



Columbus Apartment Association

Question & Answer Addendum

- Q. Can you please define the new lease up incentive? For instance, who is eligible?
- A. CMHA will process a vacancy payment to property owners who enter into a Housing Assistance Payments contract with CMHA between 4/1/2021 and 8/31/2021 of \$500 for one- and two-bedroom units and \$750 for three bedrooms and up. Additionally, CMHA will assist participant families with security deposit assistance. For one- and two-bedroom units CMHA will contribute on the tenant's behalf up to \$500 and for three bedrooms and up CMHA will contribute on the tenant's behalf up to \$750. Each new contract between 4/1/2021 and 8/31/2021 is eligible for the incentive, subject to availability of funds.
- Q. What is the process if the resident doesn't pay their portion?
- A. Property owners should follow their normal procedures for addressing non-payment of rent.
- Q. Are prospective residents able to undergo the credit/criminal background check that our market paying applicants must pass?
- A. Screening for suitability is the responsibility of the property owner. CMHA will screen for criminal and sex offender status. Property owners may utilize their own screening criteria for applicants.
- Q. What fees are allowable per the HCV program?
- A. Property owners can charge fees for services that are not rent such as a parking space or renter's insurance. The key is that you treat each family the same regardless of receipt of subsidy.
- Q. So if we charge currently for parking or other amenities those on the HCV program do not have to pay these but have the same access as the other tenants that do pay?
- A. The key with charging fees is to treat each family the same. Each family at the property must be assessed the same fees that are not rent.
- Q. What is the \$750 vacancy payment you mentioned?



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A. CMHA, to encourage landlord participation, is paying property owners a vacancy payment up to \$750 after they have entered a Housing Assistance Payments contract with CMHA.

Q. If there are exterior issues that can't be remedied in the winter is there additional time given to remedy when weather permits or does the unit fail? Can you speak to inspections / rent increases after the first year?

A. CMHA allows property owners to make weather related repairs according to the required weather to do so. For example, if there is exterior painting that needs to be completed and the temperature is below 50, we would not have the property owner make those repairs until the temperature exceeds 50 degrees.

Q. Are we required to change our approval criteria for subsidy applicants, regarding criminal history and previous rental history?

A. No.

Q. You mentioned \$750 vacancy payment to the landlord, can you explain a little more what the requirements are to qualify and how you get set up to receive?

A. The only requirement is for the owner to enter into a Housing Assistance Payments contract with CMHA between 4/1/2021 and 8/31/2021, CMHA will process the payment to the owner after the contract is signed.

Q. How many vouchers are currently available?

A. At least 1,000.

Q. if Landlord receives \$750 security deposit incentive- and is required to reimburse the tenant who, then, is security deposit returned to? CMHA or tenant?

A. Security Deposit is returned to the tenant.

Q. Are CMHA residents exempt from renewal increases?

A. No, landlords are permitted request an increase. The resident is only subject to "the 40% rule" during the initial screening for the unit submission. Residents are required to receive a 60-day notice from the landlord advising the potential rent increase. If the residents choose to remain in the unit, they are subject to any additional rent portion that is not covered by subsidy.

Q. If a community is currently accepting the voucher and the current market rate is higher than the current approved rate for the community, will CMHA approve a new



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lease for the current market rate or would we have to lower the rent to the current approved rate?

A. The landlord will receive a telephone call asking if they would lower the rent. The final decision is the sole discretion of the landlord; if they agree to reduce the rent, the landlord can ask for the increase upon completion of the initial lease term.

Q. Are there any limitations to how we specify which tenants are receiving subsidy in our system?

A. No.

Q. If we typically require residents to move in within a certain amount of time from the time of application do, we must waive this time frame for CMHA residents due to the inspections? It seems that it would cause a greater loss of vacancy rent.

A. Yes. CMHA cannot pay on a contract until the day after the unit has passed the inspection.

Q. What happens if rent increase is declined or not raised to meet what we believe our property is worth?

A. CMHA conducts a rent reasonableness test for each property based on the comparable rentals in the market. CMHA can share the results of the rent reasonableness test with you to showcase the comparable rentals in the market to see how we arrived at the rent.

Q. If, at move out...there are damages that supersede the security deposit. Is the landlord reimbursed by CMHA?

A. No, the landlord may pursue legal action.

Q. If a tenant is served a three-day notice do, we need to notify CMHA prior to filing with Franklin County Municipal Court? Also, are we able to maintain residency on a month to month basis once the initial lease expires

A. Yes, if the lease states that the terms of the lease will be month-to-month, that is permissible. We do ask that our office receives a copy of any three-day notices that are issues to the resident.

Q. Can we notate who is receiving a subsidy in our system to differentiate them from other tenants for delinquency, renewals, fees, etc. since we have to treat their accounts differently

A. It is your system. Notate as you desire.



- Q. How long does it take to have an inspection completed once requested?
- A. Our inspections are currently conducted by a third party, inspections are generally conducted within 4-5 days of RTA submission.
- Q. If failed inspection items occur on annual review, that tenant has caused, could landlord charge tenant for damages or repair supplies?
- A. We would ask that the landlord contact Nan McKay to have the responsibility of the deficiency notated properly. There are some instances, where there are “Tenant” items noted and the landlord and resident come to an agreement for resolution.
- Q. Can you explain the process for the landlord with a transfer/porting of a voucher holder from 1 county to another? and would the new landlord be eligible for the incentive program with a transfer/porting voucher holder?
- A. Let’s be clear, the subsidy is the program participants. CMHA pays a portion of the rent directly to the landlord. If the participant opts to ‘port’ their voucher, the subsidy transfers with the participant and the landlord will need to qualify another family that currently has a voucher.
- Q. If you are pre-leasing a unit that is still occupied, will CMHA do an inspection on a unit that are still occupied by the previous resident that is planning on vacating the unit?
- A. No.
- Q. For 'market rate' communities, if the voucher is less than what the asking rate is, would the CMHA recipient be given the option to pay the difference? Or - would the rent have to be at or below what the voucher is for? Also, is the amount of the voucher included towards the overall monthly income of the participant when qualifying the prospect?
- A. The rent would need to fall within CMHA’s payment standard and pass the rent reasonableness test. The amount of the voucher is based on household composition and the income in the household.
- Q. Do we have to accept cmha’s approved rent upon renewal or can the landlord refuse to accept the amount, and therefore the tenant would have to move?
- A. The landlord has the right to refuse the CMHA approved rent, the tenant will be given back their voucher and must submit for a different unit.
- Q. after initial lease term ends, we can or cannot ask tenants to sign another year lease?



A. Absolutely, you must ensure that you notify the tenant according to the terms outlined in the rental agreement.

Q. Is there a way to get the rent for our property assessed prior to receiving a subsidy application or do we have to wait for an applicant before we are providing this information?

A. We are unable to assess the rent for the unit until the initial inspection is conducted.

Q. If the rent reasonable test is higher than the market rate is valued at can we increase it to the price we were approved for?

A. No, we cannot approve more than the landlord requested.

Q. what if the tenant says they will "pay the difference out of pocket"

A. This is a program violation, the tenant cannot lose their subsidy and the landlord can be banned from the program.

Q. If the max rent for a 1 bedroom per HUD rent limits is \$951 why would CMHA's max rent only be \$910?

A. CMHA's max rent is based off HUD's 2021 payment standards.

Q. What if a charge is added mid lease? Internet, parking, etc.

A. Lease changes can only occur at the renewal date and the tenant must be given a 60-day notice.

Q. Maybe I missed it but what is the "\$750 vacancy payment"?

A. Landlords with tenants moving into units with one- or two-bedroom units now have the option to accept a one-time \$500 vacancy payment with the submission of the Request for Tenancy Approval (RFTA). Landlords with tenants moving into units with three or more bedrooms now have the option to accept a one-time \$750 vacancy payment with the submission of the RFTA.

Q. may we have the slides seen today?

A. Yes.

Q. If the tenant doesn't meet screening criteria for credit can they get a cosigner?

A. That is up the landlord.



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- Q. Our property includes all appliances including washers and dryers. Would that increase the amount CMHA would pay since we include washers and dryers?
- A. Yes, that would be taken into consideration during the Rent Reasonableness Determination. Please keep in mind, that adding the appliances will make the landlord responsible for the overall maintenance.
- Q. If we agree to a renewal lease to a resident, our company offers incentives that can sometimes lower rent. Will that impact the CMHA voucher approval, or can we not offer that kind of incentive to voucher recipients?
- A. If the rental amount is within the HUD payment standards, it will be approved by CMHA.
- Q. What is CMHA's position on RUBS?
- A. CMHA takes no issues with using RUBS as the model the owner uses for utilities. CMHA will determine utility allowances based on what the owner submits on the RfTA as the responsibility of the participant.