



HOUSING AUTHORITY
of the City of Long Beach

OWNERSHIP CORNER

What should I do if a Section 8 tenant is not complying with the lease, not pay rent or doing something illegal?

When an assisted tenant is not complying with the lease you should take the same action as you would with an unassisted tenant. The only additional requirement is that you must notify the Housing Authority of any actions taken against the tenant.

Give the tenant a written notice of the lease violation(s) and a deadline for compliance and send a copy to the Housing Authority. If the tenant fails to comply, you may proceed with eviction according to state and local law.

If the tenant is doing something illegal, contact local law enforcement and notify us.

Change of Ownership

Whether you are acquiring a new property or selling an existing property, if it is subsidized by the voucher program it's important to notify us. We want to ensure that payments are being made to the true owner of record. While we cannot change ownership until escrow closes we can hold payment so that it is not remitted to the former owner and resume once new documents are supplied. We shut down approximately 8

working days prior to the 1st and 15th check runs. For example, if escrow closes on the 25th of the month, funds will be remitted to the prior owner unless we are notified and asked to hold payment prior to shut down.

Please note that if we are not given sufficient notice prior to transfer and payment is remitted to the wrong owner, it will be the responsibility of the old and new owners to settle. We cannot make duplicate payments.

Continuously Improving Your Ownership Experience

Earlier this year we welcomed a new addition to our housing authority, Sergio Navarro, Ownership Specialist. Sergio is dedicated to assisting owners with new units, changes in ownership and owner information changes. In April we enhanced the owner experience by adding a partner window in our main office to expedite service to our owners and business partners. We are currently in the process of making further improvements and in the coming months you can expect to see the following:

- A more streamlined owner packet
- Annual owner certification that will no longer require resubmission of all documents with each new unit added
- Electronic submission of all ownership documents
- Owner portal where all inspections, correspondence and unit related documents will be available to you 24/7

We appreciate your partnership with us and look forward to finding

new and improved ways to service you.

IMPORTANT NOTICE

TRAINING OPPORTUNITIES

Long Beach Housing Authority –
562- 570-6985.
Owner Orientation, 12pm -2pm.
RSVP to Kari Faithful at (562)570-5490 or
Kari.faithful@longbeach.gov

Apartment Association of Southern California Cities
(562) 426-8341.
August 9th - Breath of Fresh Air-
“Issues Surrounding Smoking and Rental Properties”
August 16th – Bed Bugs:
Responsibilities, Liabilities and Costs.

Fair Housing Foundation –
(714) 918-8001
August 16th – Tenant Rights Workshop
August 24th – Evictions – Notices and Eviction Prevention
August 29th – Applicant and Tenant Disabilities – Modifications and Accommodations

IMPORTANT NUMBERS

- Bureau Manager**
Alison King 570-6153
- Special Projects Officer**
Kieshia Nathaniel 570-6616
- Inspections Supervisor**
Saulo Amezquita 570-5301
- Occupancy Supervisor**
Joi Dailey 570-6365
- Intake Supervisor**
Mechell Roberts 570-6285
- Inspections Scheduler**
Sophy Choy 570-5303
- Rent Reasonableness**
Debbi Brown 570-5307
- Move Specialist**
Xochitl Ortega 570-6409
- Ownership Specialist**
Sergio Navarro Jr. 570-6897