected to see if the tenant qualifies for assistance at your unit. The Housing Authority will use the information provided in the packet to contact the landlord or tenant to schedule the inspection.

*"When will I get paid by the
Housing Authority?"*



Housing Assistance will be prorated for the month from the day the unit passes inspection, or when the lease starts, whichever is later. For example, the unit passes inspection on 08/15/2022 but the tenant doesn't move in and execute a lease with you until 08/20/2022; assistance will begin 08/20/2022. However, if the tenant already lives in the unit and it passes inspection on 08/15/2022, assistance will begin 08/15/2022. Once the unit passes inspection, the tenant may move in since housing assistance can begin that day. If the Housing Authority paid on the tenant's previous unit, the Housing Authority cannot start paying on the new unit until assistance has ended at the previous unit.

LANDLORD PAYMENT PORTAL

You have 24-hour, secure access to your housing payment information through an online system called HMS Pal (Payment Access for Landlords). It provides 18 months of payment history, current year-to-date totals and tenant payment details, including tenant addresses. Landlords have the option to receive a monthly email notification that the HAP statement has been posted online. Go to the Landlord tab on the LBHA website (www.L-bha.org) to set up your account!

WHY DOES THE HOUSING AUTHORITY ASK FOR.....



- **Voided Check or Direct Deposit Authorization form?**

Direct deposit is the required form of payment for the monthly Housing Assistance Payment. Your information is kept in a secure and confidential manner. The Housing Authority requires a voided check or Direct Deposit Authorization form to protect you against identity theft and ensure the HAP is deposited into the correct account. The Housing Authority makes every effort to ensure your payment is sent on time and to the correct account.

- **An updated or corrected lease when assistance begins?**

The Housing Authority is required by HUD to obtain a copy of the lease/rental agreement before assistance can begin. The information on the lease must be up to date. The Housing Authority cannot use a lease addendum or rent increase notice as a means of updating the rent amount or other information on the lease. The tenant, owner, and Housing Authority must have current documents signed before assistance may begin.

- **Information on the rent amounts for my other unassisted units?**

The Housing Authority cannot approve amounts that exceed the rents charged for other comparable unassisted units. By accepting payments, the landlord is certifying that they are not charging more than the amounts charged for other comparable units on the premises. This information can be found on Page 6, Section 8c of the Housing Assistance Payment contract.



HOUSING AUTHORITY CONTACT LIST

Executive Director	Donna Holt	(541) 918-7314
Chief Operation Officer	Jennifer Sanders	(541) 918-7330
Occupancy Supervisor	Anna Dvorak	(541) 918-7328
<u>Caseload</u>		
A-CL	Lisa Rowe	(541) 918-7303
Co-F	Bobbie McCalister	(541) 918-7317
G-John	Amy Gonzalez	(541) 918-7302
Joi-Mc, Spanish	Michelle Navarro	(541) 918-7312
Me-Ra	Michael Olkin	(541) 918-7316
Re-So, VASH	Rochelle Coulter	(541) 918-7315
Sp-Z, MOD	Tawny Angerstein	(541) 918-7323
FSS Coordinator	Keonali Hutley	(541) 918-7326
FSS Coordinator	Wendy Younger	(541) 918-7313
Intake	Carolyn Eisele	(541) 918-7325
EHV Navigator	Chelsey Thurman	(541) 926-4497 x234
Rent Increases	Jolene Gibson	(541) 918-7320
Wait List	Jackie Jarrell	(541) 918-7306
Inspector	Erik Ohlen	(541) 918-7331
Accounting	Evanne Gutierrez	(541) 918-7324
Front Desk	Shayla Winn	(541) 926-4497

WHAT'S REQUIRED OF ME AS A LANDLORD/OWNER?

- Enforce the lease and provide the Housing Authority with copies of all notices issued to the tenant
- Copies of rent increase notices must be received by the Housing Authority **at least 60 days prior** to the effective date of the increase
- Notify the Housing Authority when failed HQS inspection items are remedied
- Comply with Oregon Landlord Tenant Laws
- Keep the Housing Authority updated of any owner address, email, or phone number changes
- Ensure all owner required utilities are current and maintained
- Comply with Fair Housing laws

