

# HOUSING MATTERS

SUMMER 2019

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The CVR Owner Portal and CVR Inspections Portal are available 24 hours a day, 7 days a week. Access them today!

Housing Choice Voucher Program

**OwnerPortal**

[nyowner.hcvportal.org](http://nyowner.hcvportal.org)

Housing Choice Voucher Program

**Inspections Portal**

[newyork.cvrinspections.com](http://newyork.cvrinspections.com)

## New Rental Laws and Regulations

On June 18, 2019, the Westchester County Rent Guidelines Board approved new guidelines allowing rent increases of up to 1.75% for one-year leases and 2.75% for two-year leases for tenancies of rent-regulated units renewing between October 1, 2019 and September 31, 2020. The new guidelines for the same time period for rent-regulated units in New York City have been set at 1.5% for a one-year lease renewal and 2.5% for a two-year lease renewal.

In addition to these guidelines, there is new statewide legislation. [The Housing Stability and Tenant Protection Act of 2019](#) was signed by Governor Cuomo on June 14, 2019. The new law amends, repeals or changes previous procedures for vacancy bonuses, individual apartment increases and preferential rents, among other items. It also expands Source of Income protections for tenants. Landlords are advised to keep abreast of these developments, as compliance with the new law may require changes in your procedures. Rent increases submitted to CVR must be in accordance with the new law.



For additional information on the Housing Stability and Tenant Protection Act of 2019, visit the New York State Senate website at:

[www.nysenate.gov/legislation/bills/2019/s6458](http://www.nysenate.gov/legislation/bills/2019/s6458)

## Energy Saving Tips

Unit energy costs can depend largely on the habits of tenants. However, you can help your tenants lower their energy costs while making a positive impact on the environment. Here are some tips from the Department of Energy's Energy Savers Guide that can help:

- Install a programmable thermostat to manage heating and cooling systems efficiently.
- Look for the ENERGY STAR label on light bulbs, home appliances, electronics and other products.
- Ensure adequate insulation in the attic, exterior and basement walls, ceilings, floors and crawl spaces.
- Check for air leaks around walls, ceilings, windows and doors.
- Check for open fireplace dampers.
- Make sure appliances and heating/cooling systems are properly maintained.

## Save Time: Submit a Verification of Repairs Form

Items that are not in compliance with Housing Quality Standards will receive a "fail" designation from the inspector. Emergency fail items (e.g., faulty carbon monoxide and smoke detectors, falling ceilings, electrical hazards and lack of hot/cold water) as well as mechanical area failures and instances when the inspector is refused access to the entire unit require a physical re-inspection. However, all other repairs can be certified with the timely submission of a Verification of Repairs form (signed and dated by both the landlord and the tenant) and any necessary accompanying documentation (extermination receipts, elevator certificates, etc.). The form is available on the Owner Portal and is located on the back side of the inspection results letter.

Once completed, the form and any relevant documents can be submitted through the Inspections Portal, via email at [newyork@cvrinspections.com](mailto:newyork@cvrinspections.com) or via fax at (914) 930-5441.

**Note:** You must submit all pages with fail items listed in order to receive repair credit.

## Enroll in Direct Deposit Today

CVR strongly encourages landlords to sign up for Direct Deposit as the faster, safer, more convenient method for receiving Housing Assistance Payments. Over 90% of you have already enrolled. If you still need to sign up, the enrollment form is available on the Owner Portal under the Resources tab as well as on our website at: [cvrnewyork.com/directdepositprogram.php](http://cvrnewyork.com/directdepositprogram.php).

## New Homeowner: Ms. Ortiz

Congratulations to the newest participant in the Section 8 Homeownership Program, administered by CVR New York. Ms. Ortiz enrolled in our Supportive Services Program with the goal of becoming a homeowner. She worked hard and eliminated all unnecessary expenses in order to save money for her down payment. Step by step, and with the support of the resources made available by CVR, she realized her dream of owning a home.



## Beware of Fraudulent Activity

CVR is committed to ensuring eligible families and property owners are participating in accordance with Housing Choice Voucher Program regulations.

### Examples of Fraud:

- Individuals accepting Housing Assistance Payments on properties for which they are not the legal agent or do not own
- Subletting a subsidized unit
- HCV participants having unauthorized occupants (all household members must be approved by the property owner and by the Public Housing Authority)
- Offering bribes to Public Housing Authority employees
- HCV participants and property owners agreeing to payments in excess of the amount stated on the lease and HAP Contract
- Renting to/from relatives without prior approval from the Public Housing Authority
- HCV participants receiving multiple rental subsidies

Any knowledge of fraud should be reported immediately. Allegations will be investigated and kept confidential. If you have any information about possible fraudulent activity, please send a detailed email to [info@cvrnewyork.com](mailto:info@cvrnewyork.com).

## Unit Transfers and Initial Tenancies

With warmer temperatures upon us and move season in high gear, landlords and tenants are meeting, building relationships and initiating tenancies. As a landlord, you can help CVR simplify the process and reduce delays in payment. Submitting a completed move packet with all of the information outlined below avoids delays in scheduling the inspection and is an important step in expediting unit transfers and initial moves. Let's take a quick look at how to properly fill out the forms in our move packet:

### Request for Tenancy Approval (HUD-52517)

- Include the address, proposed lease start date, number of bedrooms, year constructed, proposed rent, security deposit amount, inspection availability date and housing type.
- In Section 11 (Utilities and Appliances), the property owner designates which utilities are part of the Contract Rent with an "O" and which utilities the tenant is responsible for with a "T". The property owner must also disclose the heating, cooking and water heating fuel types.
- All Utilities and Appliances must be assigned with an "O" or a "T". Do not mark any as both property owner and tenant responsibilities.
- In Section 12, owners of properties with more than four (4) units must list any recently leased comparable unassisted units within the premises.
- In Section 12c, the applicable box regarding lead-based paint disclosure must be checked.
- Trash Collection must be indicated with an "O" or a "T".  
**Note:** Do not mark as the city's responsibility.
- Both the landlord and tenant print their names, sign and date the form along with their addresses and telephone numbers on the bottom of page 2.

### Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

- Housing built before 1978 may contain lead-based paint. Lead exposure is especially harmful to young children and pregnant women. Lead from paint chips and dust can pose health hazards if not taken care of properly.
- Before a tenant rents a unit that is pre-1978 housing, the landlord must disclose the presence of lead-based paint and lead based paint hazards in the unit. Tenants must also receive a federally approved pamphlet on lead poisoning prevention ("Protect Your Family from Lead-Based Paint in Your Home").
- The landlord must check and initial the Lessor's Disclosure and the tenant must initial the Lessee's Acknowledgement.

- Both parties must sign and date the Certification of Accuracy.

### Landlord Responsibilities

- The Landlord Responsibilities form outlines 12 obligations all landlords must uphold to be in good standing with the HCV Program. The landlord must print and sign their name with the date.

### Security Deposit Authorization

- The Security Deposit Authorization form specifies whether the tenant, the Department of Social Services (DSS) or another agency is going to provide the security deposit. The tenant completes, signs and dates the top portion or the agency providing assistance completes, signs and dates the bottom portion of the form.
- CVR does not cover security deposit costs.
- If DSS is providing the security deposit, DSS will not provide a guarantee letter until CVR provides the share letter. CVR will not provide a share letter until after the unit has passed initial inspection.

### Initial Inspection Scheduling Request

- The Initial Inspection Scheduling Request form notifies CVR of dates the unit is available for inspection. CVR will only inspect if the unit is vacant, utilities will be on and the boiler and/or mechanical area will be accessible.
- Supplying a valid email address enables CVR to promptly forward New Owner paperwork to prospective landlords, allows for better communication and streamlines our ability to add landlords to the Program.
- Please provide a phone number and a contact person for the date of inspection. The inspector will call the contact person provided on the Request for Tenancy Approval form.

### Pass Your First Inspection

The easiest way to expedite your move is to pass your first inspection. Our Self-Inspection Checklist is available online at [cvrnewyork.com/inspectionshqs.php](http://cvrnewyork.com/inspectionshqs.php).

### List Your Apartments for Free

Between HCV participants receiving vouchers for the first time, voucher holders porting to Westchester from other counties and states, and current tenants looking to move, there are always plenty of CVR voucher holders looking for new units.

If you are interested in renting your property to a voucher holder, we encourage you to create a free online listing at [NYHousingSearch.gov](http://NYHousingSearch.gov) or email your listing to us at [info@cvrnewyork.com](mailto:info@cvrnewyork.com).



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White Plains, NY 10601

Housing Choice Voucher Program

# OwnerPortal

*Sign up for our Owner Portal and get anytime, anywhere access to inspections, rent share and other important information about your Housing Choice Voucher Program tenants — 24 hours a day, 7 days a week. It's as easy as...*

- 1** *Send an email to [info@cvrnewyork.com](mailto:info@cvrnewyork.com). Include the property address, landlord/company name and the email address you would like to associate with the account. To protect your privacy, we will verify this information.*
- 2** *Within 48 hours, a CVR representative will contact you with instructions on how you can set up your Owner Portal account. They will provide you with the landlord ID you need in order to register.*
- 3** *Go to [nyowner.hcvportal.org](http://nyowner.hcvportal.org) and register. Once registered, you will receive a confirmation email that will allow you to log in to your account.*



**Housing Matters** is a semi-annual publication for CVR New York's participating landlords. Help us **Go Green** by requesting future issues electronically at [info@cvrnewyork.com](mailto:info@cvrnewyork.com).

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