



MOBILE HOUSING BOARD

TDD/TTY 1-800-545-1833, EXTENSION 824

www.mobilehousing.org

Dear Property Owner / Management Agency:

In the event a change occurs which modifies any condition of the original lease or Housing Choice Voucher Program (HCVP) Contract, an amendment is required. The new owner/manager and the resident must sign the amendment. Examples of changes include ownership changes, realtor changes and manager/owner name changes. In most situations, the changes require the new owner/manager must complete a new W-9 tax form, an owner/agency certification and a lead based paint form. Copies of the required forms are attached for your convenience. If there are multiple properties involved, you may use this as a master set to make copies from. You will need 1 set per property.

In addition, if the property has been sold or a new management agency is assuming responsibility of the property, a letter from the previous owner/manager detailing the sale or transfer is required. Basically, if sold, the letter will state the property is sold, to whom it was sold and the effective date. If management has changed, it will state that it has changed, to whom it has changed and the effective date.

The new owner/manager must provide a letter to the HCVP stating they have purchased or assumed management of the property and they are requesting to continue to Housing Assistance Payments (HAP) Contract. The letter to HCVP will also require an effective date for the changes.

Proof of ownership is required for all properties under HCVP Contract, preferable a copy of the deed, or in some cases, a copy of settlement is accepted.

Due to the length in time it may take to obtain the required documents listed above and HCVP processing time, HCVP will hold all payments until all paperwork is completed. Another option available, at the owner/manager's request, would be to continue sending payments to the previous owner until all paperwork is completed.

Upon completion of the necessary documents, please return all information to the HCVP Office. Should you have any questions, you can contact our office at 434-2300.

Sincerely,

Paul Watkins pwatkins@mobilehousing.org

Magdalene Skretta mskretta@mobilehousing.org

HCV Program Administration Team

Street Address:

1517 Plaza Drive
Mobile, Alabama 36605

Mailing Address:

Post Office Box 1345
Mobile Alabama 36633-1345

Telephone: (251) 434-2300
EFax: (251) 434-0004



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LEASE AMENDMENT

The Mobile Housing Board's Housing Assistance Payments (HAP) Contract entered into between the initial Owner, _____, on behalf of the program participant, _____, for the property located at _____, is hereby amended, effective. The HAP Contract and/or Lease Agreement are now amended to reflect the manager/owner as: _____.

The change is a result of one of the following:

- _____ A change in ownership of the property
- _____ A change in the realty company that manages the property
- _____ Owner/Manager name change

By signature of the program participant and the new property owner, this amendment shall be attached to and made part of the HAP Contract and/or Lease Agreement. All other covenants, terms and conditions of the original HAP Contract and/or Lease Agreement remain the same.

Property Owner Program Participant (Print) Office Assistant

Signature Signature Signature

Address of Owner Date Signed Date Completed

City, ST & Zip Code

Telephone Number

Email Address

Date



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OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the owner of the property located at _____.

A copy of my deed is attached as verification of purchase of this property. I have written the unit address on top of my deed.

By placing my signature below, I also certify that I am not the parent, child, grandparent, grandchild, sister, or brother of any member of the Housing Choice Voucher Program family whom I have approved to rent this unit.

Owner's Name (Print)

Signature

Date

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ___ DAY OF _____, 20__.

NOTARY PUBLIC

My commission expires: _____

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HUD LEAD BASED PAINT INSTRUCTIONS

1. If the unit was built prior to January 1, 1978, there are special lead based paint requirements. If that portion of the request for tenancy approval (RFTA) form is left blank by the owner, housing choice voucher program (HCVP) will not accept it. If the RFTA states the unit was built before 1978.
2. If there is no child under age 6 covered by the proposed lease, there is no special lead based paint requirement.
3. If the unit was built before 1978 and there is a child under the age of 6 but HCVP and the landlord has not been notified by the family in writing of an EBL (elevated blood level) above 20 UG/DL for a single test or 15-19 UG/DL in two consecutive tests several months apart, and defective paint (cracking, scaling, chipping, peeling

or loose) is noted by the HCVP Inspector:

****Deteriorated painted surfaces must be treated to remove the deteriorated paint on all chewable surfaces, common**

areas and component areas.

Chewable surfaces means an interior or exterior surface painted with lead based paint that a young child can mouth or

chew. A chewable surface is the same as an accessible surface as defined in 42 U.S.C.

4851b (2). Hard metal substrates and other materials that cannot be dented by the bite of a young child are not considered chewable.

Common areas mean a portion of a residential property that is available for use by occupants of more than one dwelling unit.

Such areas may include, but are not limited to: hallways, stairways, laundry and recreational rooms, playgrounds, community

centers, on-site day care facilities, garages and boundary fences.

Component means an architectural element of a dwelling unit or common area identified by type and location, such as a

bedroom wall, an interior window sill, a baseboard in a living room, a kitchen floor, an interior window sill in a bathroom, a

porch floor, stair treads in a common stairwell, or an exterior wall. ****treatment procedure in part 5A & 5B below****

4. If the unit was built prior to 1978 and HCVP and the landlord have been notified, in writing, that a family has a child under age 6 with an EBL above 20 UG/DL for a single test or 15-19 UG/DL in two consecutive tests several months apart – then prior to initial lease or at annual renewal:
****in addition to the above treatment of defective paint: all interior and exterior protruding paint surfaces, (corners, window sills and frames, doors and frames, other protruding woodwork) must be treated regardless of the condition of the paint on those protruding surfaces.**

5. Treatment will consist of one or both of the following:

A. Child under age 6 with no report of EBL: deteriorated surfaces will be replaced, covered (with wallboard or fiberglass cloth) or the paint removed by scraping, heat treatment (with infrared or coil type heat guns only) or chemicals. Machine sanding or propane torches are not permitted and washing and repainting without

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removal is inadequate. The Mobile County Health Department can provide more information on proper treatment.

- B. With child under age 6 and confirmed EBL above 20 UG/DL, Ex.: (1) defective surfaces as in 5A above; (2) chewable surfaces regardless of condition: (a) removal of all paint on all protruding chewable surfaces.
6. Correction must be completed within 30 calendar days of the MHB notification to the owner. Covering or removal must be completed prior to initial lease or lease renewal but repainting may be delayed during adverse weather with written permission, and within a reasonable time period, as determined by MHB. The owner shall take appropriate action to protect tenants from hazards associated with the above procedures.

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DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
 - (i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
 - (ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

- (b) Records and reports available to the lessor (check (i) or (ii) below):
 - (i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
 - (ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

- (c) _____ Lessee has received copies of all information listed above.
- (d) _____ Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

Agent's Acknowledgment (initial)

- (e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

Lessor	Date	Lessor	Date
Lessee	Date	Lessee	Date
Agent	Date	Agent	Date

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

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Dear Housing Choice Voucher Landlord/Participant:

The Mobile Housing Board (“MHB”) is pleased to announce its new electronic direct deposit initiative for payment of all Housing Choice Voucher (i.e., “Section 8”) landlords and participants. We call this program *HCVP SpeedPay*. **All** Housing Choice Voucher Program payments made by the Mobile Housing Board will be made electronically using the Automated Clearing Housing (ACH) process. **This means that payments will be made directly to a checking account or savings account designated by you.**

Once the process is implemented, **paper checks** will no longer be issued. This change in the payment method will dramatically increase the speed and accuracy of payments to landlords and improve the Housing Choice Voucher Program’s operations. ACH electronic payments benefit recipients by:

- Depositing funds directly into a landlord’s bank account
- Payments to landlords more quickly than checks
- Eliminating lost or stolen checks
- Increasing security over funds
- Improving the tracking of all payments

Attached is an ACH payment Authorization Form. You may also fax your information to 251-434-0004 or email it [to hcvapplications@mobilehousing.org](mailto:hcvapplications@mobilehousing.org) the enclosed form, you must indicate the bank routing and account number of the account where you will want Housing Choice payments deposited. **You must also submit a copy of a voided check or deposit slip for verification of the routing and account number.** Please note that deposit slips may only be used for saving account deposits.

This information must be in writing as no information will be accepted over the phone. Any changes to the account information require a new direct deposit authorization form. Account changes may take 30 days to process.

On the back of this letter is a list of “Frequency Asked Questions” about the ACH payment process. If you have any other questions, please contact Ronda Strickland at (251) 434-2254. We are excited about this *HCVP SpeedPay* Program and believe it will enhance our services to you.

Sincerely,

Paul Watkins pwatkins@mobilehousing.org

Magdalene Skretta mskretta@mobilehousing.org

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FREQUENTLY ASKED QUESTIONS - HCVP SpeedPay

How do I arrange for electronic payment deposits with my financial institution?

You must complete the Direct Deposit Authorization Form and return by mail to help ensure no disruption in your payments. A copy of a voided check or deposit slip must accompany submission of this Form. We recommend that you contact your financial institution and ask about their institution's policies and procedures for ACH payments and remittance notification.

What are the benefits of Electronic Payments?

It's Easy – Receiving your payments electronically eliminates check handling and manual deposits. The money is credited directly to your account, ready for you to use. There are no additional steps for handling the payment (like mail rooms, the post office, etc.) where checks can be misdirected or lost.

It's Fast – With Electronic Payments, payments go directly to your account.

It's More Secure Than Checks – Electronic Payments uses the Automated Clearing Housing ("ACH") network – the same system your bank uses to handle certain transactions with other banks. When electronic payments are credited to your bank account, the funds become immediately available.

Will all of my payments be electronic payments?

Yes, once the electronic payment process is implemented by the MHB, all future Voucher Program assistance payments will be made via electronic payment.

How long does the electronic payment direct deposit authorization process take?

Depending on when the Direct Deposit Authorization Form is received by our office, electronic payments may commence as early as the next regular payment cycle.

What information will accompany an electronic payment? How do I receive the information?

Electronic payments will be electronically posted to your bank account. Within the next two months, we are also implementing a web-based system where you will be able to view payment details. As necessary, you should discuss remittance and notification questions with your financial institution.

What do I need to do if I wish to change the bank or account where funds are to be deposited? If you plan to change the bank or account where funds are deposited, you must complete a new Direct Deposit Authorization Form, allowing 30 days to process the change. It must be completed in the same manner as when payments were initially set up. You are responsible for ensuring that your bank/account information is accurate.

What if I don't currently have a bank account or do not want an electronic payment to my bank account?

If you do not have a bank account, you may be interested in requesting information about various account options being made available by your local banking institution.

Can I have more than one Direct Deposit Account?

No, you may only have one account per owner.

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Please type or clearly print or type all requested information

Part 1: Transaction Type

New Setup Change Financial Institution Change account number Change account type

Effective Date: _____

Part 2: Payee Identification (all information is required)

Name:	Owner Tax ID (Social Security Number or Employer Identification Number)		
Street Address:	Work Phone Number:	Home Phone Number:	
E-mail Address:	City	State	Zip Code

Part 3: Financial Institution Information (all information is required)

Financial Institution Name:	Account Number:												
Account Name:	Account Type:	Checking	Savings										
9-Digit Routing Number													
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Part 4: Authorization I hereby request and authorize the Mobile Housing Board to deposit payments by electronic funds transfer into the account specified above and, if necessary, debit entries and adjustments for any amount deposited electronically in error. I recognize that, if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically. I also acknowledge that Mobile Housing Board will begin communicating directly with me (or my representative) through the email account I have indicated above.

This authorization will remain in effect until written notice is received revoking it. I understand that I must allow a reasonable amount of time for initiating or changing Direct Deposit and I am responsible for notification of any change in financial institution information.

Authorized Signature:	Title:	Date:
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NOTE: YOU MUST SUBMIT A VOIDED CHECK OR DEPOSIT SLIP FOR ACCOUNT VERIFICATION

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