

# Housing Choice Voucher (HCV) Program

## QUARTERLY NEWSLETTER



It is our mission to provide quality, affordable housing to income eligible families while offering opportunities to achieve self-sufficiency and economic independence. As such we would like to thank you for being one of our valued landlords who help to make this mission and program possible.

### Contact Us

If you have any questions or concerns, feel free to contact our office.

Phone: (325) 481-2500

Fax: (325) 481-2506

[www.sanangelopha.com](http://www.sanangelopha.com)

### HASA Closures/Important Dates:

Memorial Day 05/29/2023

Juneteenth 06/19/2023

**We are open to the public!**

### Business Hours:

M-Th 8:00am - 5:00 pm

F 8:00am - 12:00 pm

### Housing Assistance Payments (HAP)

If you have changes to your bank or tax information, please immediately contact Ana at 486-3387 or

[accountingclerk@sanangelopha.com](mailto:accountingclerk@sanangelopha.com)

HAP payments are made twice per month: On the first business day of the month and on or around the 15<sup>th</sup> of each month.

## REMINDERS

- If you have properties coming available or currently available, please contact us to list on our Courtesy List. The Courtesy List provides *free* marketing for your property to all of our participants!
- Please remember The Fair Housing Act states that a landlord may not discriminate in housing based on the following protected classes: Race or Color; Religion; Sex; National Origin; Familial Status (i.e. family's with children); or Disability.
- Our landlords are strongly encouraged to treat housing participants the same as the general population in regards to occupation of the unit. The HASA is not party to the lease and is not liable. Therefore, it is the owner/landlord/manager's role to manage the property and enforce the signed lease; to bill for repairs made as a result of tenant related damages and provide HASA with a copy of the charges; to notify the HASA if the tenant vacates, if there are unauthorized residents, and/or if there are other lease violations; and to notify the HASA of any change of ownership on the property. **Without proper documentation, the HASA is limited on what we can help you with in the case of a difficult tenant.**

## CONTACT US

Amanda Cruz - Deputy Director  
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Candis Bailey - HCV Caseworker  
Alpha A-Gom (486-3372)  
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Slade Hogan - HQS Inspector  
(486-3374)  
[inspector@sanangelopha.com](mailto:inspector@sanangelopha.com)

## INSPECTOR'S CORNER

For any initial or move-in inspections, please notify Slade Hogan if the unit is not ready on the date the inspection is scheduled. There have been multiple instances that property manager has been notified make-ready is complete and schedules the inspection without doing a walk through to ensure readiness. If a make-ready has not been done and verified on the unit, he will not be able to inspect the unit. It will be a waste of time for both inspector and landlord because the unit will automatically fail inspection. We appreciate your understanding.

## INFORMATIONAL TOPIC: RENT REASONABLE

The HASA is required to show that the rental units on the program are comparable to unassisted units in the market area. In order for the tenant to remain on the HCV program in the same unit, the new rent must meet rent reasonableness. To make this determination, the HASA conducts a survey of the market in its jurisdiction and considers location, quality, size, unit type, age, amenities/facilities, housing services, and overall maintenance.

The HASA will not approve more than a \$200 increase at a time on a unit's rent in most cases unless determined that the market demands it. In all cases, if the unit does not meet rent reasonableness, the HASA will attempt to negotiate with the landlord/owner to an acceptable amount. If a compromise cannot be reached, the tenant will be issued a transfer voucher to move to a program acceptable unit.

Rental increase requests MUST be submitted at least 60 days prior to the requested effective date to allow time for processing and notification to the tenant as this will directly impact the rent portions. Typically, a landlord/owner requests between \$50-\$100 as an increase and is approved. Please ensure you are using the rent increase request form that was last updated 06/12/2019. The HASA also now has an electronic version available to be emailed and completed as needed. Please contact Slade or Kellie at the emails above to receive the current version of this form and/or electronic version.