



**JONESBORO HOUSING AUTHORITY**  
Helping today for a better  
tomorrow

*Jonesboro Housing Authority*  
*P.O. Box 458 Jonesboro, Georgia 30237*



*Telephone: 770-478-7282*  
*FAX: 770-478-2528*  
*TDD: 770-478-4805*

## **LANDLORD GUIDE THINGS YOU SHOULD KNOW**

Thank you for your participation in the Section 8 Housing Choice Voucher Program. Landlords and Property Managers **are required to:**

1. Provide our office with copies of all correspondence sent to the tenant regarding eviction, court proceedings, etc.
2. Requests for rental increases must be sent in writing to JHA 60 days prior to the lease renewal date. Please direct correspondence regarding rental increases to [amartinez@jonesborohousing.com](mailto:amartinez@jonesborohousing.com). You may pick up the necessary forms for requesting an increase at the front desk.
3. Notify the tenant at least 24 to 48 hours before entering the unit for repairs or inspection unless an emergency occurs
4. Notify JHA immediately when a tenant vacates/skips moves, or fails to occupy the unit. Any monies received after that date your tenant vacates must be returned to JHA.

### **CONTRACTS**

Contracts must be signed within sixty (60) days from the first day of the lease to avoid any disqualification for payment; however, we cannot sign a contract until the unit passes the Housing Quality Standards inspection required by HUD. Payments cannot begin until JHA has a signed/executed contract. Owners and tenants are the first to know that their unit has passed inspection and the tenant has taken possession of the property. Therefore, JHA requests that you contact us as soon as you know, so that we can prepare the contract for your signature. The best way to inform us of the passing inspection is to send an email to the Inspection Specialist, Rebekah Lester at [rl Lester@jonesborohousing.com](mailto:rl Lester@jonesborohousing.com).

### **OWNERS MAY NOT:**

1. Accept side rental payments from their tenant. This is illegal and will cause the tenant and landlord to be terminated from the Section 8 Program.
2. Charge tenant late fees based on a late Housing Authority payment. Tenants are only responsible for their portion of rent and to pay it on time in accordance with the lease.

### **HAP PAYMENTS**

1. JHA only process check runs for payments to owners on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Landlords are required to set up direct deposit. Landlords must complete the direct deposit form and submit a voided check.

### **CHANGE OF OWNERSHIP**

1. **Change of Ownership** or management company information must be directed to Janet Wiggins Ext. #20. You may also email Ms. Wiggins at [jwiggins@jonesborohousing.com](mailto:jwiggins@jonesborohousing.com). Owners can download a request Change of Ownership form from [www.jonesborohousing.com](http://www.jonesborohousing.com).
2. Landlords are required to submit and complete an **Authorization to transact** form when they authorize someone else to handle their financial affairs and correspondence with JHA.

## **INSPECTION**

1. If your unit has two (2) failed inspections, you must fax a statement to JHA that all repairs have been completed and that you are requesting a third (3<sup>rd</sup>) inspection. Your request must be approved by JHA. JHA will begin payment on the same day that the unit passes inspection for new move-ins, but not before the beginning date of the lease or before the contract is signed.
2. Renewal units that fail the first inspection have 28 days to correct the deficiencies before HAP payments are interrupted. At the second fail, the HAP payment will go into abatement and no payment will be made until the unit passes inspection.
3. All utilities must be turned on by the owner until there is a passed inspecting for the unit before the tenant moves in.
4. Tenants can move-in the unit on the day of passed inspection
5. For tenants moving to Georgia from another state, the initial inspection must be set up within ten (10) days of McCright calling you to set up the inspection. If you do not schedule an inspection within ten (10) business days the tenant will be instructed to obtain another RTA Moving Packet to find another unit.