

## Extra information...

- Landlord forms such as Inspection booklets, Guide-books, etc. can be found on our website at [www.thafl.com/Forms](http://www.thafl.com/Forms)
- Once you are approved on the online portal, you will receive a Vendor/Landlord ID. This will allow you to access your ledgers, make changes, obtain 1099s, etc via the portal.
- Attendance to one of our **FREE** monthly landlord workshops is required. Please register on our website. Workshop attendance is not required prior to the process, just within the first 6 months of program participation.
- Accepting and requesting payments outside the agreed upon price is considered FRAUD.
- We have 2 check runs per month, on or around the 1st and the 15th of each month.
- The lease is between you and the tenant. It is up to you to enforce your lease and keep the housing specialist advised of all notices and actions.
- Payment Standards can be found on our website at <http://www.thafl.com/Departments/Assisted-Housing/Payment-Standards.aspx>. Again this does not mean this what you can ask for or what you are allowed to receive. Rent portions are based on tenant's income, location of the unit, Rent Comparables, etc. Please contact the housing specialist or complete the RTA to determine if we can accept it.
- We do not pay security deposits, damages, or vacancy loss. However, participants can be held accountable or terminated for lease non compliance.

## About Us

The Tampa Housing Authority is the 2nd largest Housing Authority in the state of Florida as we currently assist over 10,000 families.

The Assisted Housing Dept has a staff of over 75 dedicated individuals.

Our housing specialists and contact information can be found via our website at <http://www.thafl.com/Departments/Assisted-Housing/contact.aspx>

We are a non profit organization that receives Federal funding and adhere to the *Code of Federal Regulations* created by the *Housing and Urban Development Dept (HUD)*.

The **Housing Choice Voucher (HCV)** s given to participants who have applied and pulled from a waiting list, transferred from another housing authority or by referral for special grant funded vouchers. The HCV is tied to the family NOT the property or the landlord.



### Landlord Liaison

5301 W. Cypress St.  
Tampa, FL 33607

Phone: 813-253-551 ext 1410  
[www.thafl.com/Assisted-Housing](http://www.thafl.com/Assisted-Housing)  
Email: [s8landlord@thafl.com](mailto:s8landlord@thafl.com)



## YOUR ROLE AS A “NEW LANDLORD” ON THE HOUSING CHOICE VOUCHER PROGRAM



# What is the Housing Choice Voucher Program (aka "Section 8")?

The Housing Choice Voucher or Section 8 Tenant-Based Assistance Program administered by The Tampa Housing Authority, (THA) is funded by the United States Department of Housing and Urban Development (HUD), the purpose of the program is to make decent, safe and sanitary housing affordable to very-low, and extremely low income households in the private rental market.

Households that meet eligibility requirements normally pay approximately 30% to 40% of their adjusted monthly income towards their monthly rent and utility costs. The program pays the balance of the rent directly to the owner of the rental property or to their appointed agent.

## New Landlord Registration

You need to register as a new landlord with our program by going to <https://portal.thafl.com> or you can click on the link from our website at [www.thafl.com/Assisted-Housing/Owner-Information](http://www.thafl.com/Assisted-Housing/Owner-Information). We will need the following information to be uploaded to complete the process.

- Photo ID
- Documentation of TAX ID or Social Security card
- Verification of ownership
- Management Agreement (if applicable)
- Copy of Voided check for Direct Deposit

## How Do I Begin

To begin the process, you either need to already have a prospective program participant OR advertise for one.

We cannot direct or steer participants to any particular landlord, so you will need to advertise and screen and select participants as you would any market renter. You can advertise for free at [www.floridahousingsearch.org](http://www.floridahousingsearch.org) or via other outlets and indicate you will accept "Section 8".

Once you have a program participant that you have screened and selected you will need to complete and return the **Request for Tenancy Approval (RTA)** form that they will have. If they do not have this form, they are either not on our program or not approved to move at this time.

Once received this form is reviewed by the participant's housing specialist to determine if they can "afford" your asking price. If they do not qualify, they will contact you and request a reduction in the asking contract rent. This does not mean your unit is worth the asking price, just that this particular person cannot afford it based on their reported income (Please note: they cannot pay the difference and to do so is considered fraud). It is your choice to accept or deny the asking price.

Once approved, it will be forwarded to the landlord liaison dept to ensure that we have a landlord application on the portal. (Please note: applications on the portal are accepted and approved ONLY if you have a prospective program participant). The RTA then moves to the Inspections dept for scheduling. They will reach you via email with a time and date.

Time frames can vary, but the RTA turnaround time from submission to scheduling an inspection can take up to 7 business days. Initial inspections are generally done in house or can be done by our inspections contractor: *CGI Inc.*

## Payment Process

The inspections dept will also conduct a **Rent Reasonableness** test of the unit to make sure the asking price is comparable with the market rents. If not, the housing specialist will reach out to you to ask you to reduce the asking rent. Again you have the choice to accept or refuse. This is why we do not ask that you allow the participant to move into the unit until after it passes inspection AND when the housing specialist give the approval to move in.

If the participant moves in prior to it passing inspection, they will be responsible for rent during this time.

Once approval is given for move in, we will request a copy of the lease. The lease is between the participant and you, THA is not a party to the lease. We will also send and request your signature on the **Housing Assistance Payment (HAP) Contract**.

Once we receive both the lease and the HAP Contract, the Housing Specialist will process the file for payment. It is our goal to ensure the initial payment be issued within 60 days or sooner from receipt of all requested documents. After initial payment, the remaining monthly payments will be on or around the 1st of each month.

