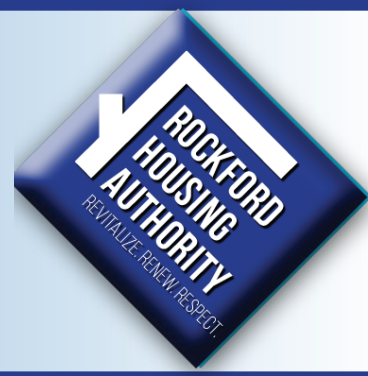


# RHA Landlord Update



223 South Winnebago Street, Rockford, IL 61102  
www.rockfordha.org

## Save the Date - Landlord Meeting

Rockford Housing Authority is hosting a Landlord Update meeting on **Friday, May 20, 2016** in the first floor conference room at the RHA Central Office, 223 S. Winnebago Street. Reservations are not required.

Please join us and meet the HCV Specialists, review processes and procedures, and receive updated information. A question and answer session will be held at the end of the meeting.

### HAP Processing

**As a reminder**, Requested changes of HAP payments must be received no later than the 23rd of each month, to ensure timely HAP payments. Payments will be deposited on or before the 5th business day of the month.

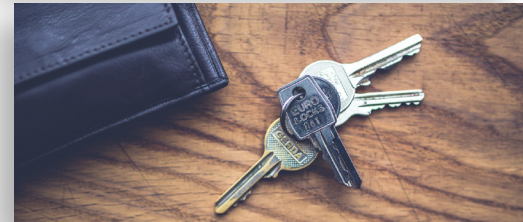
### Housing Quality Inspections

HQS (Housing Quality Standards for inspections) must be conducted annually, no less than 12 months from prior inspection.

### Minimizing rescheduling inspections

The Head of Household or any other adult over the age of 18 years must be present at the scheduled inspection. If the inspector is not able to access the unit, it will be considered inconclusive, and will need to be rescheduled.

If two scheduled inspections are inconclusive (inspector unable to enter unit), the tenant may be terminated from the HCV program. Please remind your tenant of the appointment. Failure for tenant attendance may subject the tenant to termination of their housing assistance,



In the case of a needed cancellation or reschedule, the landlord must notify the HCV Specialist a minimum of 48 hours prior to the inspection date, in order to allow sufficient time to reschedule.

### Quality Control Inspections

HUD regulation requires an RHA Supervisor or other certified employee to conduct a Quality Control (QC) Inspection on 20% of the units occupied, having had an inspection completed within the prior three months. The sample of units to be inspected will be randomly selected.

## HCV Staff Contact List

**Laura Snyder**  
Director of Operation  
815-489-8520  
[lsnyder@rockfordha.org](mailto:lsnyder@rockfordha.org)

**Cheryl Zwanzig**  
HCV Supervisor  
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**Laura Martinez**  
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**Lucy Burton**  
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**Corey Werrbach**  
Occupancy Specialist  
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[cwerrbach@rockfordha.org](mailto:cwerrbach@rockfordha.org)

**Nan McKay Inspections**  
HQS Inspections  
510-690-8282

# RHA Landlord Update

## RHA Mission Statement

**A quality home is the foundation of society and community. Quality home life provides hope and the pathway to our goals. Responsible and respectful people deserve the opportunity to contribute to attaining a comfortable, quality home and neighborhood all can have pride in. RHA partners with the community and responsible and respectful families to transform houses into homes.**



## Abatements

Should a unit fail an HQS inspection, the tenant and landlord will be Notified, and a second inspection will be scheduled. If the unit fails the second time, the HAP will be placed on abatement (hold) no later than the first of the month following the second failed inspection

Once the deficiencies of a unit are corrected, it is the responsibility of the landlord to contact the HCV supervisor, Cheryl Zwanzig, to schedule a follow-up.

Once a failed unit inspection passes and is confirmed by Nan McKay, the HAP abatement will be released to continue paying on the first of the following month. No adjustments for abated amounts will be issued to the owner for the time the HAP was abated.

Your tenant **is not responsible** for any abated HAP, and the owner may not use the abatement as cause for eviction.

## Have Changes?

Should you have a change of address, phone number, or an email address, please provide the information to RHA. Forms for changes are available at the Central Office, or on-line at our newly re-designed website [www.rockfordha.org](http://www.rockfordha.org). The form must be completed and returned to the RHA Specialist to make the changes.

An updated 1099 W-9 form will need to be completed with the corrected address.

Should you have a change of bank account, please complete a Direct Deposit form. You may pick one up at our Central Office, or simply print one from our newly designed website at [www.rockfordha.org](http://www.rockfordha.org). The form must be completed and returned with a voided check. In order for HAPs to deposit to the correct account, RHA must have the documentation no later than the 22nd of the month to ensure deposit to proper account.

**Possibly selling or buying a property** that is currently occupied by an HCV tenant receiving assistance? A Change of Ownership form needs to be completed, and a copy of the bill of sale or deed must be submitted to an Occupancy Specialist within ten business days to insure proper payment to new owner in a timely manner,

To avoid any delay in HAP, notify a Specialist of any changes promptly. All forms can be found online at [www.rockfordha.org](http://www.rockfordha.org) or at our central office. Changes will not be made until the correct documentation is submitted.

**We greatly appreciate your willingness to provide our clients with safe, suitable, and affordable housing.**

**THANK YOU FOR ATTENDING OUR  
ANNUAL LANDLORD UPDATE MEETING 2016**