



Section 8 Housing Choice Voucher Program

~Landlord 101~

3/15/2017

2:00 p.m. – 3:30 p.m.

- I. Welcome and Introductions – Gil Machin, HCV Officer
- II. Overview of Section 8 Program
- III. New Landlord Registration – Jasmine Randle, Compliance
 - Background Checks
 - Taxes Paid
 - W-9 Forms
 - Direct Deposit Authorization Forms
 - Property Management Contract
 - Property Listings: www.GoSection8.com preferred
 - HMS Pal Website
- IV. Policies and Procedures – New Updates
 - Deficiency Reports Conversion to Email
 - No-Shows Limitation
 - Rent Increase Requests – form on website; 60 days rule
 - Contract and Lease Submissions – 90 days
 - Utility Account Numbers
- V. Questions and Comments
- VI. Adjournment