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Heads Up From The Housing Authority of Travis County, Texas

Volume 2005, Issue 1

January 2005

News from Wiley's Desk

National studies continue to reveal that subsidized housing on the whole does not compare to private sector market renters. A high percentage of those leasing housing with subsidy report at least one problem with mold, poor

heating or water leaks. As we near the beginning of 2005, I hope you will embrace the mind set to be proactive in working with our mutual clients, to assure properties are meeting the standards, we all are committed to provide.

The Housing Authority staff will provide the quality of service in a timely manner to as-

sure inspections are completed and clients can move in without delays; however this can only happen with concerted efforts of proactive property owners monitoring their properties for maintenance and establishing preventative measures to minimize expenses and time.

Announcements

There will be a **MANDATORY** Section 8 Landlord meeting for owners, agents or managers who: 1.) have three or less rental units with the Housing Authority, and 2.) Have participated in the Section 8 Voucher Program for less than two years.

The meeting will address issues regarding inspections, rent and leasing of units under the Section 8 Housing Choice Voucher program. We will discuss the roles of the Housing Authority, Landlords and Tenants.

Check your January HAP Payment Insert for location, date and time.

Procedures to Notify HATC of Tenant Transfers

If you transfer a tenant to a unit different from the one listed on the HAP Contract, without notifying the Housing Authority in writing, you will be in breach of the contract and will be required to refund any payments, received by you, from the date the tenant was transferred to the new unit.

Owner Change of Address

Please contact the Housing Authority, in writing, should you have a change of address. This will prevent a delay in receiving your payment. The Housing Authority will not be responsible for your failure to provide the correct address. For more information about this process, please contact our office at 480-8245.

Change of Ownership

A change in ownership or management company affects your IRS Form 1099. You must notify the Housing Authority if any changes in ownership occur. You must provide a copy of the management agreement or information which states the name of the new owner, name and address of the Tenant and the Federal ID of the new owner, agent or manager including a completed W-9. You may not transfer the contract or the payment to another person, agent, owner or manager without the written consent of the Housing Authority.

Question and Answer

Q. How do I list my property with HATC?

A. You may contact our office and we can make arrangements for the property owner packet to be picked up. You may go to our website and click on the property icon to print the vacancy form. Complete the form and mail it to our office at 2200 E MLK Blvd, Austin, Texas 78702 or fax it; Attention: Annette Hodge at 512.480.8248.

Q. When should I expect my first check?

A. The first payment can take up to 60 days from the date that the Landlord and HATC enters into a HAP contract. Please keep in mind that the owner and the Housing Authority must sign the contract before any payments can be made.

Q. What if I sell my property?

A. Should you sell your property, you must notify the HATC of your intent to sell the property. After the closing of the property, you must submit the name of the new owner and a completed IRS Form W-9 to the Housing Authority.

Q. What can I do if the tenant does not pay their share of the rent?

A. Provide a written copy, of the tenant's nonpayment notice, to the Housing Authority. We will contact the tenant to remind them of their responsibility to pay their share of the rent.

Q. Does the Housing Authority pay for tenant damages?

A. No, the tenant is responsible for payment of all damages according to the lease between the owner, agent or manager and the Tenant.

Inspector's Corner

Rescheduling an inspection can result in an abatement of rent. If the re-inspection date HATC schedules for your unit is not convenient for you, you may contact us to reschedule, HOWEVER, when doing so, make certain that the new date gives HATC ample opportunity to meet the required time frame. HUD rules stipulate that when a unit fails a non-emergency inspection, HATC must re-inspect the unit and either pass the unit or abate the rent within 30 days of the failed inspection. If the unit fails, time must be available in this 30-day window to re-inspect the unit. When a unit fails an annual, complaint or quality control inspections, the landlord or tenant is required to request a re-inspection within 30 days. Please make sure that the unit is ready for the scheduled inspections. Failed re-inspections will also result in abatement of rent. HATC will conduct only TWO inspections. One will be the first inspection and the second one will be the re-inspection. HATC will also place an abatement on an owner's account if:

- The owner cancels two consecutive scheduled inspections;
- HATC is unable to gain access on two consecutive scheduled inspections;
- HATC is unable to gain access for a re-inspection after a failed annual, complaint or emergency inspection.

Penalties also apply to tenant fail items. HATC will send the tenant an intent to terminate notice when:

- * Tenant items fail the first inspection and the tenant cancels re-inspection;
- * Tenant cancels two consecutive scheduled inspections;
- * Tenant does not allow inspector access to the unit to conduct an inspection; or
- * Tenant items fail on two consecutive inspections.

If HATC initiates termination of a client from the program for tenant failed inspection items, HATC will continue to issue payments to the owner until the tenant's assistance is terminated.

Do you have a suggested topic for the next newsletter?
Let us know at Rochelle@hatctx.com

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