

HOUSING MATTERS

SPRING/SUMMER 2021

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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!

nyowner.hcvportal.org

newyork.cvrinspections.com

The COVID-19 Pandemic

CVR remains dedicated to the health and safety of staff, tenants and landlords. And, although the White Plains office is currently closed to the public, our staff is working and available to provide assistance. You can contact a CVR representative by phone at (915) 995-2415, fax at (914) 995-5839 or email at nyinquiries@cvrnewyork.com.

In addition, inspections are still being scheduled and performed with safety protocols in place for everyone's protection. Inspectors are outfitted with personal protective equipment (PPE) in the form of masks, gloves and hand sanitizer. Landlords and tenants must maintain proper social distance (at least six feet) from inspectors throughout the duration of the appointment, and all units must be vacant for initial inspection.

Note: If you are experiencing any COVID-19 related symptoms, please call to reschedule the appointment.

Congratulations to Our FSS Graduate

In 2014, one of our tenants, a veteran, joined the Family Self-Sufficiency (FSS) Program. He was motivated to make a better life for himself and documented several goals that he wanted to achieve during his 5-year contract.

Very driven and focused, he put in the work necessary to obtain better employment, increase his wages and maintain his sobriety. He overcame challenging times and a few setbacks to eventually become a Credentialed Alcoholism and Substance Abuse Counselor (CASAC), counseling others facing addiction. He graduated from the FSS Program early last year and is doing well, currently finishing up a CASAC internship.

We are very proud of the achievements of our FSS graduate and know he will help others in their journey.

Non-Renewal of a Tenant's Lease

When the term of the lease is winding down, it is a good idea to start thinking about whether you wish to continue the landlord-tenant relationship after the current lease expires. CVR requires a minimum 1-year term for the initial lease; after that the landlord and tenant can decide the duration of subsequent rental agreements. If you decide not to renew the tenant's lease, New York State law requires the tenant be provided written notice as follows:

<i>Length of Tenancy</i>	<i>Required Notice</i>
One year or less	30 days
Two years or less	60 days
More than two years	90 days

A 3-Way Partnership

The partnership between the landlord, tenant and CVR works best when all parties know their responsibilities.

As a landlord, it is your responsibility to maintain the unit in accordance with Housing Quality Standards (HQS) and provide normal maintenance. In addition, you are obligated to supply any information requested by CVR, collect any security deposit and rent share from the tenant, and enforce the terms of the lease. Landlords must be compliant with the Fair Housing Act, Federal Equal Opportunity requirements as well as the terms of the Housing Assistance Payment (HAP) Contract. Copies of any eviction notices and the family's lease violations must be supplied to CVR, and the property owner cannot charge additional rent above the approved Contract Rent.

Tenants are responsible for completing an annual determination of their Housing Choice Voucher (HCV) Program eligibility and supplying true and complete information with regard to income and household composition. HCV participants must notify CVR of all changes in income and household composition within two weeks, and written approval must be received from both CVR and the landlord to add a member to the household. If any family member no longer resides in the unit, CVR must be notified within two weeks. The tenant must also notify CVR of any extended time away from the unit and permission must be requested and approved for absences exceeding 30 days. HCV participants are required to allow inspections at reasonable times, and after sufficient notice, and to make timely payments of required utilities and rent share stipulated by the HAP Contract and most current share notice, respectively.

CVR is responsible for performing initial, annual, follow-up and complaint inspections. When a unit is found to have fail items that are not resolved by either a follow-up inspection or the submission of a verification of



repair (VOR) by the cure date or extension date, it is the obligation of the Housing Authority to abate the subsidy payment accordingly. The tenant is not responsible for the abated portion. The property owner may request additional time by submitting an Extension Request form and any supporting documentation. If an HCV participant contacts our office regarding a deficiency in the unit, such as lack of heat or a safety hazard, CVR is required to perform a complaint inspection to address the matter. If a landlord notifies CVR in writing of a lease violation, such as failure to pay rent, damages to the unit or other violation, a notice of infraction will be issued to the tenant.

Note: Landlord-tenant disputes must be settled between the two parties through enforcement of the lease, outside mediation or other means.

List Your Apartments for Free

Between new HCV participants, voucher holders porting from other PHAs and current participants looking to move, there are always plenty of 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 or email your listing to us at info@cvrnewyork.com.

Side Payments Prohibited

Part C-5(e) of the HAP Contract states, “The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.”

HCV property owners are strictly prohibited from asking tenants for payment in excess of the approved Contract Rent. Such requests are considered side payments or “side deals” and are in violation of the above referenced clause in the HAP Contract. These types of arrangements are grounds to ban the property owner from future participation in the HCV Program. Tenants who make side payments to their landlords are subject to termination of their subsidy.

CVR will investigate all claims and reports of side payments between HCV property owners and voucher holders. Any increases to the Contract Rent must be approved by CVR by completing and submitting a Rent Increase Request form and receiving formal written approval from our agency. If you are planning to request a rent increase, please do so 60 days prior to the desired effective date.

Selling Your Property



When the time comes to sell your rental property, CVR is here to make the transition as seamless as possible. To ensure a smooth transfer of ownership, it is best to notify our office prior to the effective date of the newly recorded deed so we can discuss the payment options for the month the new landlord takes ownership of the property. The new property owner will be required to complete a Change of Ownership packet and provide a few additional documents. Here's a quick look at what is required.

Change of Ownership/Management Form

The CVR Change of Ownership/Management form outlines all the relevant information for the transfer being reported. The type and reason for the change, the new property owner information as well as the names and full addresses of all the assisted tenants currently residing at the property are required. The name of the previous property owner, effective date of the HAP Contract and new property owner signature and date are included at the bottom of the form.

Request for Taxpayer ID Number (IRS Form W-9)

For a new property owner to receive Housing Assistance Payments, a complete and accurate IRS Form W-9 must be submitted. The property owner listed on the form must have a recorded interest on the deed of the property being subsidized. If the property owner has the same street address as the tenant, they must include a floor or unit number to differentiate the addresses.

Note: If the information provided on the W-9 does not match other agency records (namely, the Social Security Administration or the Internal Revenue Service) for the individual or entity, your Housing Assistance Payments will be subject to backup withholding by the IRS until the matter is resolved.

Proof of Ownership

The recorded deed, consisting of the Westchester County Recording and Endorsement Cover Page, the deed itself and the Schedule A legal property description, is required for CVR to transfer ownership from the previous landlord to the new owner of the property. At the time of closing, advise your attorney and/or the title company to file the deed with the county clerk's office immediately. For cooperative apartment units, a copy of the share certificate is required.

Direct Deposit Authorization and Voided Check

The fastest, easiest, most safe and secure way to receive Housing Assistance Payments is via direct deposit. The payments are made to the account no later than the first business day of the month. A voided check or an account verification form from the financial institution must also be provided.



112 E. Post Rd. Ste. 102
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. Include the property address, landlord/company name and 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 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.

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