



Berkeley Housing Authority



Section 8 HAP'nings! February 2014

Tax Time – 2013 1099 Misc Forms

As required by law, we have produced a 1099 Misc form, reflecting all rental subsidy payments made in 2013. The forms were mailed on January 26, 2014. If you have not received your 1099 Misc, or have any questions about the information reported in your 1099 Misc, contact Ver at (510) 981-5477 or vocampo@ci.berkeley.ca.us.

Repairs Completed!

BHA will accept self-certification for repaired fail items in the form of receipts from contractors, photos, or video, with receipts being the primary source of evidence required. We will review and process on a case by case basis, with careful assurance of tenant safety and for those approved, we will



utilize documentation in lieu of the re-inspection (cancelling the reinspeciton and “passing” the unit).

Guidelines: BHA may accept self-certification from an owner provided there is no history of non-compliance by the owner, and: the repair can be documented to BHA’s satisfaction via receipts, and/or photo and/or video; or repair is documented via certification of the Building Official that work done under permit has been completed; or there is evidence from a utility company that service has been restored, or an appliance (i.e. stove or heater) is functioning properly.

BHA will not accept self-certification of repairs that: were cited in a unit with Project based assistance (not allowed by HUD regulations); are emergency fail items; or related to life-safety systems (smoke detectors and carbon monoxide detectors).

BHA reserves the right to require a reinspection on any and all units with fail items, regardless of whether a landlord submits self-certification documentation, and to deny the option of self-certification (and require a reinspection) where any question remains regarding the integrity of the documentation provided or where landlord/property has a repeated history of regular/repeat fails in the past.

The Check: NOT in the Mail

You are reminded to sign up for direct deposit of your rental subsidy payment. Our last paper check run will occur on April 1st.



Beginning May 1st, **all payments** will be electronically transferred to the bank account you identified.

Forms can be downloaded from our website, or you can pick them up at the office. If you have any questions please contact Jayla at (510) 981-5474.

Contract Rent

We understand the need for you to balance your desire to provide affordable housing - with the economics of the rent you can get for a unit in the private market. We do our best to work with you to set the initial rent at the appropriate level – taking into consideration the condition and amenities in the unit.



Thereafter, you can request an increase each year. It is not required, but appreciated, when the request is supported with reports of improvements and/or investments made in the unit in the preceding year (i.e. painting; roofing; appliances; flooring). **Your written request must be sent to BHA and your tenant 60-90 days prior to the contract anniversary.** Adhering to this timeline: allows us to manage our work flow (we are overwhelmed with requests following every change in the Payment Standard); reduces the need for multiple rent changes in a year; complies with our HUD approved Administrative Plan; and, avoids findings during our annual audit or reports of favoritism in treatment.

NEW Location

It is official. We are relocated at **1936 University Ave, Suite 150** (University & MLK, a second entrance close to Addison & MLK). Office hours remain Mon – Thurs, 8:15 a.m. to 4:30 p.m. Drop box available Mon – Fri, 7:00 a.m. to 6:30 p.m.

February 2014 Calendar

- Closed every Friday
- Mon, Feb 10th - President Lincoln (Birthday)
- Mon, Feb 17th - Presidents’ Day (Washington)
- Thurs, Feb 13th, Board Meeting (North Berkeley Senior Center, 6:00 p.m.)