



Notify AHA about Rental Property Sales or Transfers

Prior to selling a unit that is under a Housing Assistance Payments (HAP) contract, please notify the Housing Authority of the listing of the unit. There is paperwork that must be completed prior to the transition of payments. Per the HAP contract, landlords must notify AHA once a landlord completes the sale or transfer of any rental property that is rented to an AHA Housing Choice Voucher holder. Please note that the HAP contract requires AHA to agree to the transfer of HAP payments to the new landlord before any HAP payments to the new landlord can be made. Any delayed notification on sales or transfers could result in the new landlord not receiving HAP. In those cases, AHA will not make any duplicative rental payments to the new landlord. This new landlord would need to obtain any previously disbursed HAP payments directly from the previous landlord, until AHA is able to process the transfer request. If this occurs, your IRS Form 1099 (from AHA) will be incorrect due to late notification to AHA of the real estate sale of the property and this discrepancy may require an amended IRS Form 1099 to be issued to you.

Relocations

If a landlord needs to relocate a tenant due to repairs needed at the unit, the landlord must notify AHA immediately (less than 14 days after the relocation, but within 3 days is best). By notifying AHA early in the process, the landlord stays in compliance with the HAP contract, and under certain circumstances, HAP may continue to be paid for a limited period.

Terminations of Tenancy / Evictions

Private market rental units in AHA's Housing Choice Voucher Program are subject to the Alameda Rent Program regulations on evictions. Landlords may only terminate the lease for cause either via violation of the lease or for specific causes found on www.alamedarentprogram.org. It is no longer legal in California to issue a 90-day no cause notice of termination to a voucher holder. It is also not legal to refuse a lease renewal. The HAP Contract requires the landlord to provide a copy to AHA of all notices of termination of tenancy issued to tenants whether the tenant is evicted or not. All notices (lease violations, lease terminations, etc.) must be emailed to hcvsubmission@alamedahsg.org.

Landlord Reference for Prospective Tenants

Landlords participating in AHA's Housing Choice Voucher Program are encouraged to conduct landlord reference checks of prospective tenants. The prospective tenant should supply the contact information for their previous landlord. If not, the Housing Authority may be able to provide contact information of the last two landlords, for whom the tenancy was subsidized (as part of Housing Choice Voucher Program) by AHA. To request the landlord contact information of the prospective tenant, please contact the designated Housing Specialist for the prospective tenant. Landlords can search for the AHA Housing Specialist (which are assigned by last name of the prospective tenant) via this link: <https://www.alamedahsg.org/housing-programs/contact-my-housing-specialist/>.

MONTHLY OFFICE HOURS FOR AHA LANDLORDS

The Housing Authority of the City of Alameda (AHA) hosts a “Landlord Office Hours” meeting on the last Wednesday of every month at 2pm. The goals of the “Landlord Office Hours” are to discuss any items related to abatements, landlord portal, rent change notices, inspection results, tenant issues, and/or other relevant items.

Please join the virtual training using this link:

<https://us06web.zoom.us/j/89840674259?pwd=VFIFbW1qYW5FUDV3NTUrUks2MEhLZz09>

Online Meeting ID: 898 4067 4259

Online Password: 180843

Or dial: (669) 444-9171

Dial-in Meeting ID: 898 4067 4259

Dial-in password: 180843

Housing Quality Standards (HQS) Inspection Extension Form

When a unit fails the Housing Quality Standards (HQS) inspection, a landlord can request an extension. The length of the extension will be determined on a case-by-case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions. Landlords must complete an extension form prior to the second scheduled inspection date. For your convenience, AHA now offers an online HQS inspection extension form. The form can be found at: https://form.alamedahsg.org/Forms/HQS_Ext.

Post your vacant Units on AHA’s website

Advertise your vacant property listings on AHA’s website via the “Available Rentals” webpage which is found under the “Housing Programs” menu. To post your vacant unit, please complete this online form: <https://form.alamedahsg.org/Forms/LLVacancyListing>

AHA Housing Program Department Contact Information

Tenant last names starting A - FRED	Simone Kittles (510) 747-4301	skittles@alamedahsg.org
Tenant last names starting FREE - KP	Dee Dee Adeosun (510) 747-4319	dadeosun@alamedahsg.org
Tenant last names starting KQ - REYE	Corliss Glanton (510) 747-4309	cglanton@alamedahsg.org
Tenant last names starting REYF - Z	Jo Ann Harris (510) 747-4329	jharris@alamedahsg.org
Assistant Director of Housing Programs	Komal Goundar (510) 747- 4367	kgoundar@alamedahsg.org



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City of Alameda

Landlord Portal Registration

Every AHA landlord should now be registered in AHA's Landlord Portal. The Landlord Portal serves as an online hub that enables our landlords to directly access the following services:

1. View contact information for the Housing Authority of the City of Alameda.
2. Update your landlord profile.
3. Enter your rental unit information.
4. Identify the AHA Housing Specialist for your tenants.
5. Upload documents (rent increases, lease agreements, etc.).
6. View status of rental unit inspections.
7. Track accounting of your financial status (payments, etc.).
8. View status on unit holds and abatements.
9. Set up automatic payments (via EFT).

To register with the Landlord Portal, you will need a registration code.

To get your registration code, please contact AHA's Ombudsman at: (510) 747-4358
ombudsman@alamedahsg.org.

If you are already registered and need to access the Landlord Portal, visit the link below and click "Landlord Login": <https://recertification.alamedahsg.org/>

AHA's Ombudsman Program

The Housing Authority of the City of Alameda's Ombudsman Program is a solution-oriented community resource available to all tenants, program participants, and landlords with AHA. Other community organizations that represent AHA tenants or clients, may also use the Ombudsman Program. Individuals needing assistance are encouraged to first call their designated AHA contact person before contacting the Ombudsman Program.

Ombudsman Program contact info is (510) 747-4358 / ombudsman@alamedahsg.org.

Free Social Services support is available for your tenants

Free social services are provided at no cost to AHA voucher holders, plus the family members living in their households. For more info contact the LifeSTEPS team at:

Angel Reyes: (510) 410-0161 / areyes@lifestepsusa.org

Get Connected to AHA

AHA encourages all HCV landlords to stay connected with AHA by either signing up for email newsletters at www.ahagroup.click or following AHA on social media (Facebook and LinkedIn).



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701 Atlantic Avenue
Alameda, CA, 94501

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PERMIT NO 2030

LANDLORD NEWSLETTER

Important Information Enclosed

AHA Main Office Hours

Monday - Thursday
8:30am to 4:00pm