



# CITY OF ANN ARBOR, MICHIGAN

727 Miller Avenue, Ann Arbor, MI 48103

Phone (734) 794-6720

Fax (734) 994-0781

<http://www.a2gov.org>

## ANN ARBOR HOUSING COMMISSION

### LANDLORD NOTICE PACKET

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>➤ Please <u>read</u> this information carefully!</li><li>➤ Pages #1 to #5 are for the Landlord to keep</li><li>➤ Please double-check each page in this packet to ensure proper completion.</li></ul> | <ul style="list-style-type: none"><li>➤ Incomplete paperwork will be returned to your potential tenant and will delay processing.</li><li>➤ <u>Do not fax the attached Lease Up Packet as it will not be accepted!</u></li></ul> |
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#### **1.) REQUIRED PAPERWORK:** You will need to submit the following documents in order to begin the Section 8 Lease Up process.

- Relocation Packet.** Everyone must complete and submit the attached. Enclosed in the Packet is:
    - (W-9) Social Security/Tax ID Number certification
    - Landlord Certification Form
    - Lead Based Paint Certification
    - Request for Tenancy Approval (RTA) Form
      - Please request the family present their Calculation Summary Sheet.
  - "Blank Lease":** We require you attach a blank, unsigned copy of the proposed lease agreement for agency review and file documentation purposes.
- Other submissions as applicable:**
- Property Management Agreement, if landlord is not managing the rental property

#### **Private Landlords must also submit:**

- Proof of Ownership of property to be subsidized (e.g. Grant, Deed or Tax Bill)**
  - Proof of ownership documentation must not list the landlord as having 100% homestead in the proposed unit.
- Copy of valid Driver's License or State ID of Owner**
  - The landlord identification address must not match the unit

#### **2.) TENANT SCREENING**

Program rules prohibit the Ann Arbor Housing Commission from screening the tenant for suitability. Such screening is the Landlord's responsibility. The Housing Commission strongly suggests that the Landlord consider a family's background with respect to such factors as: payment of rent and utility bills; caring for a unit and premises; respecting the rights of others; drug related criminal activity or other criminal activity that is a threat to the life, safety or property of others; and compliance with other essential conditions of tenancy. The Housing Commission's records of a subsidized client's misconduct relating to these matters may be shared with the landlord upon written request.

#### **3.) RENT AND INSPECTION**

The Ann Arbor Housing Commission is not responsible for any part of the rent prior to the unit passing inspection (see #6 on back of this form). Please DO NOT allow the Section 8 Tenant to move in before the unit passes the Section 8 inspection.

**4.) AFTER THE UNIT PASSES INSPECTION:** You MUST sign a lease agreement with your new tenant. The lease MUST NOT be effective prior to the unit passed inspection date. Please note the lease effective dates should reflect the date of move-in to through the last day of the previous month of the next year (e.g. January 1, 2009 to December 31, 2009). The lease must be signed and dated by the tenant and the landlord.

#### **5.) SECURITY DEPOSIT**

The Section 8 program allows the Landlord to collect a Deposit that is (a) equal to that charged for other tenants in your unassisted private market units, or (b) in cases where there are no private market unassisted units the Landlord may not charge an amount that is in excess of the private market amount. (1½ X month's rent). Collection and use of the deposit must be in accordance with State and local law. The family must pay their security deposit to you directly. We do not provide ANY assistance for security deposit payments.

## **6.) INSPECTION**

Before the Housing Authority can begin the housing subsidy, must pass a Housing Quality Standards (HQS) inspection. **Inspection of the property usually can be completed within seven to ten days following receipt of this RTA. The HQS Inspector will call you directly to set a time for the inspection. You must be present for the inspection.** You must have the unit ready for inspection when this information is submitted. Or, indicate on the RTA form the date by which the unit will be ready. **“Ready” means, as the landlord:**

1. The unit must be vacant and ready for the tenant to move in.
2. You have already completed all necessary repairs and renovations.
3. All appliances are in the unit.
4. All utility services will be on at the time of inspection.

**MOST FREQUENT FAIL ITEMS:** In an effort to make the inspection process more efficient, we have listed several items that are most often the cause for the unit to fail. **Please examine the list of items most likely to fail below and check that each item meets the specifications before the inspection (this is not a complete list):**

- **Utilities** must be on and working prior to the inspection.
- **Smoke Alarms** must be located on each floor close to the sleeping areas. Units occupied by hearing-impaired persons must be equipped with an alarm designed for the hearing-impaired.
- **Hot Water Heaters** must be equipped with a Pressure Relief Valve and a drain line extending to within one foot from the floor.
- **Windows** designed to be opened must be able to open and must have permanently attached locking devices (sticks are not considered proper locking devices). Windows must not be broken or cracked.
- **Electrical Hazards** include, but are not limited to, any exposed wiring, cracked or broken outlets and outlet/switch plate covers, or light fixtures not properly mounted to the wall or ceiling. Circuit breakers must be clearly labeled with all punched out spaces filled.
- **Stairways** with four (4) or more steps must be equipped with a handrail. The handrail must be securely supported in order to provide adequate safety for the user.
- **Gas Heating Furnaces** must be certified by a heating professional at least once every two years.
- **Bathrooms** must have either an operable window or a fan for ventilation.
- **Carpet or Vinyl** must be properly adhered to the floor with no loose ends, large tears or holes that could cause a tripping hazard.
- **Paint** should not be chipping or peeling on either the interior or exterior of the unit.

**Rent Reasonableness:** The other reason for the inspection is to determine rent reasonableness. It may be necessary to negotiate a more agreeable rent amount based on our guidelines for affordability. The inspector will assist in making that determination by providing additional data on amenities, structural quality and other aspects to our office.

## **7.) MOVE IN, TENANT PAYMENTS AND SUBSIDY PAYMENT**

- **The family must pay their portion of the rent (if applicable) directly to you. The family received a Voucher Calculation Summary Sheet during their briefing appointment. The family must allow you to review this sheet prior to submission of the landlord notice packet. The family is responsible to pay 30% of their adjusted gross income (see bottom right of form).**
  - **Subsidy:** The AAHC's estimated payment amount is listed at the bottom of the Voucher Calculation Summary Sheet. Please utilize the numbers provided on this document until official HAP contracts are received.
- Once the unit passes inspection and we receive a signed lease agreement, it may take approximately 45 to 60 days for you to receive your first check from AAHC. This will depend on the timing of the move in and how it corresponds with our check-processing schedule.
- The file will be transferred from waitlist staff to an Occupancy Specialist (e.g. case manager) within two weeks of the unit passing inspection. The caseworker will communicate with you and your tenant to finalize all of the required Section 8 paperwork. The case manager Housing Assistance Payment (HAP) Contracts will be mailed to you for your signature. **YOU MUST SIGN THE HAP CONTRACT. After the first payment, the checks and statements are generally mailed by the first day of the month.**



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### ANN ARBOR HOUSING COMMISSION

#### **After reviewing this page, please return the following "Relocation Packet" and attached pages in "Original" form.**

- Are you new to the Housing Choice Voucher Program? If so please feel free to visit us on our webpage:

<http://www.a2gov.org/services/OtherServices/Housing/landlords/Pages/default.aspx>

- Did you make sure the proposed rent + utilities is less than (<) the max gross rent as listed on the Family's Voucher Calculation Summary Sheet?

#### **Let us Re-cap, to ensure accurate processing, a timely inspection & payment.**

- **Did you attach all Landlord required documentation?** (see #1 on pg. 1 of this packet)
- **Are you aware as the landlord you are responsible to screen your prospective resident (new move-in) regarding a credit, criminal and landlord reference check?** (see #2 on pg. 1 of this packet) The Housing Choice Voucher program screens applicants based on our program criteria only. As a department, we STRONGLY encourage your efforts to ensure a harmonious relationship between you and client. Please treat a section 8 participant identical to the treatment of a new tenant not receiving Housing subsidy. Our clients are subject to required qualifications regarding approval to occupy your unit.
- **Are you unsure of when your rental payment will become effective (begin)?** (see #3 on pg. 1 of this packet)
- **Do you know what paperwork is needed after the unit passes inspection?**  
+\*IMPORTANT\* (see #4 pg. 1 of this packet)
- **Do you have questions regarding how much you can charge for your security deposit?**  
(see #5 on pg. 1 of this packet)
- **Do you have questions in regards to the inspection process/qualifications?** (see #6 on pg. 2 of this packet or reference our website listed above)
- **When will you receive your rental payment? Who pays the proposed rent?** (see #7 on pg. 2 of this packet)
- **Did you complete all sections of the Landlord Notice packet?**
  - *Did your future tenant sign all the sections, which state Lessee/Tenant?*
- **Did you note on the Request for Tenancy for (RTA) that you were providing all utilities?**  
*The landlord must provide all utilities, "providing" means assuring they are operable. To note this properly on the RTA, put "O" on the left side of the form.*
  - Who pays for service? To reflect who pays for the utility service, If the tenant pays, indicate a "T" on the right side of the form. If you pay, indicate an "O" on the right side of the form.
  - Range/Refrigerator: If you provide the range and the refrigerator, put an "O" on left side and an "O" on right side.
  - If the landlord is Not providing the range/refrigerator, the tenant MAY provide their own range/refrigerator. Then you indicate a "T" on the left side and a t on the right side of the form.



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### ANN ARBOR HOUSING COMMISSION

## DIRECT DEPOSIT NOTICE

In order to serve our landlords more efficiently by expediting the payment process, the Ann Arbor Housing Commission is strongly encouraging all Section 8 Landlords use the Direct Deposit method of payment. Once enrolled in the program, you will receive a detailed monthly statement in the mail showing the amount to be deposited in your account at the first of each month.

**TO REQUEST A FORM TO PARTICIPATE IN DIRECT DEPOSIT, PLEASE CONTACT THE FOLLOWING:**

**Betsy Cornellier, Fiscal & Administrative Manager  
AT 734-794-6720 extension 4-7204.**

**Only one form per landlord is required. If you are currently enrolled, you do not need to complete the form again. Please note for each Direct Deposit request, you must include a voided check. Thank you for your cooperation.**

Respectfully,

Betsy Cornellier, Fiscal & Administrative Manager  
Accounting Dept. - DD  
Ann Arbor Housing Commission  
727 Miller Avenue  
Ann Arbor, MI 48103  
734 - 794.6720 Ext. 4-7204  
734 - 994-3018 Fax

**DO NOT SEND OR RETURN THIS FORM WITH THE LEASE UP PACKET!**



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# \*\*RELOCATION PACKET\*\*

*Please READ this information carefully!*

Please double-check each page in this packet to ensure proper completion and attach the required documents.

Incomplete paperwork will be returned to your potential tenant and will delay processing.

**DO NOT FAX THIS RELOCATION PACKET AS IT  
WILL NOT BE ACCEPTED BY OUR AGENCY!**

#### Check Off Before Submitting:

- Relocation Packet (Certification Move in Status form –completed by family, Landlord Certification Form, Lead Based Form, W-9, and Request for Tenancy Form)  
    >Completed and signed by landlord and tenant.
- Blank Lease Agreement – Attached
- Drivers License/State ID (Private Landlords) - Attached
- Proof of Ownership (Private Landlords only) - Attached

**RETURN THIS PAGE AND THE ATTACHED PAGES ONLY!!!!**

*Keep your landlord notice packet!*

*Thank you for participating in the Housing  
Choice Voucher Program.*



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The participant family must complete this form. We have screened the family and issued a voucher and/or voucher calculations based on the family composition, income, assets and expenses. The family must certify that this information is correct. Family reported changes can change family's eligibility amounts. The family must qualify for your unit based on what they have reported to our agency. If the family fails to report this information, the unit will not be approved, we may revoke the voucher and terminate family participation in the program. Reported changes will delay the lease up process by 30 to 60 days.

CERTIFICATION OF MOVE-IN STATUS

HH \_\_\_\_\_

SSN \_\_\_\_\_

I, \_\_\_\_\_, am submitting a Request for Tenancy (RTA). The pending RTA approval is based on current income verifications in my file. I am fully aware of the following:

- I have not had any unreported income related changes.
I am responsible for my estimated monthly-calculated portion of the rent until the Ann Arbor Housing Commission notifies me of a rent adjustment.
Any income related changes that occur after submission of my (RTA) will be processed and a rent adjustment will be made, if necessary.
Necessary rent adjustments cannot be processed no earlier than 30 days after the date of move-in.
When I begin to receive or lose income, I must report each change, in writing, to my Occupancy Specialist within 10 business days and provide supporting documentation of the change.
My failure to report any changes will jeopardize my eligibility to participate in the program and receipt of Section 8 subsidy.

SIGNATURE- HEAD OF HOUSEHOLD (HH)

DATE

SIGNATURE - OTHER ADULT

DATE

SIGNATURE - OTHER ADULT

DATE

For AAHC use only: [ ] Margaret Alford [ ] Lori Long [ ] Monica Moore [ ] Robin White [ ] Jasmine Patton [ ] Maria Spencer [ ] Other

**ANN ARBOR HOUSING COMMISSION**  
**Section 8 Landlord Certification**

RE: \_\_\_\_\_  
(Name of Section 8 Tenant/Family)

\_\_\_\_\_

(Section 8 Unit Address)

\_\_\_\_\_

(City/Town) (State) (Zip)

***Ownership of Assisted Unit:***

I certify that I am the legal owner, or the legally designated agent (attach Management Agreement) for the above referenced unit and that the prospective tenant has no ownership interest in this dwelling unit whatsoever.

***Approved Residents of Assisted Unit:***

I understand that the family members listed on the dwelling lease agreement as approved by the Ann Arbor Housing Commission are the only individuals permitted to reside in the unit. I also understand that I am not permitted to live in the unit while I am receiving housing assistance payments.

***Housing Quality Standards:***

I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.

***Security Deposit and Tenant Payments:***

I understand that the amount of security deposit I am permitted to collect is set forth in state statute (up to 1½ times the monthly rent). It is in violation of HUD requirements to enter into side agreements with the tenant for rent or services without Ann Arbor Housing Commission approval. Said services must not be services that are standard to other non-subsidized units. No damage or vacancy claim will be paid by the Commission following tenant move-out.

***Reporting Vacancies to the Housing Commission:***

I understand that should the assisted unit become vacant, I am responsible to notify the Housing Commission, in writing, immediately. Housing Assistance Payment (HAP) does not continue for the proposed unit if the family no longer occupies the unit. I may be required to repay subsidy for failure to notify the Ann Arbor Housing Commission that the family has vacated the unit.

***Owner Responsibilities and Breach of Contract:***

I understand that failure to comply with the terms and responsibilities of the Housing Assistance Payment Contract is grounds for termination from participation in the program. A breach of the contract includes as follows:

- (1) violation of any obligation under any other HAP contract including the owner's obligation to maintain the unit in accordance with HQS;
- (2) violation of any obligation under any other HAP contract under Section 8 of the 1937 Act;
- (3) if the owner has committed fraud, bribery or any other corrupt or criminal act in connection with a federal housing program;
- (4) for projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note or with the regulatory agreement; or if the owner has committed fraud, bribery or any other corrupt or criminal act in connection with the mortgage or loan; or
- (5) if the owner has engaged in drug-related trafficking.

\_\_\_\_\_  
(Signature of Owner/Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(SSN or TIN)

**WARNING – Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any Department or Agency of the United States. State law may also provide penalties for false or fraudulent statements.**

