



Akron Metropolitan Housing Authority

Housing Choice Voucher Program

Summit Housing Search

- ▶ FREE Service
- ▶ Maintain an inventory of your properties
- ▶ We direct all tenants to use www.summithousingsearch.org
- ▶ Go to the website or call 1-877-428-8844 to list or update your property
- ▶ Customer Service available 9am -8pm Monday-Friday
- ▶ Akronhousing.org click on Social Serve log in
- ▶ Akronhousing.org is a great resource to learn more about our agency and how our program works

Shary Page, 330-376-9453

Finding a Tenant

- ▶ 350-650 voucher holders looking for a unit at any time
 - ▶ Currently about 600 voucher holders
 - ▶ Please do not hold RTA's if you are not ready. RTA's will not be accepted after the expiration date.
- ▶ AMHA completes a criminal background check
 - ▶ 3 year timeframe
- ▶ 3 Types of RTAs
 1. New to program (white)
 2. Transferring housing (gold)
 3. New to county (blue)

Christyne Mullins, 330-376-9458

Request for Tenancy Approval (RTA)

- ▶ Most frequently delayed by:
 - ▶ Blank spaces on the first page
 - ▶ No signature
 - ▶ No agent form
- ▶ Sent to Contract and Leasing daily (C & L)
 - ▶ Make sure you list a good contact phone number
 - ▶ Make sure your voicemail is not full
 - ▶ C & L will leave a voicemail message with pre-inspection rent estimate and allow 24 hours for response before sending RTA to inspections
 - ▶ If C & L determines that we can pay requested rent, the RTA will go to inspections the same day it is reviewed

Al Prince 330-376-9853; Christyne Mullins, 330-376-9458

2020 Payment Standards

Full list on Landlord Portal

- ▶ 0 bedroom \$ 557
- ▶ 1 bedroom \$ 659
- ▶ 2 bedroom \$ 847
- ▶ 3 bedroom \$1065
- ▶ 4 bedroom \$1147
- ▶ 5 bedroom \$1319
- ▶ 6 bedroom \$1491
- ▶ Increased payment standards, 110%, for areas of opportunity. Macedonia, Twinsburg, Cuyahoga Falls, Stow, Hudson, Copley and Fairlawn, to name a few.
- ❖ Payment Standard is the gross rent of the unit, NOT the final approved rent. Gross rent is the TOTAL of rent + utilities combined. Each utility the tenant is responsible for paying changes the calculation.

Christyne Mullins, 330-376-9458

2020 Utility Allowances

Full list on Landlord Portal

1 STORY EXAMPLE

2 BEDROOM

- ▶ GAS HEAT \$ 53.00
- ▶ ELEC HEAT \$ 81.00
- ▶ GAS STOVE \$ 2.00
- ▶ ELEC STOVE \$ 11.00
- ▶ WAT,SEW,TR \$128.00

2 STORY EXAMPLE

2 BEDROOM

- ▶ GAS HEAT \$ 50.00
- ▶ ELEC HEAT \$ 70.00
- ▶ GAS STOVE \$ 2.00
- ▶ ELEC STOVE \$ 11.00
- ▶ WAT,SEW,TR \$128.00

Utility PAYMENTS

Tenant:

- ▶ Qualifies for credit toward their portion of rent
- ▶ Responsible for entire amount of bill
- ▶ If disconnected from service may be terminated from program
 - ▶ While in termination process the landlord will receive rent
 - ▶ Landlord will receive notification if payment from AMHA will be discontinued

Landlord:

- ▶ Qualifies for credit toward rent
- ▶ Responsible for entire amount of bill
- ▶ If disconnected from service will have HAP payment discontinued (abatement) and tenant will receive an opportunity to move
- ▶ **WATER DEPOSITS ARE NOT ALLOWED**

Christyne Mullins, 330-376-9458

APPLIANCES

Appliances:

- ▶ Ownership of appliances is part of your contract with AMHA
- ▶ Fuel type matters
- ▶ Notify AMHA if either ownership or fuel type changes
- ▶ Rent adjustment will be made dependent upon ownership or fuel type
- ▶ An inspection will be ordered to verify the new appliance
- ▶ Appliance owner is responsible for repairs

Christyne Mullins, 330-376-9458

Rent Reasonableness

- ▶ Generally takes into account:
 - ▶ Number of bedrooms
 - ▶ Number of bathrooms
 - ▶ USPS Census Tract
 - ▶ Who is paying what utilities
 - ▶ Who owns the refrigerator and stove
 - ▶ New Construction built in 2002 and after

Christyne Mullins, 330-376-9458

Initial Inspection

- ▶ The first inspection will be scheduled within 14 days of your approval of the pre-inspection rent estimate
 - ▶ Please do not accept the inspection appointment if you are not ready
 - ▶ All utilities must be on in owner's name until unit passes inspection
 - ▶ Property must be clean
 - ▶ There can be **no defective paint** on the **inside or outside** of the property
 - ▶ Inspectors are instructed to discontinue the inspection if the property is not ready
 - ▶ **No Weather Deferrals**
- ▶ Use the HQS Self Inspection Form
 - ▶ "50's" list

Al Prince 330-376-9853

Contract and Leasing

- ▶ After inspection passes
 - ▶ Contract will not start prior to the passed inspection date
 - ▶ Finalized rental quote within 48 hours
 - ▶ Can't charge more than agreed upon contract rent
 - ▶ Can't exclude a portion of the property
 - ▶ Garage, basement, attic
 - ▶ Contract will be mailed within 10 business days, which will state the AMHA portion of rent as well as the client portion
 - ▶ The contract, lease, and all associated paperwork must be completed, signed and submitted to AMHA within 60 days from the effective date of the contract

Security Deposit and Lease

- ▶ Collect at time of lease signing (if agreeable you can accept payments, document and give receipts)
- ▶ You cannot charge more than one month approved contract rent
- ▶ A one time pet deposit is OK, unless a companion animal, no monthly pet rent is permissible
- ▶ WATER DEPOSITS ARE NOT PERMITTED ON THIS PROGRAM
- ▶ Your lease must match the AMHA contract
 - ▶ Start and end dates
 - ▶ AMHA and client portions of rent
 - ▶ Utility and appliance responsibility
 - ▶ Persons in household
 - ▶ 3 original leases are needed: AMHA, Landlord, Tenant
- ▶ Also must have original signatures and tenancy addendum

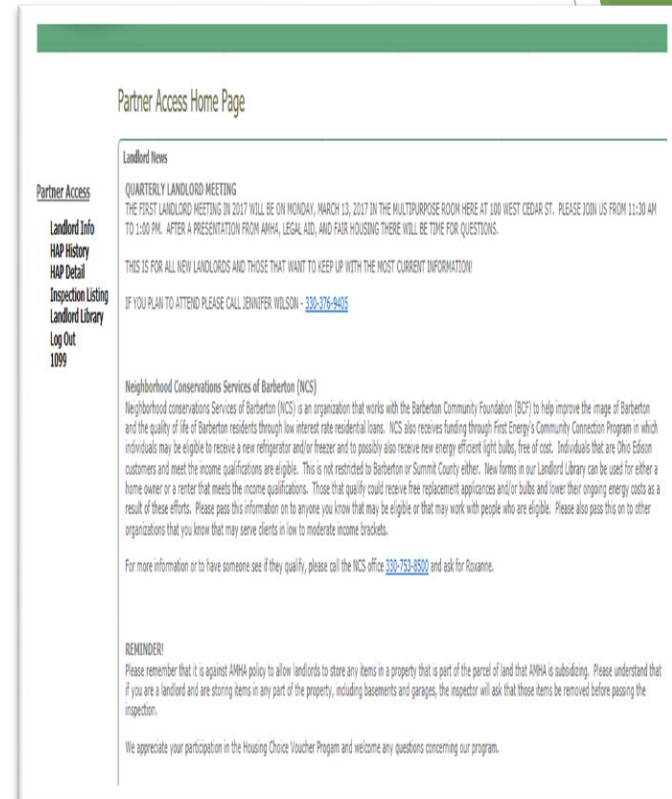
Christyne Mullins, 330-376-9458

Payment

- ▶ Once the contract, lease and all associated documents are submitted, we will release payment to the landlord
- ▶ Payments are made via direct deposit
- ▶ Payments will be retroactive to the effective date of the contract
- ▶ Check processing dates are available on the Landlord Portal for current landlords, new landlords will have access after the first deposit is made

Landlord Portal

- ▶ www.akronhousing.org
 - ▶ Landlord Central
 - ▶ Landlord Access (2nd selection on menu)
- ▶ Payment information
 - ▶ Click on property address to access
- ▶ Inspection information
- ▶ Automatic updates for your convenience
- ▶ Announcements
- ▶ Landlord Newsletters
- ▶ Contact Al Prince to get setup on the Portal at 330-376-9853



The screenshot shows the 'Partner Access Home Page' with a green header bar. On the left is a navigation menu with links: Partner Access, Landlord Info, HAP History, HAP Detail, Inspection Listing, Landlord Library, Log Out, and 1099. The main content area includes a 'Landlord News' section with a 'QUARTERLY LANDLORD MEETING' announcement for March 13, 2017, and a contact number 330-376-9405. Below that is a section for 'Neighborhood Conservations Services of Barberton (NCS)' with a detailed paragraph about their services and a contact number 330-753-8500. At the bottom, there is a 'REMINDER!' section regarding AMHA policy on property storage and a closing statement of appreciation.

Partner Access Home Page

Landlord News

QUARTERLY LANDLORD MEETING
THE FIRST LANDLORD MEETING IN 2017 WILL BE ON MONDAY, MARCH 13, 2017 IN THE MULTIPURPOSE ROOM HERE AT 100 WEST CEDAR ST. PLEASE JOIN US FROM 11:30 AM TO 1:00 PM. AFTER A PRESENTATION FROM AMHA, LEGAL AID, AND FAIR HOUSING THERE WILL BE TIME FOR QUESTIONS.

THIS IS FOR ALL NEW LANDLORDS AND THOSE THAT WANT TO KEEP UP WITH THE MOST CURRENT INFORMATION!

IF YOU PLAN TO ATTEND PLEASE CALL JENNIFER WILSON - [330-376-9405](tel:330-376-9405)

Neighborhood Conservations Services of Barberton (NCS)
Neighborhood conservations Services of Barberton (NCS) is an organization that works with the Barberton Community Foundation (BCF) to help improve the image of Barberton and the quality of life of Barberton residents through low interest rate residential loans. NCS also receives funding through First Energy's Community Connection Program in which individuals may be eligible to receive a new refrigerator and/or freezer and to possibly also receive new energy efficient light bulbs, free of cost. Individuals that are Ohio Edison customers and meet the income qualifications are eligible. This is not restricted to Barberton or Summit County either. New forms in our Landlord Library can be used for either a home owner or a renter that meets the income qualifications. Those that qualify could receive free replacement appliances and/or bulbs and lower their ongoing energy costs as a result of these efforts. Please pass this information on to anyone you know that may be eligible or that may work with people who are eligible. Please also pass this on to other organizations that you know that may serve clients in low to moderate income brackets.

For more information or to have someone see if they qualify, please call the NCS office [330-753-8500](tel:330-753-8500) and ask for Roxanne.

REMINDER!
Please remember that it is against AMHA policy to allow landlords to store any items in a property that is part of the parcel of land that AMHA is subsidizing. Please understand that if you are a landlord and are storing items in any part of the property, including basements and garages, the inspector will ask that those items be removed before passing the inspection.

We appreciate your participation in the Housing Choice Voucher Program and welcome any questions concerning our program.

Al Prince 330-376-9853

Landlord Portal

Inspection Listing

Tenant Name

Property Address:

- Click on any **blue** text to link further information.

Clicking on property address gives information about the property as well as tenant rent.

Inspection Status Type: (All)

Partner Access

Landlord Info
HAP History
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Inspection Listing
Landlord Library
Log Out
1099

PDF Excel

Tenant	Address	City State Zip	Inspection ▾	Schedule ▲	Inspector	Status
	698 EDGEWOOD BLVD	AKRON, OH 44307	8/4/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	449 WESTERLY RD	AKRON, OH 44307	8/25/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	505 WARNER CT	AKRON, OH 44307	8/25/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	451 WESTERLY RD	AKRON, OH 44307	8/25/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	714 RHODES AVE	AKRON, OH 44307	7/14/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	514 EUCLID AVE	AKRON, OH 44307	6/23/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	492 EUCLID AVE	AKRON, OH 44307	6/23/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	506 EUCLID AVE	AKRON, OH 44307	6/23/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	681 RAYMOND ST	AKRON, OH 44307	2/2/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	721 EDGEWOOD BLVD	AKRON, OH 44307	2/2/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	448 EUCLID AVE	AKRON, OH 44307	12/5/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
	510 EUCLID AVE	AKRON, OH 44307	12/1/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	737 EDGEWOOD BLVD	AKRON, OH 44307	11/3/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	702 EDGEWOOD BLVD	AKRON, OH 44307	11/10/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	731 EDGEWOOD BLVD	AKRON, OH 44307	10/27/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	705 EDGEWOOD BLVD	AKRON, OH 44307	10/11/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	453 WESTERLY RD	AKRON, OH 44307	1/12/2017	2/9/2017	METRO INSPECTIONS	✓ SCHEDULED
	732 RHODES AVE	AKRON, OH 44307	-	3/2/2017	METRO INSPECTIONS	✓ SCHEDULED

Properties Info

Partner Access

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Tenant Name		Contract (\$)	690.00	Bedrooms	2
Apt No.		Utilities (\$)		Bathrooms	1
Street	EDGEWOOD BLVD	Gross (\$)		Floor Area	1250
Street Number	731	HAP(\$)	192.00	Year of Construction	2008
City	AKRON	Tenant Rent(\$)	498.00	Util. Allow Profile	75
State	OH			Unit Type	Rowhouse/Townhouse
Zip	44307			Structure Type	
				Info. Source	
				Handicapped Accessible	No
				Last Updated	

Landlord Portal

Clicking on status displays details of the inspection

This is a scheduled re-inspection with detailed failed items

Printer Access

Landlord Info
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HAP Detail
Inspection Listings
Landlord Library
Log Out
1099

(All)

PDF Excel

Tenant	Address	City State Zip	Inspection	Schedule	Inspector	Status
	698 EDGEWOOD BLVD	AKRON, OH 44307	8/4/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	449 WESTERLY RD	AKRON, OH 44307	8/25/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
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	492 EUCLID AVE	AKRON, OH 44307	6/23/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	506 EUCLID AVE	AKRON, OH 44307	6/23/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	681 RAYMOND ST	AKRON, OH 44307	2/2/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	721 EDGEWOOD BLVD	AKRON, OH 44307	2/2/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	448 EUCLID AVE	AKRON, OH 44307	12/5/2014	-	PORTAGE METRO HA	✓ PASSED INSPECTION
	510 EUCLID AVE	AKRON, OH 44307	12/1/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	737 EDGEWOOD BLVD	AKRON, OH 44307	11/3/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	702 EDGEWOOD BLVD	AKRON, OH 44307	11/10/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	731 EDGEWOOD BLVD	AKRON, OH 44307	10/27/2016	-	METRO INSPECTIONS	✓ PASSED INSPECTION
	705 EDGEWOOD BLVD	AKRON, OH 44307	10/11/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	453 WESTERLY RD	AKRON, OH 44307	1/12/2017	2/9/2017	METRO INSPECTIONS	✓ SCHEDULED
	732 RHODES AVE	AKRON, OH 44307	-	3/2/2017	METRO INSPECTIONS	✓ SCHEDULED

Printer Access

Landlord Info
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Inspection Number: 10238
Inspection Protocol: HQE ANNUAL
Inspector: METRO INSPECTIONS
Inspector Email: [REDACTED]
Inspection Type: Reinspection
Status: SCHEDULED
Inspection Start Time: [REDACTED]
Inspection End Time: [REDACTED]

Tenant: [REDACTED]
Phone: [REDACTED]
Address: 453 WESTERLY RD
City, State, Zip: AKRON, OH 44307

Requested Date: 01/17/2017
Schedule Date: 02/09/2017
Inspection Date: [REDACTED]
Followup Date: [REDACTED]
Scheduled Time: 08:30

Print Inspector

Area	Item	Deficiency	Severity	Approved Date	Comment
Building Exterior	Condition of Exterior Surfaces	NISC DEFICIENCY	Fail	-	DAMAGED WEATHER STRIP FROM BREAK IN
Kitchen	Ceiling Condition	WATER STAINS	Fail	-	REPAIR WATER DAMAGE & INVESTIGATE CAUSE (BATHROOM)
Kitchen	Stove/Range with Oven	RANGE HOOD	Fail	-	LIGHT NOT WORKING AND COVER MISSING, ALSO VENT FAN EXCESSIVE NOISE
Kitchen	Security	MUST OPERATE AS DESIGNED	Fail	-	DOOR DOES NOT LATCH
Bathroom	Wall Condition	OTHER DEF NOT ELSEWHERE DESCRIBED	Tenant Responsibility	-	BASEBOARDS AT TUB ARE WATER DAMAGED
Bathroom	Floor Condition	MOVEMENT WITH WALKING STRESS	Tenant Responsibility	-	FLOOR WEAK FROM WATER DAMAGE
Bathroom	Fixed Wash Basin or Lavatory	VANITY DOOR/HARDWARE/FLOOR	Tenant Responsibility	-	VANITY DRAWER BROKEN
Bathroom	Tub and Shower in Unit	NISC DEFICIENCY	Fail	-	INVESTIGATE FOR LEAKS TO KITCHEN CEILING
Bathroom	Security	DOOR JAMB/HARDWARE	Tenant Responsibility	-	REPAIR DOOR HINGE
Bedroom	Electrical Hazards	LIGHT GLOBE MISSING	Tenant Responsibility	-	CEILING LIGHT MISSING GLOBE AND BULBS
Building Exterior	Condition of Exterior Surfaces	OTHER DEFECTS NOT ELSEWHERE DESCRIBED	Tenant Responsibility	-	REPLACE DAMAGED COACH LIGHT
Building Exterior	Defective Paint	DOOR PAINT DETERIORATED	Weather Deferred	-	DEFECTIVE PAINT ABOVE SIDE DOOR ENTRY TRANSOM

Landlord Portal

Partner Access

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Inspection Status Type: (All)

PDF Excel

Tenant	Address	City State Zip	Inspection	Schedule	Inspector	Status
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	705 EDGEWOOD BLVD	AKRON, OH 44307	10/11/2012	-	HOUSING AUTHORITY SERVICE	✓ PASS
	453 WESTERLY RD	AKRON, OH 44307	1/12/2017	2/9/2017	METRO INSPECTIONS	✓ SCHEDULED
	732 RHODES AVE	AKRON, OH 44307	-	3/2/2017	METRO INSPECTIONS	✓ SCHEDULED

If this is the first entry inspection the scheduled inspection will display like this:

Kathy Patton

AKRON METROPOLITAN HOUSING AUTHORITY

Partner Access | Inspection Listing | Inspections Detail

Inspections Detail

Print Inspection

Partner Access	Inspection Number 183641	Tenant		Requested Date 02/08/2017
Landlord Info	Inspection Protocol HQD ANNUAL	Phone		Schedule Date 02/02/2017
HAP History	Inspector METRO INSPECTIONS	Address	732 RHODES AVE	Inspection Date
HAP Detail	Inspector Email	City, State, Zip	AKRON, OH 44307	Followup Date
Inspection Listing	Inspection Type Initial			Scheduled Time 10:00
Landlord Library	Status SCHEDULED			
Log Out	Inspection Start Time			
1099	Inspection End Time			

partner.access

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Landlord Portal

HAP History

HAP Detail

Partner Access

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HAP History

Landlord: [REDACTED] From: 2/9/2016 To: 2/9/2017 GO

PDF Excel

Payment Number	Payment Date	Recipient	Amount (\$)
D000176089	02/01/2017	EDGEWOOD VILLAGE	6929.00
D000173424	01/01/2017	EDGEWOOD VILLAGE	7029.00
D000170731	12/01/2016	EDGEWOOD VILLAGE	6286.00
D000168143	11/01/2016	EDGEWOOD VILLAGE	6359.00
D000165400	10/01/2016	EDGEWOOD VILLAGE	7697.00
D000164925	09/15/2016	EDGEWOOD VILLAGE	440.00
D000162692	09/01/2016	EDGEWOOD VILLAGE	6308.00
D000159958	08/01/2016	EDGEWOOD VILLAGE	5816.00
D000157210	07/01/2016	EDGEWOOD VILLAGE	6900.00
D000154454	06/01/2016	EDGEWOOD VILLAGE	6517.00

Page 1 of 2 (14 items) [1] 2

Partner Access

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[REDACTED] [Print Voucher](#)

Payment Summary

Payment Date	Payment Number	Amount
02/01/2017	D000176089	\$6,929.00

Tenant Payment Detail

Description	Address	Amount
[REDACTED] FREE: 449 WESTERLY RD	449 WESTERLY RD	\$590.00
[REDACTED] DRA: 451 WESTERLY RD	451 WESTERLY RD	\$428.00
[REDACTED] BA: 453 WESTERLY RD	453 WESTERLY RD	\$690.00
[REDACTED] E: 492 EUCLID AVE	492 EUCLID AVE	\$471.00
[REDACTED] S: 502 EUCLID AVE	502 EUCLID AVE	\$341.00
[REDACTED] S: 505 WARNER CT	505 WARNER CT	\$690.00
[REDACTED] S: 506 EUCLID AVE	506 EUCLID AVE	\$129.00
[REDACTED] N: 514 EUCLID AVE	514 EUCLID AVE	\$376.00
[REDACTED] S: 698 EDGEWOOD BLVD	698 EDGEWOOD BLVD	\$335.00
[REDACTED] DA: 702 EDGEWOOD BLVD	702 EDGEWOOD BLVD	\$503.00
[REDACTED] E: 714 RHODES AVE	714 RHODES AVE	\$590.00
[REDACTED] E: 731 EDGEWOOD BLVD	731 EDGEWOOD BLVD	\$192.00
[REDACTED] SE: 732 RHODES AVE	732 RHODES AVE	\$480.00
[REDACTED] H: 737 EDGEWOOD BLVD	737 EDGEWOOD BLVD	\$490.00
[REDACTED] S: 510 EUCLID AVE	510 EUCLID AVE	\$624.00
Total		\$6,929.00

Landlord Portal

Landlord Library contains most recent documents, announcements, and frequently used forms

Title	Owner	Category	Modified Date	Size	
NCS Owner Application			1/30/2017	1.52 MB	Download
MARCH 2016 NEWSLETTER	Kathy Patton		3/29/2016	357.30 KB	Download
New Addendum to HCVP Lease 2011	Kathy Patton		4/16/2014	154.48 KB	Download
NCS Tenant Application			1/30/2017	1.89 MB	Download
LANDLORD CONFERENCE	Kathy Patton		12/28/2016	462.56 KB	Download
Landlord Change of address	Kathy Patton		7/25/2013	56.24 KB	Download
March 2015 Landlord Newsletter			4/13/2015	247.50 KB	Download
Lease	Kathy Patton		7/25/2013	348.11 KB	Download
Tenant Request to Move Form	Kathy Patton		8/12/2014	327.88 KB	Download
SEPTEMBER 2016 NEWSLETTER	Kathy Patton		10/18/2016	521.00 KB	Download
W-9	Kathy Patton		7/25/2013	84.44 KB	Download
Transfer of Ownership Request	Kathy Patton		7/25/2013	49.17 KB	Download
Residential Property Lease Agreement			1/27/2017	348.11 KB	Download
RENT REASONABLENESS METHODOLOGY	Kathy Patton	Rent	5/29/2014	75.43 KB	Download
September 2015 Newsletter	Kathy Patton		9/22/2015	247.50 KB	Download
Restricting to Leasing to Realities	Kathy Patton		7/25/2013	86.72 KB	Download
2017 Check Run Schedule	Kathy Patton		10/31/2016	93.13 KB	Download
2016 Landlord Conference			4/7/2016	452.76 KB	Download
2017 PAYMENT STANDARDS			1/12/2017	17.29 KB	Download
2017 LANDLORD CONFERENCE	Kathy Patton		12/28/2016	462.56 KB	Download
2014 1st Quarter Newsletter	Kathy Patton		1/8/2014	247.50 KB	Download
2013 3rd Quarter Newsletter	Kathy Patton		1/8/2014	204.06 KB	Download
2016 HQS Inspection Handbook	Kathy Patton		3/29/2016	278.22 KB	Download
2014 2nd Qtr Newsletter	Kathy Patton		4/30/2014	452.58 KB	Download
January 1, 2016 HCVP Administrative Plan Substantive Changes			3/18/2016	146.17 KB	Download
Invitation Letter for March 15th 2016 SBL Training			2/19/2016	192.48 KB	Download
Landlord Certification of Responsibility	Kathy Patton		7/25/2013	71.56 KB	Download
JUNE 2016 NEWSLETTER			6/15/2016	467.94 KB	Download
2017 Utility Sheet 2 Story Structure			1/10/2017	26.21 KB	Download
2017 Utility sheet - eff March 2017			1/10/2017	26.25 KB	Download
Inspection Checklist - "50's" list	Kathy Patton		3/15/2016	17.92 KB	Download
Agent Form	Kathy Patton		7/25/2013	48.11 KB	Download

Landlord Portal

Current and previous 1099 forms are available on the portal



**AKRON METROPOLITAN
HOUSING AUTHORITY**

Click on the 1099 Year:

[2016](#)

[2015](#)

[2014](#)

[2013](#)

Partner Access

Landlord Info

HAP History

HAP Detail

Inspection Listing

Landlord Library

Log Out

1099

Inspections

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Biennial Landlords

► Qualifications

- No abatements in the past 2 years
- No more than 5 special inspections in the last 2 years
- Rolling calendar
- System generated
- Annual and Biennial inspections are conducted 2-3 months before the inspection is due
- 3464 Units are now Biennial

Defects

Deficiencies – Required Repairs

1. Unit > Structure and Finish(es) > Door(s) > Entry Door > Seal(s) > Broken/Damaged/Failed. FAIL
30 days -

Area: Unit | Room: LivingRoom | Location: Front Center | Floor: 1

Resolution: Unresolved

Comment: Part of door seal is missing.



2. Unit > Plumbing System > Toilet > Toilet > Broken/Damaged/Failed. FAIL 30 days -

Area: Unit | Room: Bathroom | Location: Middle Right | Floor: 2

Resolution: Unresolved

Comment: Toilet handle is broken.



Observations - Optional Repairs

1. Unit > Structure and Finish(es) > Wall(s) > Trim > Deteriorated PASS L1 -
Area: Unit | Room: Bathroom | Location: Middle Right | Floor: 2
Comment: Door trim and wall damaged by tenant pet.
2. Unit > Structure and Finish(es) > Wall(s) > Trim > Deteriorated PASS L1 -
Area: Unit | Room: Bedroom | Location: Front Center | Floor: 2
Comment: Tenant damage to trim and wall by pet.
3. Unit > Cabinets/Countertops/Appliances > Cabinets/Countertops > Cabinet(s) > Broken/Damaged/Failed PASS L2 -
Area: Unit | Room: Kitchen | Location: Back Center | Floor: 1
Comment: 2 broken drawers and hole in sink base door.
4. Unit > Cabinets/Countertops/Appliances > Cabinets/Countertops > Countertop(s) > Broken/Damaged/Failed PASS L2 -
Area: Unit | Room: Kitchen | Location: Back Center | Floor: 1
Comment: Back splash need secured and recalked.

AKRON, OH, 44304

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Lead Paint Risk

► Three conditions MUST exist:

1. **Defective Paint**
2. Home built prior to 1978
3. There is or will be children under the age of six in the home.

All work must be conducted by RRP certified worker unless Risk Assessment finds no lead particles above EPA limit.

Documents required to pass unit identified as a lead risk hazard:

1. Copy of the Lead Paint Owner's Certification (provided by AMHA)
2. Copy of the Certified Renovator's Certificate (RRP Certificate)
3. Copy of the signed pre-renovation education form confirming receipt of the lead hazard information packet.
4. Copy of the clearance report after all work is completed and cleared.

There are no exceptions to these regulations,

In an effort to avoid a lead based paint assessment, housing providers must use caution regarding the advertising of their properties. Refusing to rent, implementing different terms/conditions, or making discouraging comments on the basis of family status (households with individuals under the age of 18, women who are pregnant, and persons who are in the process of obtaining custody of individuals under the age of 18) can be seen as discrimination under the Fair Housing Act.



**NO DEFECTIVE
PAINT**

Abatement

- ▶ What is abatement?
 - ▶ No Housing Assistance Payment (HAP)
 - ▶ Non-refundable
 - ▶ Tenants are not responsible for AMHA payment but do still need to pay their portion of rent
 - ▶ Pro rated each day
- ▶ When does it occur?
 - ▶ Non-repair of fail items during an annual or special inspection
 - ▶ Substandard repair
 - ▶ Begins the day following the failed inspection date
- ▶ How to minimize abatement?
 - ▶ Complete repairs
 - ▶ Call as soon as repairs are completed
 - ▶ We will re-inspect within 5 days of your call
 - ▶ Call and ask questions if you do not understand the fail item
 - ▶ Don't assume tenant will be there for you

UPCS - V

- ▶ HUD began UPCS-V demonstration in August 2016.
- ▶ AMHA began participation in May, 2018
- ▶ Demonstration has been extended for two more years.
- ▶ Overall Pass rates currently 70%; 2018 54%
- ▶ Immediate results on HUD site.
- ▶ Decision Tree software
- ▶ Higher Quality, more consistent and accurate inspections.
- ▶ Detailed record of unit condition
- ▶ Consistent Inspections
- ▶ 2018 AMHA inspections were #1 in the country for accuracy.

New UPCS-V

- ▶ CARBON MONOXIDE DETECTORS ARE NOW **REQUIRED** IN ALL UNIT WITH GAS APPLIANCES, FURNACES, HOT WATER TANKS OR ATTACHED GARAGES
- ▶ Landlords are not permitted to store **ANY** items on the property including basements and garages.
- ▶ No weather deferral items
- ▶ Extensions only granted for major repairs when requested in writing at least 24 hours in advance of inspection.
- ▶ During move in inspections if the conditions call for a Risk Assessment the landlord only has 30 days to complete the assessment and any related repairs before the RTA is cancelled.
- ▶ For a 24 hour inspection the responsible party must allow entry for re-inspection.

Continued Assistance

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Annual Reexaminations & Income Changes

- ▶ Annually, all clients must have their income reviewed and their rental portions re-determined
- ▶ Amendment letters will be sent any time the client's portion changes
- ▶ Income changes may result in a retroactive payment to the owner, for example:
 - ▶ November 15th a client reports they lost their job. AMHA processes the change January 4th to reduce the client rent from \$200 to \$100, effective December 1. AMHA will pay the owner the \$100 difference at the next check cycle.
 - ▶ The amendment letter will state that the owner must reimburse or credit the resident due to the overpayment of rent.

Additions to the Household

- ▶ Adults added to the household are required to complete a criminal background check and the client must submit an approval letter from the owner before we will add them to the household
- ▶ Unauthorized persons
 - ▶ Persons living in the unit that are not on the lease
 - ▶ May receive a letter about a possible unauthorized person or an investigation

Lease violations

- ▶ If a resident is violating the terms of the lease, owners are required to take action
- ▶ AMHA is not a party to the lease and therefore is only able to take action against a resident if the landlord takes action against the resident
 - ▶ For example:
 - ▶ If a resident causes damage to the unit, non-payment of rent, or other violations of the lease, AMHA will take no action unless the owner provides proof of eviction or a judgment against the resident
 - ▶ If that happens, we will propose cancellation of the client's voucher
 - ▶ If the owner does nothing, the resident will retain their voucher
 - ▶ Please submit a copy of any documentation given to the tenant as a result of a lease violation to the Continued Assistant Supervisor

Violence Against Women Act (VAWA)

- All Public Housing Authorities are required to notify applicants and participants in the Housing Choice Voucher and Low Rent Public Housing programs about important protections for victims of domestic violence, dating violence, sexual assault, and stalking.
- VAWA protects qualified tenants, participants, applicants, and affiliated individuals who are victims or threatened victims of domestic violence, dating violence, sexual assault, or stalking from being denied housing assistance, evicted, or terminated from housing assistance based on acts of such violence against them.

**HCVP does not
offer legal
advice**

Rent Review

- ▶ Rent increases cannot be granted more than once every 12 months.
- ▶ Sometimes requests for rent increases can result in rent decreases.
- ▶ Rent increase requests should be submitted 60 days prior to when they are to become effective.
- ▶ The required information is tenant name, address, and dollar amount requested.
- ▶ All requests must be in writing to cmullins@akronhousing.org or fax to 330-374-5088.

Ownership

- ▶ Please notify the Account Specialist immediately with any changes in:
 - ▶ Address
 - ▶ Phone Number
 - ▶ Bank Account
 - ▶ Ownership
- ▶ If ownership of the unit changes, the owner must inform AMHA immediately or payment may continue to go to the previous owner
 - ▶ The new owner will be paid on the next monthly HAP processing cycle following receipt of all completed paperwork

Moving

- ▶ After a client has lived in a unit for 1 year they are eligible to receive another voucher to move
- ▶ In order to move, all clients must submit a Request to Move form signed off on by the owner
 - ▶ Move out date on the form can be updated at any time
 - ▶ It's up to the current landlord to monitor the exact move out date
 - ▶ Many clients do not choose to move after receiving a new voucher
 - ▶ About 50% do not use their vouchers

Moving Continued

- ▶ If your client has moved out, please notify the Continued Assistance Supervisor.
 - ▶ Payment will stop at the end of the month in which they moved out
 - ▶ Overpayment of rent will be expected to be returned to AMHA
- ▶ When asking a tenant to leave, please give them as much notice as possible so they have time to receive a new voucher and comply with your request.

Termination of the lease

- ▶ When the lease is terminated, the contract terminates, and vice versa
- ▶ Contracts can be terminated by AMHA if the unit fails three annual or special inspections, or any family obligation violation
- ▶ Lease can be terminated by the landlord with proper notice or through eviction
- ▶ Lease termination may require landlord to return HAP paid to previous landlord

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green, creating a modern, layered effect.

Thank you

Any questions?