

Lease Details

- Must contain both Owner / Landlord and Participant names
- All names of participants in the household must be listed
- Monthly rental amount
- Must contain the complete rental address
- On Initial Lease, the minimum lease term must be no less than 12 months
On a renewal lease (after initial), there is no minimum lease term required
- The security deposit amount and financial institution where monies are being held
The owner may collect a security deposit, but it may not exceed the amount charged in private market practice or owners to unassisted tenants.
- Lease must begin the day after the unit passes inspection and the tenant is provided the keys. Participants cannot move into the unit prior to the passed inspection.
- How and when rent is to be paid
- Who is responsible for utilities at that property
- Late payment conditions
- Details about property care, if applicable
- Lease must be signed and dated by both parties
- Rent increases have to be completed by landlords within 60-days of the HCV Annual Recertification or Lease renewal date, if aligned the same. Otherwise, by the HCV Annual Recertification date. The Rent Reasonable Amenities form along with the Rent Increase request form have to be completed and sent prior to the 60-day renewal/Recertification date. If the rent increase does not meet Rent Reasonableness, then the increase cannot be given.
- Only 1 rent increase can be obtained in any given annual recertification period.

HAP Contract

Once RHA has received the completed lease, a HAP Contract will be printed and sent to the owner or Authorized Agent for a signature. For the purpose of our software, the owner is the one receiving the 1099. So, if that is the management company, then you would be considered the owner because you are acting on behalf of the owner. Payment will not be released until the HAP contract is signed, dated and returned to RHA for processing.

HAP Check

HAP check will be issued to the designated person(s) or agency listed on the Fiduciary document. HAP checks will be sent to the landlord by the 5th day of each month. Direct Deposit is required for all landlord HAP payments. If the participant should move into the unit after the 1st of the month, then the HAP payment will be prorated for that month. HAP payments will be setup within 10 days of receiving back the completed HAP Contract.

Landlord Portal

INSTRUCTIONS ON HOW TO SETUP YOUR LANDLORD PORTAL ACCOUNT

STEP 1: Place your mouse over the Landlord Tab and open the drop-down box and click on Landlord Portal Link

STEP 2: Please read and follow the instructions listed at the Landlord Portal Link button. Once you have read the instructions, you can click on the Access Online Portal Link Button.

STEP 3: About halfway down the page, you will see “Employees, landlords, and current residents can register for an account by clicking the following link. [Register](#)”. Click on the Register Button. It will take you to the next page to create your account.

STEP 4: If you are the Management Company that is going to be receiving the HAP monies on behalf of the Owner of the property, then you will need to complete this part and either put your name or the management companies name in the First and Last Name. Example: If the Management Company is named Fake Property of Renton, then you may want to put “Fake Property” as the First Name and “of Renton” as the Last Name or just use your own name here. Does not matter. What matters is the EIN number of the Management Company or Owner that is receiving the HAP monies.

If the Owner is receiving the HAP monies but the Management Company needs to see how to apply the monies for the tenants they are managing, then use the Owner’s EIN number under the Tax Identifier. This will be based on the W-9 and ACH form provided by RHA.

If the Management Company receives the HAP monies, they will receive the 1099 from the Housing Authority, then you would put the Management Companies EIN number under the Tax Identifier.

Make sure to use the format of either xx-xxxxxxx or xxx-xx-xxxx. You must use the hyphens in between the numbers whether it will be EIN or SSN.

Under the Registrant’s Type, no matter if this is the Management Company or Owner, use the drop-down arrow and click on the Owner.

STEP 5: Click NEXT to take you to the next screen of the Account Signup

STEP 6: Create a Username and Password. Write it down and keep it somewhere. If you forget your password, you can go to the login screen to put your login information and under the Password there is a Forgot Password button. If this does not work, you will have to contact our office on 425-226-1850 x223 and will have to delete your account and you will have to recreate it again. Write Down Your Username and Password and keep it somewhere safe.

Set up your own [security question](#) and [answer](#) here. For example: What is the total number of apartments at this property? 136

STEP 7: Click on [CREATE ACCOUNT](#)

STEP 8: If you marked your Registrant Type as “Owner” on Step 4 and put the EIN number for the Owner or Management Company that will be receiving the HAP monies and in turn, receiving the 1099 from IHA, your account should automatically login and you should be able to look at the top left of the screen and see list of User, Owners and Home.

Highlight over Owners and it will open up a dropdown and you will see Owner Home, List Owner Tenants, List Owner Units, Scheduled Inspections, Failed Inspections, List Payments, 1099’s and Documents. Click on whichever you want to view. Currently the Scheduled Inspections and Failed Inspections are not being utilized but will be coming soon.

If something was not completed correctly, then you will get a screen saying something like your account will be reviewed in the next 24 hours – don’t wait 24 hours. Immediately contact Michael Bishop, CEO, at either 425-226-1850, extension 223 or email him at msb@rentonhousing.org to get your account setup correctly so that you can view it immediately.

Thank you for taking the time to create your account and view your payment history.

I have read and understand this packet as part of the Renton Housing Authority HCV Program. The forms in this packet are complete and all information is true and accurate. I understand that if returned incomplete or not in its entirety, the process will be delayed in scheduling the inspection, approving the lease process and creating the HAP Contract and making payment.

Landlord Signature

Date Submitted to RHA

RHA Representative Signature

Date Received