

Current or New Landlords FAQs

Becoming a landlord

How can I become a landlord with the Section 8 Housing Choice Voucher Program?

You can list your property on <https://www.socialserve.com>. Once you have approved a participant/tenant to lease your unit per your approval criteria, you will complete the Request for Tenancy Approval (RFTA) and landlord information. The participant will bring this information into our office for review. We will set you up as a landlord in our system.

Where can I list my available property?

<https://www.socialserve.com> – you can list your available property on this website. We also print copies from this website and have the listings available for those participants who may not have access to a computer.

Payment information

When and how do I receive payment from the tenant?

It is the tenant's responsibility to pay their portion of rent (if any) to the landlord each month according to their lease agreement.

When and how do I receive payment from the Housing Authority?

The City of Mesa Housing Authority send all Housing Assistance Payments (HAP) via direct deposit to your bank account that you provide to us.

How do I know how much the tenant and the Housing Authority will pay?

Letters are mailed to landlords when the tenant is initially leased up in your unit and whenever there is a change. This can be found on the Partner Portal <https://mesa.partnerinhousing.com/View/Security/Login.aspx>

What happens if the tenant does not pay their portion of rent?

According to the Family Obligations the participant must pay their portion of rent. If tenant doesn't pay the landlord needs to send notices according to their lease.

Can the tenant pay the difference if I want more rent than they can afford?

The rent received should only be the amount approved by the Housing Authority. The tenant portion and the HAP portion should equal the contract rent only.

Does the Housing Authority screen applicants for previous rental history or background checks?

The City of Mesa Housing Authority will complete background checks for applicants and annually for participants. We will deny or terminate assistance for most felonies and sex offenders.

Inspections

When will I know when you are going to inspect my unit?

When the Housing Specialists receives the Request for Tenancy Addendum (RFTA) they will review and confirm that the tenant is eligible for the unit. The RFTA will be given to the inspector to schedule the inspection. For new move-ins we keep the last 4 days of the month for the inspector to inspect the new units. Most units are not available until later in the month.



What happens if the unit fails?

If the unit fails at the initial inspection, the inspector will let your representative know of the deficiencies. If they are minor, the inspector may stay and wait for them to be completed or he will reschedule the inspection according to when you believe the unit will be ready.

If the unit fails at an annual inspection, the inspector will send a letter noting the deficiencies and you will be given a date for a re-inspection and all failed items should be repaired.

What do I do if the items that fail are tenant caused?

The landlord is ultimately responsible for the unit and repairs. If there are damages by the tenant, the landlord can charge the tenant for damages according to the lease and AZ Landlord Tenant Act. If the damages are significant the tenant may lose their housing assistance.

How many days do I have to complete the failed items?

Most failed items must be repaired within 30 days of the inspection. If it is considered an emergency fail item, it is 24 hours. See “A Good Place to Live” pamphlet for more information.

What happens if the tenant damages the unit?

If there are damages by the tenant, the landlord can charge the tenant for damages per the lease and AZ Landlord Tenant Act. If the damages are significant the tenant may lose their housing assistance. Please notify our office if this occurs.

Does the Housing Authority complete move-out inspections?

We do not do move-out inspections. If the landlord notifies us that there is major tenant caused damages, we will come out and inspect the unit and the tenant could lose their housing assistance.

What do you look for when completing the inspection?

Refer to “A Good Place to Live” pamphlet on our website.

Rent increase

When can I ask for a rent increase?

Rent increases can be requested annually. You must give the Housing Authority a 60-day notice of all rent increases. Information regarding rent increases are on our website and on the Partner Portal.

What paperwork do I need to complete for the rent increase?

We have a rent increase form that we ask you to complete and return to our office no later than 60-days prior to the effective date.

Changes

If I have a change of property management, how do I make the change with the Housing Authority?

There is a landlord form that is available on our website and on the Partner Portal that you will need to complete. With the completed form, we will need a copy of your management agreement with the new Property Management Co.

What forms do I need to complete if I am a new owner?

There is a landlord form that is available on our website and on the Partner Portal that you will need to complete. With the completed form, we will need a copy of your new ownership paperwork.



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What documents are needed to make changes to my address or bank account?

There is a landlord form that is available on our website and on the Partner Portal that you will need to complete. If changing your bank account, we will also need a copy of a voided check.

Can I give the tenant a non-renewal?

You can give the tenant a non-renewal per the lease and the AZ Landlord Tenant Act.

What happens if I want to sell my home/unit?

If the tenant is in a lease, you will need to honor the terms of the lease. The new owner will need to continue to the end of the lease. If the tenant is not currently in a lease agreement (month to month) you would need to give proper notice to your tenant per your lease.

I had an HCV client in my unit so does that mean I'm approved to be an HCV landlord for the next client?

Yes, most likely.

What is the website where I can find landlord forms or additional information for new or current landlords?

<https://www.mesaaz.gov/residents/housing/landlords>

