



New Walk-In Office Hours for Housing Programs Department

AHA is now allowing walk-ins from all AHA landlords. Housing Authority staff will be available to answer your questions, please come by AHA's main office (located at 701 Atlantic Avenue, Alameda CA 94501) on Mondays through Thursdays between the hours of 8:30am to 11:30am. **No appointment is necessary.**

Alameda Rent Program – Annual Program Fee Waiver

Since 2020, landlords in Alameda have not been charged the Alameda Rent Program's annual program fee (www.alamedarentprogram.org) for units rented to tenants in a rent subsidy program, such as the Housing Choice Voucher (Section 8) Program (see #1 below). The City of Alameda agrees to cover the program fee on behalf of landlords as a means to provide a financial incentive and encourage participation in these housing programs.

For the 2025-2026 program year, the Rent Program will be requesting documentation of participation in a rent subsidy program. In order to continue receiving the fee waiver, a landlord must:

- A.** Complete and submit a Form RP-225 declaring the total number of rent-subsidized units currently rented to voucher recipients.
- B.** Submit a copy of the 2024 1099-MISC tax form by entity that administers the voucher program (e.g. The Housing Authority of the City of Alameda) to report rent subsidy payments made to the landlord.

Landlords who submit the required documentation by May 16, 2025, will have their information in Alameda Rent Registry carried over for the 2025-2026 program year and will not be charged the program fee for registered rent-subsidized units. Landlords who fail to meet the submission May 16th deadline will see program fees for rent-subsidized units included on invoicing for 2025-2026 and must pay fees on those units unless documentation is received. Landlords may also need to re-register those units when they submit their annual registration statement.

As a reminder, landlords must update tenancy information for all fully regulated rental units by submitting an annual registration statement. The online Rent Registry portal will accept registration submissions beginning June 1, 2025. Alameda Rent Program Annual registration and program fees are both due by no later than August 31, 2024. More information on annual registration will be made available next month.

[#1] To qualify, a program must be one in which rents are subsidized or regulated by federal law or by regulatory agreements between a Landlord and (i) the City, (ii) the Housing Authority or (iii) any agency of the State of California or the Federal Government.

Landlords Responsible for Collecting Tenant Portion of Rent

The Housing Assistance Payment (HAP) contract requires an AHA landlord to collect the tenant's portion of the rent from the tenant. If a tenant is not paying their portion of the rent, landlords must take the same actions that you make with non-AHA tenants, which might include issuing an eviction notice. If a landlord issues a termination of tenancy notice or any other legal notice, landlords are required to provide a copy of that eviction notice to the Housing Authority as the HAP may also be terminated. If you provide the Housing Authority with copies of lease violation notices to the tenant, the Housing Authority may be able to counsel the tenant about how that affects their assistance as they cannot have serious or repeated violations of their lease. An AHA tenant is required to not have serious or repeated violations of the lease under the HCV program. This counseling sometimes corrects the behavior resulting in lease violations, but without written notices from the landlord, the Housing Authority cannot act. Also, the Housing Authority cannot demand the tenant to pay a landlord their tenant portion of the rent. The Housing Authority can only act on the violations of Family Obligations with the household, as the Housing Authority is not a party to the lease, so the Housing Authority cannot perform lease enforcement. As a landlord in AHA's HCV program, you are responsible for enforcing your lease in the same manner that you enforce the lease for your non-AHA tenants.

Vacancy Loss Payments

Vacancy Loss Payments are available to landlords for initial or continued participation in the Housing Choice Voucher (HCV) program. To qualify for the vacancy loss payments, the tenant who will occupy the unit has to be an HCV participant under one of AHA's programs and must lease up in the unit before a payment can be made. Also, if a landlord receives payments from any other "Moving to Work" activity, the total of all payments made must be equal to or less than one month of rent. Landlords will be required to complete a form disclosing payments from other sources made on the unit, as vacancy loss payments can only be paid if the landlord has not already received that month's rent payment from other sources, such as the tenant paying last month's rent at move-in.

NOTE: Payments will not be made until the Housing Assistance Payments (HAP) contract is signed and processed. In other words, vacancy loss and incentive payments will be made at the same time, along with the first HAP under the new contract. Both the vacancy loss payments and landlord incentives will not be applied to any units under the Project-Based Voucher or Low-Income Housing Tax Credit programs, or to any unit with a regulatory agreement.

Pre Qualifying Inspections

Landlords can request a unit to be inspected up to 90 days prior to an HCV participant moving into the unit. Owners will not be charged for pre-qualifying inspections. Please contact Ron Babiera at (510) 747-4331 or rbabiera@alamedahsg.org with questions or to schedule a pre-inspection.

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).

AHA Housing Specialist Contact Information

Tenant last names starting A - HENN	Corliss Glanton	(510) 747-4309	cglanton@alamedahsg.org
Tenant last names starting HENO - OT	Jo Ann Harris	(510) 747-4329	jharris@alamedahsg.org
Tenant last names starting OU - Z	Minh Hoang Pham	(510) 747-4347	mphan@alamedahsg.org
Housing Programs Supervisor	Komal Goundar	(510) 747-4367	kgoundar@alamedahsg.org
Housing Programs Assistant Director	Ron Babiera	(510) 747-4331	rbabiera@alamedahsg.org

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/>

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AHA's Ombudsman Program

The Housing Authority of the City of Alameda's Ombudsman Program is a solution-oriented community resource available to all AHA tenants, AHA program participants, AHA landlords, and other community organizations that represent AHA tenants or clients. AHA tenants, AHA program participants, and AHA landlords 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



Housing Authority
— of the —
City of Alameda

701 Atlantic Avenue
Alameda, CA, 94501

PRESORTED STANDARD
US POSTAGE

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OAKLAND, CA

PERMIT NO 2508

LANDLORD NEWSLETTER

Important Information Enclosed

AHA Main Office Hours

Monday - Thursday

8:30am to 3:00pm