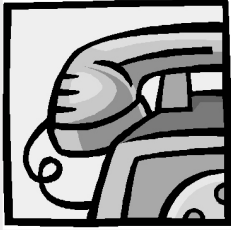
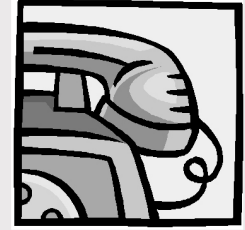


July 2019



housing hotline



Norwalk Housing Authority
Newsletter

Housing Assistance Payments (HAP) Contract Questions & Answers (Q & A):

Q: I would like to have my new management company handle my voucher tenant. What should I do?

A: First, decide if you would like to continue receiving the monthly Housing Assistance Payments (HAP) directly or if you want the management company to collect all rents. Then, provide the Housing Authority with the contact information of your management company, and submit a copy of your management agreement. We will send all correspondence concerning contract renewal and inspections to the management company. If the management company will be collecting the HAP, then we will request that you complete a Change of Payee Form.

Q: My tenant is using too much water, and I want her to pay the bill. How do I change the utilities that the tenant is responsible for?

A: If your Lease Agreement with the tenant is month-to-month, provide your tenant with a 60-day written notice of the change to the utilities and provide the Housing Authority with a copy. Follow-up the notice with an offer of a new lease and provide the Housing Authority with a signed copy. The Housing Authority will process a new HAP Contract reflecting the change to tenant and owner supplied utilities for you to sign.

Q: My tenant got married and wants her spouse to move in. Do I have to approve him?

A: All additions to the household, except for the birth or adoption of children, need to be approved by both the owner and the Housing Authority. First, the Housing Authority must determine if the tenant's voucher allows for additions. If so, then we need the tenant to obtain the owner's written approval to add the new household member. For your part, we recommend that you have the spouse complete a rental application and follow your normal screening practices to determine if he meets your tenant selection standards. If he is approved, you may also want to consider executing a new Lease Agreement for all adult occupants to sign. The Housing Authority will need a letter from you authorizing the spouse to be added to the household and a copy of the new Lease Agreement, if applicable. The Housing Authority conducts its own screening of all new household members. Once we complete the screening process and the new member is approved, you will receive a HAP Contract Amendment.



City Council

Margarita Rios, Mayor
Luigi Vernola, Vice Mayor
Tony Ayala, Councilmember
Jennifer Perez, Councilmember
Leonard Shryock, Councilmember

Housing Authority Commission

Margarita Rios, Chair
Luigi Vernola, Vice Chair
Tony Ayala, Commissioner
Gardenia De La Garza, Commissioner
Jennifer Perez, Commissioner
Leonard Shryock, Commissioner
Luigi Vernola, Commissioner

City of Norwalk
Housing & Neighborhood
Development Division
12700 Norwalk Blvd., Room 11
Norwalk, CA 90650
(562) 929-5588
norwalk.org

Get Your Unit Rented Fast, Receive a \$500 Signing Bonus

We currently have over 30 voucher holders searching for housing. If you have or anticipate having a vacancy in Norwalk, please let us do the advertising for you. Complete the vacancy referral form or call our office at (562) 929-5588.

Vacancy Referral

Fax: 562-929-5537

Email: HIP@norwalkca.gov

DATE: _____

- HOUSE
- APARTMENT
- CONDO
- OTHER _____

(Please specify)

- 0 Bedroom
- 1 Bedroom
- 2 Bedrooms
- 3 Bedrooms
- 4 Bedrooms
- 5 Bedrooms

RENT \$ _____ (PER MONTH)

SECURITY DEPOSIT \$ _____

ADDRESS OF RENTAL PROPERTY _____

CONTACT PERSON: _____

PHONE: _____

IS THIS UNIT ACCESSIBLE TO HANDICAPPED/DISABLED FAMILIES?

(Circle one) YES NO

IF NO, WOULD YOU BE WILLING TO MAKE REASONABLE MODIFICATIONS TO ENABLE A HANDICAPPED/DISABLED FAMILY TO OCCUPY THE UNIT?

(Circle one) YES NO

OTHER INFORMATION OR AMENITIES _____