

The background image shows a city skyline at dusk, with several skyscrapers illuminated against a purple and blue sky. In the foreground, there is a green park with trees and a winding path. A large, light blue circle is overlaid on the image, framing the text. A smaller yellow circle is positioned to the right of the main text.

Houston Housing Authority Landlord Engagement!

December 1, 2022



Agenda

- Greetings
- Welcome - HHA President & CEO
- The work we do
- Communities We Serve
- Why Rent to our Tenants
- Business Operations & Process
- Improving Customer Experience

Greetings

Houston Housing Authority Welcomes you!

Thank you for taking the time out of your schedule to meet with our agency on the vision and goals we have in place for continuing our success. We appreciate you!

Housing Choice Voucher Program

The work "WE" do!

The work we do would not be possible
without YOU!

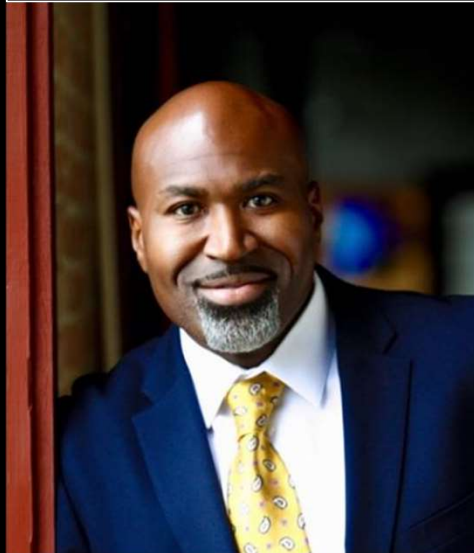
Thank you to all of our landlords!

*From new to experienced to the pro's we
appreciate you all!*



HHA President & CEO

HHA President & CEO



Mr. David Northern Sr.

Houston Housing Authority

Partnership

Vision

Working together

Engagement



Opportunities

Commitment

Improvement

Relationships

Leading us into the future!

The Work “We” Do

Houston Housing Authority Housing Choice Voucher Program

The Housing Choice Voucher Program administers about 17,000 Section 8 tenant-based subsidy vouchers. The Section 8 programs provide assisted rental housing through the participation of private landlords in the community.

The Houston Housing Authority is responsible for contributing about \$100 million into the local economy each year through its payments to participating landlords.

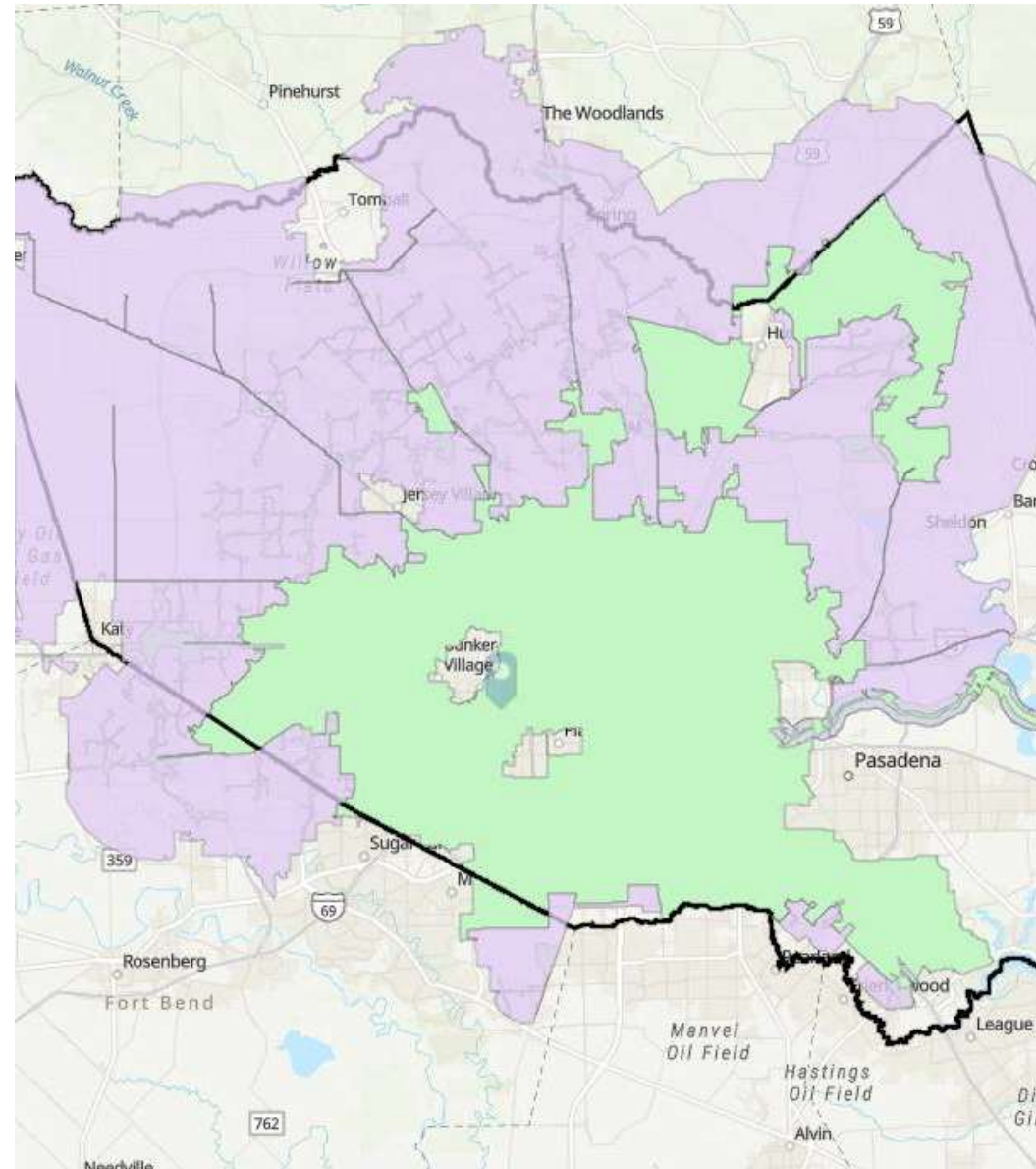
HHA

Communities We Serve Harris County - Houston

Largest City in Texas

Fourth largest city in the United States

Harris County total area 1,777 square miles



Why Rent to our tenants?

- * Free advertising of available units through Social Serve
- * Guaranteed rent payment the 2ndst business day of each month
 - * Biennial inspections
 - * Market rents
- Helping to provide affordable housing to Houston families
- When tenants experience change of income loss; HHA increases their HAP portion
- Housing payments were consistent through COVID



**Advertise your
unit for FREE**


Visit: www.socialserve.com

Payment Standards

The amount a voucher holder can spend on an apartment is called the “Payment Standard”



Payment Standards

 Houston Housing Authority
2640 Fountain View Dr. | Houston, Texas 77057 | Phone: 713.260.0500 | TTY: 713.260.0547 | www.housingforhouston.com

PAYMENT STANDARDS BY ZIP CODE 2022-2023

Effective 10/19/22-12/31/23

Full Coverage Zip Codes Eligible for Tier A-1

77002 77005 77006 77007 77008 77010 77019 77024 77027 77030
77041 77046 77054 77056 77070 77077 77079 77094 77098 77345
77346 77377 77380 77386 77388 77389 77401 77407 77429 77433

Partial Coverage Zip Codes Eligible for A-1

77059 77362 77381 77382 77384 77406 77450 77479 77489 77493
77494 77498 77545 77546 77573

Full Coverage Zip Codes Eligible for Tier A-2

77044 77339 77379 77449

Partial Coverage Zip Codes Eligible for Tier A-2

77385 77477

Full Coverage Zip Codes Eligible for Tier B

77003 77025 77042 77047 77057 77062 77063 77064 77065 77066
77069 77082 77084 77085 77089 77090 77095 77354 77373 77375
77396

Partial Coverage Zip Codes Eligible for Tier B

77053 77058 77355 77365 77441 77447 77536 77565 77586 77598

Full Coverage Zip Codes Eligible for Tier C

77004 77009 77014 77032 77033 77034 77037 77038 77040
77043 77045 77049 77055 77067 77068 77072 77073 77075
77078 77080 77081 77083 77086 77096 77099 77336

Partial Coverage Zip Codes Eligible for Tier C


77302 77338 77471 77504 77507 77511 77521 77532 77539 77562
77571

Full Coverage Zip Codes Eligible Tier D

77011 77012 77013 77015 77016 77017 77018 77020 77021 77022
77023 77026 77028 77029 77031 77035 77036 77039 77048 77050
77051 77060 77061 77071 77074 77076 77087 77088 77091 77092
77093 77530 77547 77587

Partial Coverage Zip Codes Eligible for Tier D

77327 77357 77423 77445 77484 77503 77506 77520 77535 77583

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PAYMENT STANDARDS 2022-2023

Effective 10/19/22-12/31/23

Bedroom Size	Tier A-1	Tier A-2	Tier B	Tier C	Tier D
Efficiency	\$1,994	\$1,739	\$1,449	\$1,242	\$1,063
One Bedroom	\$2,118	\$1,849	\$1,532	\$1,325	\$1,180
Two Bedroom	\$2,532	\$2,208	\$1,835	\$1,587	\$1,408
Three Bedroom	\$3,333	\$2,912	\$2,429	\$2,084	\$1,849
Four Bedroom	\$4,313	\$3,767	\$3,133	\$2,705	\$2,401
Five Bedroom	\$4,960	\$4,332	\$3,603	\$3,111	\$2,761
Six Bedroom	\$5,607	\$4,897	\$4,073	\$3,517	\$3,121
Seven Bedroom	\$6,254	\$5,462	\$4,543	\$3,922	\$3,481
Eight Bedroom	\$6,901	\$6,027	\$5,013	\$4,328	\$3,842

Payment Standards were increased 10-19-2022

Increased payment standards for our tenants to have a better opportunity to find affordable housing while competing in a tough market



Houston Housing Authority

Overview of Business Operations & Process

A brief review of the Housing Choice Voucher Process

Houston Housing Authority

Overview of Business Operations & Process

Tenants

Finding
Vouchers
Approving
Affordability

RFTA's

Leasing Packet
Requested Rent
amounts
Utilities
Mock Lease

Inspections

Rent –
Reasonableness
High Quality
Standards
Checklist of items

Contracts

Housing
Assistance
Payments
Move-In Dates

Payments

Market rents
Guaranteed Rent
each month

Tenants

Advertise your unit for FREE
www.SocialServe.com

Eligible families will approach
you with their voucher packet

Screen Families – HHA does not do this for rental/credit history

Application Fees & Security Deposits are tenants responsibility

Make determination quickly on approval or denial – Families are
permitted 120 days to find housing, failure to return Voucher can
result in termination from the program



Affordability

Families may never pay more than 40% of their income towards rent. This information is provided with the voucher packet for the property owners to review on the **Affordability Worksheets**

"The amount on the Affordability Worksheet is not enough to cover the rent, can the family have it increased?"

New Payment standards went into effect 10/19/2022

If tenant was issued voucher prior to the date listed, Yes they are able to get new affordability worksheets

"Can I charge the maximum amount on the affordability worksheet?"

All requested rent amounts are reviewed by a Market Analyst.

The analyst determines if the requested rent is reasonable, as compared to an unassisted unit

"Can I sign a new lease with the Tenant if I have not received a rental increase approval?"

No, the rental increase must be approved before signing the new lease.

If a rental increase is not requested and rent remains the same, Yes a new lease may be executed.



Request for Tenancy Approval (RFTA)

A detailed property description

- ☐ Address of unit
- ☐ Type of Unit
- ☐ # of Bedrooms

DEFINES

What type of utilities: Gas/Electric/Oil/Coal

Who will provide appliances

Who will be responsible for paying utilities

This form plays a major part in determining the tenant and HHA portions of rent. Receipt of this document facilitates the rent reasonableness and initial inspection process

Property Owner Required Documents

Must prove rightful ownership of the property along with taxpayer identification

1

Completed IRS
Form W-9

2

Proof of
taxpayer
number such as
social security
card

3

Valid state
issued, picture
identification

4

Filed and
recorded
warranty deed to
the property

5

Proposed Lease
Agreement
(Mock Lease)

Inspections

- ❑ Initial inspections are scheduled once the rent has been approved
- ❑ These inspections are only scheduled with the property owner
 - ❑ Units should be "Move-In" ready
 - ❑ Units must be vacant unless occupied by the assisted family
- You may allow a client to move-in without an executed HAP Contract with the Houston Housing Authority **after** the HQS inspection has **PASSED**.
- The Authority will make HAP (Housing Assistance Payments) contracts retroactive.

Please be sure to review Inspection checklist





Contract

Once the move-in date has been coordinated, the HAP contract will be written and emailed



Payment

Payments will be retroactive to the effective date of the HAP contract.

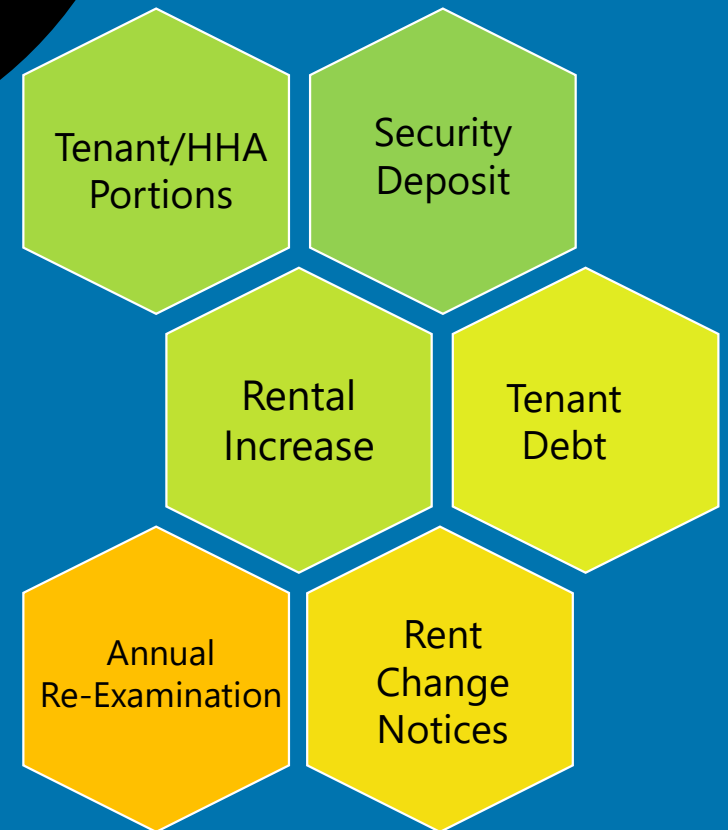
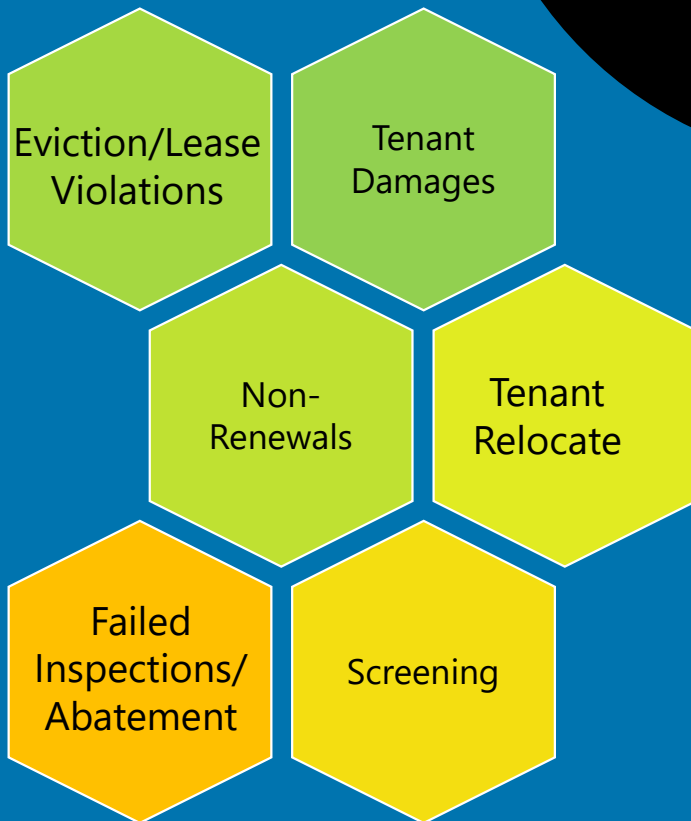
Thereafter, payments will automatically be direct deposited on the 2nd business day of each month.

Tenants are responsible for any rent due prior to the HAP contract effective date.



Improving Customer Experience

Frequently Asked Questions Webpage



**Coming Soon to
HHA
Bob.ai**

**We are currently working through
process improvement to continue
advancing in technology and
improved operational efficiencies**

<https://bob.ai/pha/texas/houston-housing-authority>

HHA - Bob.ai Webpage

bob.ai



Create an account Login



Houston Housing Authority

<https://bob.ai/pha/texas/houston-housing-authority>

<https://bob.ai/pha/texas/houston-housing-authority>

New Request to Relocate Form

☐ Developed to help speed up the process of clients relocating

☐ Requires Landlord & Tenant signature



Housing Choice Voucher Program REQUEST TO RELOCATE (Must be signed Tenant and Landlord)

Name: _____ Date: _____
Last four of SSN: _____
Current address: _____
(city, state, zip code)
Email address (required): _____
Telephone number: _____
Lease Expiration Date: _____

REASON FOR MOVE: (please select one option)

- ☐ Eviction
- ☐ Relocate to a new neighborhood
- ☐ Occupancy Standard - (downsized due to budget cuts)
- ☐ Voucher size change
- ☐ Reasonable Accommodation (must complete and attach reasonable accommodation form)
- ☐ Other (please provide details) _____

Notice to Vacate (Required)

This is to advise my intentions to vacate the unit located at _____ (Unit's Address) on _____ (Date). This complies with lease requirements and Housing Choice Voucher Programs' Family Obligations requiring at least 30 days written notice to vacate the unit.

Landlord, please be advised your above tenant is requesting to relocate. By signing below, you acknowledge your tenant has provided proper notice to vacate. The Housing Assistance Payment Contract will terminate on the date listed above and no additional payments will be made from the Houston Housing Authority.

If your tenant remains in the above unit after lease determination effective date, and the unit is **not** in a failed inspection status, your tenant will be required to submit a Stay In Place/Continuance form signed by both the tenant and landlord.

Tenant's Name (Print) : _____ Date : _____
Tenant's Signature : _____ Date : _____

Landlord Name (Print): _____ Date: _____
Landlord Signature: _____ Date: _____
Landlord Phone number: _____ Email address: _____

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Houston Housing Authority Thank you!

A solid yellow circle is positioned to the left of the blue box containing the text.

That's a wrap!