



## Walk-In Hours are Available at AHA's Main Office

The Housing Authority of the City of Alameda (AHA) welcomes walk-ins from all landlords. Please come by AHA's main office (located at 701 Atlantic Avenue in Alameda) generally on Mondays through Thursdays between the hours of 8:30 am to 11:30 am. If you arrive after 11am and AHA staff are unable to meet with you by 11:30am, you may be directed to return another day or make an appointment. No walk-ins are accepted after 11:30am, so please plan to arrive early. Please bring your ID. You can also complete most voucher actions online via the portal <https://www.alamedahsg.org/tenant-portal/>.

## Selling your rental unit?

Please note, in most cases, you cannot issue a notice to quit or terminate the lease because you are selling the unit, you must contact the Rent Program [www.alamedarentprogram.org](http://www.alamedarentprogram.org) if you plan on selling the unit. Also, it is your responsibility to notify the AHA before you sell your unit as the new property owner has to be approved to receive the HAP payments.

## Project-Based Voucher conversions to Housing Choice Voucher

Due to a shortfall in federal funding from HUD, AHA is unable to convert a Project-Based Voucher (PBV) to a Housing Choice Voucher (HCV) at this time. Please be aware of this restriction when talking to tenants and understand that the family may need to remain in a PBV unit. However, current Project-Based Voucher tenants may make a request to convert after 12 months in the PBV program. These requests will be held but cannot be honored until after HUD funds become available and are subject to the household's continued eligibility for funding. That timeline is uncertain at this time but AHA expects to remain in shortfall through the end of 2026. The online link to make the request can be found here. <https://form.alamedahsg.org/Forms/PBVtoHCVRequest>.

## Changes to AHA's Administrative Plan

The Housing Authority of the City of Alameda has updated its Administrative Plan effective April 18, 2026. This update clarifies the roles of the property owner and the Housing Authority when requesting a Reasonable Accommodation. The Admin Plan update provides the following examples of a Reasonable Accommodation that must be approved by the Property Owner.

- Service animals
- A parking spot close to the unit
- An extra bedroom
- A ground-floor unit
- Grab bars or tub

The owner must act in accordance with Federal Fair Housing guidelines and provide accommodations and modifications as needed. Certain Reasonable Accommodation requests affect both the voucher and the physical unit (ex. extra bedroom) and therefore require submission and approval of Reasonable Accommodation from both the AHA and the landlord. Remember to involve the Housing Authority in any transfer of units early in the process as the AHA may also have to process Reasonable Accommodation, will have to approve the transfer, and will have to inspect the unit.

## What should the landlord do if the tenant gets behind on their portion of the rent?

The landlord can issue legal notices to pay or quit to the tenant and then send copies to [HCVsubmission@alamedahsg.org](mailto:HCVsubmission@alamedahsg.org). These notices are governed by State law. AHA cannot provide legal advice on these notices. Once AHA has a copy of the legal notice, staff will set a meeting with your tenant and AHA housing program participant to discuss the matter. AHA cannot, however, be party to an eviction process for a landlord. If the tenant needs assistance with managing daily activities including payment, you may fill out a referral form via this link (<https://form.alamedahsg.org/Forms/lifesteps>). The completed web form will be sent directly to LifeSTEPS, which is AHA's contracted social services provider. Please note this service is confidential so you will not be informed of the outcome. It is also not an emergency response service. Please also note, a landlord cannot evict the tenant for lack of payment by AHA of the Housing Assistance Payment (HAP), unless the non-payment is due to the tenant no longer participating in a housing program with AHA.

## Landlord Reference of Prospective Tenants

Landlords participating in AHA's Housing Choice Voucher program are encouraged to conduct landlord references 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, in which the tenancy was subsidized (as part of Housing Choice Voucher program). To request the landlord contact information of the prospective tenant, please contact the corresponding housing specialist of the prospective tenant. Landlords can search for the AHA housing specialist by last name of the prospective tenant, via this link: <https://www.alamedahsg.org/housing-programs/contact-my-housing-specialist/>



Housing Authority  
of the  
City of Alameda

## AHA Housing Programs Department Contact Information

Should any landlord seek to connect with the AHA Housing Specialist assigned to their tenant, below is the contact information of the AHA Housing Specialists, designated by the tenant's last name. It is recommended that you send attachments (such as RFTAs or leases) through the portal, but if you send by e-mail, please send to [hcvsubmission@alamedahsg.org](mailto:hcvsubmission@alamedahsg.org) as the below e-mail addresses will not accept large attachments.

<b>Tenant last names starting A - FRED</b>	Simone Kittles (510) 747-4301	<a href="mailto:skittles@alamedahsg.org">skittles@alamedahsg.org</a>
<b>Tenant last names starting FREE - KP</b>	Dee Dee Adeosun (510) 747-4319	<a href="mailto:dadeosun@alamedahsg.org">dadeosun@alamedahsg.org</a>
<b>Tenant last names starting KQ - REYE</b>	Corliss Glanton (510) 747-4309	<a href="mailto:cglanton@alamedahsg.org">cglanton@alamedahsg.org</a>
<b>Tenant last names starting REYF - Z</b>	Jo Ann Harris (510) 747-4329	<a href="mailto:jharris@alamedahsg.org">jharris@alamedahsg.org</a>
<b>Asst Director of Housing Programs</b>	Komal Goundar (510) 747- 4367	<a href="mailto:kgoundar@alamedahsg.org">kgoundar@alamedahsg.org</a>

## 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 (lease agreements, changes in management companies, 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](mailto: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](mailto: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 please contact the LifeSTEPS team via this link:

<https://form.alamedahsg.org/Forms/lifesteps>.

## 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](http://www.ahagroup.click) or following AHA on social media (Facebook and LinkedIn).



Housing Authority  
of the  
City of Alameda



Housing Authority  
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City of Alameda

701 Atlantic Avenue  
Alameda, CA, 94501

PRESORTED STANDARD  
US POSTAGE

PAID  
OAKLAND, CA

PERMIT NO 2508

# LANDLORD NEWSLETTER

Important Information Enclosed

## **AHA Main Office Hours**

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

## **Do you know someone interested in joining AHA's Board of Commissioners?**

The Board of Commissioners is the governing body of the Housing Authority of the City of Alameda (AHA). AHA is seeking community members to apply to become a Commissioner. Members of the Board of Commissioners are appointed by the Mayor of Alameda and volunteer their four-year service to the community (starting summer 2026). If you know someone who is interested in joining AHA's Board of Commissioners and want to schedule an informational meeting, please call (510) 747-4321. Note that HUD does not allow individuals receiving Housing Assistance Payments from the AHA (landlords in AHA's program) to be on the AHA's Board of Commissioners.