

Community News

Housing Choice Voucher Program

Message from the Housing Choice Voucher Program Director

CMHA's Housing Choice Voucher Program (HCVP) represents a \$60 million asset for the Hamilton County community; vital revenue injected into the local rental market each year on behalf of eligible families. CMHA's fraud prevention and elimination efforts help to protect this asset, and the agency uses stringent authority-wide accountability guidelines. Most participants adhere to them, but those who don't are held accountable for program fraud.

What is fraud? It is a purposeful breach of program rules. Examples include landlords and tenants who make "side deals" for payment of extra rent that are not approved by the HCVP, or tenants who don't report all family members or family income. All are serious program violations that lead to suspension or termination and/or criminal prosecution.

CMHA is serious in its stance against program fraud. Members of the staff receive tips from various sources, including the "Talk-To-Us" Hotline (721-CMHA) or www.cintimha.com/talk2us/. Recently, an anonymous tip led to an investigation of a tenant and landlord who were reportedly committing program fraud. CMHA confirmed the allegations, terminated both parties from the HCVP and referred the program theft to the local prosecutor for criminal adjudication.

The landlord opted to immediately repay over \$12,000 in Housing Assistance Payments rather than face aggressive collection procedures, including a possible property lien.

CMHA asks you to do your part to prevent program fraud.

- 1) Report instances of program fraud to CMHA. You do not have to reveal your identity when you make a report.
- 2) Carefully read all HCVP program documents before you sign them.
- 3) If you are in doubt about your compliance with any rule, ask for guidance (HCVhelp@cintimha.com).

We look forward to working with you to protect this vital Hamilton County asset.

Debra Forté-Muhammad

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Partner Portal Goes Live!

HCV Landlords can now view information about their program units 24 hours per day via a secure Internet interface. It's called the Partner Portal, and it is helping landlords do business with CMHA faster and more efficiently. The Portal refreshes daily, providing you with regular updates on your contracts. Landlords can use the portal to:

1. View contract and client information
2. View HAP Contract payments
3. Request an HQS re-inspection
4. View important HCV Program announcements



The road to the Portal is easy.

1. Type the following web address into your web browser's address bar - www.cintimha.com/hcv_currentLL.htm and click on the orange Partner Portal button.
2. Press the **"Create an Account"** link.
3. Fill in the required basic information along with the SSN or Tax Identification number that is linked to the particular property. *Owners who are using more than one number will have to set up multiple accounts.*
4. Type in your choice of username and password.
5. Press **"Save"** and you will be taken back to the login screen.
6. At the login screen, sign in using your newly created username and password.
7. Browse away!

Questions about the Portal can be directed to CMHA via e-mail at hcvhelp@cintimha.com or call 977-5800.

Legislative Alert

Rental property owners, are you in compliance with H.B. 294? Ohio House Bill 294 became effective on September 28, 2006, requiring residential rental property owners to:

1. Register rental properties with the County Auditor in the county where the properties are located. This requirement applies to all residential rental properties. Registration forms for local properties are available at www.hamiltoncountyauditor.org
2. Designate a local agent if the property owner does not live in Hamilton County and provide this information to the County Auditor.

Contact the Hamilton County Auditor's office at (513) 946-4000 for more information.

Let's Make A Deal!

CMHA is issuing thousands of Housing Choice Vouchers this year to new shoppers who will be anxious to find a great new place to call home. Do you have a unit that you want to lease? If so, you can place it on our list of available units by:

1. Completing an on-line request at www.cintimha.com
2. Calling us at (513) 977-5800

Your property must meet minimal curb appeal guidelines in order to be placed on the listing.

CMHA will also host super leasing events this summer. These events give owners and applicants an opportunity to meet and make deals. CMHA staff will be available to discuss how the agency can fast track the approval process for you. So, join us on the dates below so that we can make some deals!

Saturday, June 16, 2007

Saturday, July 14, 2007

Spring, a Time to Clean...

Don't have **time** to clean, but you like a clean house? Here are a few **timely** tips to make your Spring Cleaning easier. Cleaning experts say that it only takes a minimum amount of **time** and effort each day to keep your home in "Spring Clean" condition. By breaking up your cleaning chores into daily, twice-weekly, weekly, monthly, quarterly, semi-annual, and yearly tasks, you'll be doing yourself a big favor that will also save you **time**.

	Daily	Twice Weekly	Weekly	Monthly	Quarterly	Semi-Annual	Yearly
Kitchen							
Do dishes after each meal	√						
Wipe counters and range tops	√						
Dump kitchen garbage	√						
Sweep floor	√						
Wipe out microwave			√				
Clean out refrigerator/ wipe off door gaskets				√			
Clean exterior kitchen cabinets and trash can				√			
Clean oven, degrease stove hood and fan						√	
Vacuum coils of refrigerator							√
Dust and clean inside cabinets							√
Bathroom							
Swish toilet	√						
Sweep floor	√						
Clean sink, shower/ tub, and mirror			√				
Clean outside of toilet			√				
Entire Household							
Straighten up & put away/ Discard junk mail	√						
Clean any spots or spills as they happen	√						
Straighten cushions & shake out throw rugs or mats	√						
Vacuum heavy traffic areas		√					
Vacuum entire house and mop all floors			√				
Dust all furniture surfaces, clean TV screens			√				
Empty trash cans / Disinfect knobs, switches, handles			√				
Dust and vacuum high & low areas/ Wax floors				√			
Clean upholstery, drapes, blinds & shower curtain					√		
Dust under furniture, vents & hard to reach surfaces					√		
Clean carpets if needed						√	
Wash windows						√	
Polish furniture & wood cabinets						√	
Clean closets, pantry and medicine cabinet						√	
Bedrooms							
Make beds	√						
Change sheets			√				
Vacuum & turn mattresses/ Launder bedspreads						√	
Laundry							
Wash, dry, fold, hang, mend & iron			√				
Clean laundry appliances				√			
Household Maintenance							
Check and clean/change furnace filters					√		
Check smoke detectors/fire extinguishers						√	

Before You Get Started...

Wear comfortable, old clothes and put on some upbeat music

Keep everything that you need to clean with you as you move from room to room so that you don't waste **time** running back and forth for cleaning supplies. When you are doing more thorough cleaning, consider putting the following cleaning supplies in a handy bucket:

- Dusting cloths
- Furniture polish
- Window cleaner
- Fabric freshener
- Scrub brush and an old tooth brush
- Disinfectant
- Degreaser
- Broom and dust pan
- Paper towels
- Trash bag
- Rug spot cleaner
- Mop and bucket



Make Cleaning a Family Affair...

It's never too early to develop good cleaning habits, and even small children can do their share. Giving children chores makes them feel more grown-up and important to the family. You may even consider a small allowance for additional work or a job well done so children will learn the value of working and earning. Here are some chores that even young children can do to help clean:

- Dust wood work and furniture that is on their level
- Pick up their room and put away toys
- Feed and water the family pet
- Wash and dry dishes
- Put away clean clothes
- Pick up litter in the yard and on the sidewalk
- Put their clothes in the laundry hamper
- Make their beds
- Clear off table after meals
- Take out trash
- Clean up after themselves

Stick to the Basics...

You have family, work, school and everything else! Follow these simple rules to balance your tasks and make cleaning easier:

- When you see that something needs to be cleaned, do it right away.
- Clean from top to bottom; dust first and vacuum last.
- Do "mindless" chores while you're on the phone or watching TV.
- Do more frequent clean ups, such as vacuuming high traffic areas (see suggested task chart).
- Make it a rule in your house that "everyone who lives here cleans here."

Then there will be more time for your entire family to have fun this spring!

Don't Forget the Outside...

Since the outside is the first visible part of your home, **curb appeal** is an important part of cleaning. What's important outside?

- Make sure that the exterior is clean and has no trash or debris
- Use **only** exterior furniture outside, and always store furniture in the rear when possible
- Make sure that garbage cans and unused grills are stored in the rear of the building
- Cut grass regularly during the growing season, allowing it to get no more than 1½-2 inches high
- Prune hedges and shrubs as needed, especially those that can affect property security
- Remove unsightly weeds from the lawn

**Good curb appeal says "I care about my home".
Here's to putting your best face forward on a regular basis!**



CMHA Implements New Landlord Certification Form

CMHA will now require landlords to document compliance with key program regulations before a new contract is approved. This will be done by the landlord's completion of the Property Owner Certification Form. A copy of the form, which must be submitted with the RTA, is attached. If you have questions about this form, feel free to call the HCV Customer Service line at (513) 977-5800.

HOUSING CHOICE VOUCHER (HCV) PROGRAM Property Owner Certification

My initials to the right of each item below certify that I have read and understand it or the item has been explained to me (if necessary).

OWNERSHIP OF ASSISTED UNIT _____ ADDRESS: _____

I certify that I am the legal owner or the legally designated agent for the above-referenced unit, and that the prospective tenant has no ownership interest in this dwelling unit whatsoever. I further certify that the property subject to this HAP Contract is not currently in foreclosure or receivership.

TENANT RENT COLLECTION REQUIREMENT _____

I understand that it is my responsibility to collect the tenant's portion of the rent and that failure to collect the tenant's portion of the rent on a timely basis could be construed as a program violation.

PROHIBITION ON SIDE PAYMENTS _____

I understand that the tenant's portion of the contract rent and any other agreements must be approved by CMHA and that I am not permitted to charge any additional amounts for rent or any other item not specified on the lease and not specifically approved by CMHA.

REQUIRED LISTING OF PRINCIPALS _____

I understand that prior to approval of the HAP Contract by CMHA, I must submit and/or update the HCV Program's *Property Owner Information Sheet*, listing the names and current addresses of all individuals having an ownership interest in the property, regardless of the legal entity that may hold title. I further understand that any additions to or deletions from the list of principals must be reported to CMHA in writing within 10 calendar days of the change.

PROHIBITION ON LEASING TO RELATIVES _____

I certify that no member of the tenant family is the parent, child, grandparent, grandchild, sister or brother of myself, the owner or the legally designated agent.

VAWA REQUIREMENTS _____

I understand that under HUD's mandated Violence Against Women Act, CMHA may terminate my HAP Contract and allow a family to transfer. CMHA will provide me with 30-days notice of contract termination.

HQS COMPLIANCE _____

I understand that it is my obligation under the HAP Contract to perform necessary maintenance and to provide those utilities as contracted in my lease with the tenant so that the unit continues to comply with Housing Quality Standards.

Signature: _____ **Date:** _____

Reviewed by: _____



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Visit our Web site at www.cintimha.com.

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Webpage Update

We have updated the contents of our webpage! In addition to providing more and better information, new features include:

1. On-line access to CMHA information and forms, like the voucher payment standard, utility allowance schedule, mutual termination form, direct-deposit request form, and others.
2. On-line registration for CMHA property owner events.
3. Current, up-to-the minute listings of HCVP personnel contact information, with corresponding case-load assignments.