

## **Guidelines for Landlords Interested in Partnering With the Housing Choice Voucher (HCV) Program**

Thank you for your interest in participating in the Housing Choice Voucher (HCV) Section 8 program. Here are the steps to ensure your property is added successfully:

- 1. Program Briefing:** Participants attend a briefing to understand the program guidelines.
- 2. Voucher Issuance:** An electronic voucher is issued to the participant, valid for 90 days and extendable to 120 days if necessary.
- 3. Property Marketing:** Submit a marketing flyer to our office, and our case workers will share it with potential tenants.
- 4. Tenant Screening:** If a participant shows interest in your property, you may conduct your screening process.
- 5. Voucher Completion:** Interested participants will send you an electronic invitation to complete your portion of their voucher via their portal.
- 6. Participant Signature:** After completing your part, return the voucher to the participant for their signature.
- 7. RFTA Processing:** Our RFTA Processing Department processes the file. Assuming completeness, we aim to schedule an inspection within 10-15 business days.
- 8. Initial Inspection:** If the unit passes, we send a pass letter, and the tenant can move in within 24 hours of a passing inspection.
- 9. Failed Inspection:** Should the unit fail; we issue a fail letter detailing the deficiencies. All issues must be resolved, and the unit re-inspected before the participant can move in.
- 10. Consecutive Failures:** If a unit fails two consecutive initial inspections, we may withdraw the RFTA and re-issue the voucher, allowing the participant to continue their housing search.

**Important Note:** Please do not allow participants to move in prior to passing the HQS inspection, as we cannot assume responsibility for units that fail to meet required standards.

## Steps for Registering for the Landlord Portal

1. Visit the website: <https://portal.mobilehousing.org>
2. In the top right-hand corner, click on Landlord Login
3. Under the blue Login button, click the link that says ‘Click Here to Register’

### **Option 1: I have a registration code**

1. Enter your unique registration code
2. Complete the form and submit.
3. Once registered, you will be redirected to your new MHA landlord portal.

### **Option 2: I do not have a registration code**

1. Complete the form and submit
2. You will be directed to a generic landlord account
3. Visit <https://mobilehousing.org/rentcafe-requestcode> to request your unique Mobile Housing registration code.

**Note:** Must have an active unit on the program to request a registration code

4. Once you have received your registration code, visit the website:  
[portal.mobilehousing.org](https://portal.mobilehousing.org) and login with the account information you previously created.

**Note:** Your username is your email address

5. Click the button **Register with another agency** and enter your unique registration code.
6. Complete the form and submit.
7. You will now be redirected to your new Mobile Housing landlord and able to view options related to your Mobile Housing unit and tenants.