



Jane Smith enjoys the roses in her new front yard.

Home Sweet Home

As the mother of two teenagers, Jane Smith wanted to buy a home in a safe neighborhood at a price she could afford.

"I looked for a neighborhood with good neighbors," she said.

After seeing countless houses across Oklahoma City, Jane chose one in the same safe, quiet neighborhood she has raised her teenaged son and daughter.

"This is a good environment for them. We live by kids we know."

Jane is pleased with her choice.

"I compared prices and square footage. This was the best one. I like the quality."

Jane closed on the \$70,000 three bedroom, bi-level home in September.

As a participant in OHFA's Family Self-Sufficiency program, she can use funds previously designated to help her pay rent to help with mortgage payments.

"The best part about living here is that it's mine," she said. "I love having my own house."

Making Housing Dreams Come True

By Deborah Jenkins, Rental Assistance Director

In the Wizard of Oz, Dorothy learns "There's no place like home."

Since September, two Family Self-Sufficiency participants have turned their home ownership dreams into reality through participation in OHFA's

Section 8 Housing Choice Voucher Home Ownership Program.

Under the Home Ownership Program, families utilize funds previously set aside for rental assistance to help with mortgage

payments.

Depending on the term of the loan, OHFA may assist with mortgage payments up to



Home purchased with Home Ownership Voucher

15 years.

The Section 8 Home Ownership Program is one more resource OHFA provides to Oklahomans to ensure access to affordable housing. One hundred forty families are

currently attending credit counseling classes in preparation for participation in the program. Nine families have received home ownership vouchers and are actively searching for homes to purchase.

Fannie Mae and Bank One have been instrumental in making the program a

success.

The Home Ownership Program is limited to 600 families and is available to participants of OHFA's Family Self Sufficiency Program.

VISION & MISSION

OHFA Vision: Recognized as the industry leader, OHFA makes a difference in the lives of Oklahomans by fulfilling their housing needs and dreams.

OHFA Mission: To provide affordable housing resources.

Rental Assistance Team Mission: To secure funds to help eligible low income families obtain decent, safe and affordable housing, and do so while providing courteous professional and efficient service.

Dates to Remember

Landlord Meeting

Aug. 14, 2003 in Oklahoma City

Rental Assistance In-Service Training (Rental Assistance staff unavailable)

December 19 and 20, 2002

March 6 and 7, 2003 June 19 and 20, 2003
Sept. 18 and 19, 2003 Dec. 11 and 12, 2003

Holidays (Offices Closed)

2002: Nov. 28 and 29 Dec. 25
2003: Jan. 1 Jan. 20 Feb. 17 May 26

NEWS ON 8, Rental Assistance Newsletter
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www.ohfa.org

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Leroy Jenkins sits in front of one of his 65 houses on the Section 8 Rental Assistance Program. For a landlord referral list, contact Jack Bruce, (405) 419-8218.

Section 8 Provides Decent, Affordable Housing

For almost as long as OHFA has been in business, Leroy Jenkins has been a landlord with the Section 8 Rental Assistance Program.

He started with eight houses on Section 8 and now has 65 houses, mostly three-bedroom brick homes in the metro Oklahoma City area. The majority of his

renters are single parent families.

“Rental assistance has opened up a market for tenants and landlords that we wouldn’t otherwise have,” Leroy said. “I like the program because it provides decent houses for tenants who otherwise could not afford the rent payments.”

Prospective renters usually learn about his

properties through telephone calls and word of mouth. A landlord referral list is available through OHFA to applicants who request it.

To be placed on the landlord referral list, submit your name (or the name of a contact person), your phone number and the city where the property is located to Jack Bruce.

You can also advertise the availability of your property for the Section 8 program in newspapers or on supermarket bulletin boards. You can also e-mail your contact information to jack.bruce@ohfa.org.

A published list of landlords is available online at www.ohfa.org.

Field Agents

Field agents from the Rental Assistance Team play a vital role in making sure our customers have safe and affordable places to live by conducting housing quality standards inspections. Here are the field agents and their respective service areas.

- **Luanne Alexander**
North Central OK
- **Brenda Berger**
NW/ Central OK
- **Sharon Coldwell**
NE Oklahoma
- **Carolyn Cook**
South Central OK
- **Keith Cravens**
Central OK
- **Fleashia Ford**
SW Oklahoma
- **Roger Hayes**
Central OK
- **Jack Howell**
East Oklahoma
- **Ganna Hudson**
SW Oklahoma
- **Rhonda James**
Floater Agent
- **Philippe Jamet**
Floater Agent
- **Steve Jett**
East Oklahoma
- **Larry Keith**
SE Oklahoma
- **Sandy Lindsley**
East & NE OK
- **Christina Mahler**
SW Oklahoma
- **Debbie Mauldin**
Floater Agent
- **Dodie Pool**
Floater Agent
- **Mary Revard**
North Oklahoma
- **Judi Wright**
Floater Agent

OHFA’s Administrative Plan for the Section 8 Housing Choice Voucher Program may be viewed at our central office by appointment or at www.ohfa.org.



Important Numbers Rental Assistance Team

Recertification Team 1 (405) 419-8166
Alphabet A,D,G,H,K,M,O, and X Fax: (405) 419-9166

Recertification Team 2 (405) 419-8167
Alphabet B,C,I,J,N,P,T,U, and Y Fax: (405) 419-9167

Recertification Team 3 (405) 419-8168
Alphabet E,F,L,Q,R,S,V,W, and Z Fax: (405) 419-9168

Initial Certification Team (405) 419-8169
Fax: (405) 419-9169

Preapp Status line 1-800-898-6432
or (405) 879-6365

Local Leasing line (405) 842-2471
Toll-free Leasing line 1-800-256-1489
Fax Number (405) 879-8822

Mary Hoock (405) 419-8266
Rental Assistance Supervisor

Jack Bruce (405) 419-8218
Rental Assistance Field Supervisor

Carol Dodge (405) 419-8268
Rental Assistance Manager

John Pettis (405) 419-8230
Rental Assistance Manager

Kathy Crittenden (405) 419-8236
Renee’ Paul (405) 419-8246
FamilySelf-Sufficiency Program

Ideas? Suggestions?

Do you have comments or suggestions for OHFA? Please submit them in writing to the attention of the Rental Assistance secretary or visit our website: www.ohfa.org.

Executive Director
Dennis Shockley

Rental Assistance Director
Deborah Jenkins

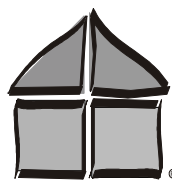
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OHFA
“Oklahoma’s Housing Resource”



OHFA is an Oklahoma Quality Award
Winner for Commitment

The Ins and Outs of Moving with Continued Assistance

So you want to move, huh? Whatever the reason, there are certain steps you must take to ensure that you keep your assistance in your new place. These steps are the same if you are moving to a new apartment in the same complex, or a new house halfway across the state.

Read the lease

The first thing you should do is read your lease. This is the agreement between you and your landlord. It contains lots of important information. Pay attention to the starting and ending dates of the lease, the way the lease renews and what length of notice before moving the landlord requires.

The starting and ending dates for your lease agreement are in the lease. These were verified by the field agent when you signed all of your papers when you moved in to your current place. By signing the lease, you agreed to stay in the unit at least to the ending date, so make sure you are planning on moving after the ending date as stated on the lease.

The lease also regulates how the lease renews. Some leases renew on an annual basis. This means if you stay past the anniversary date, you are in for another year. Most leases, however, either state that they renew on a month-to-month basis, or, more commonly, don't address the issue at all, in which case it falls back under the Landlord-Tenant Act, which means that the lease goes month-to-month.

Landlords normally require a 30-day written notice before you move. The landlord can require up to 60 days written notice. Your lease should let you know if your current landlord requires anything other than the standard written notice. A

30-day notice doesn't have to be given exactly 30 days before you move, but means that you must let the landlord know, in writing, *at least* 30 days before you move. You can give notice prior to 30 days before the ending date on your lease.

After you read your lease

Now that you know what is required of you from your landlord, you are ready to get the ball rolling. When you give proper notice to your landlord that you intend to move, give OHFA a copy of the notice. If you have been scheduled for your annual recertification, then you will have to wait until your current place has been inspected. If you have repairs that are your



responsibility, OHFA must make sure those are done before you can be issued a voucher.

Assuming your place passed the inspection, or at least that you didn't have repairs that are your responsibility, OHFA will then issue you a new Housing Choice Voucher. This will give you 60 days to locate a new place. When OHFA receives your notice, we will stop payment on the place you are currently being assisted in on the

ending date of your notice, or the last day of that month, whichever is later. If you stay past that time, you must pay the full rent to that landlord.

Now that you have your voucher, you must find a place where the landlord will accept housing assistance. Fill out the Request for Inspection form that comes with your voucher and get it back to your Recertification Team within the time allotted. OHFA will have to inspect the new unit you pick. It must pass before we can pay on it.

Once you give your notice, the process is in the works. If you change your mind and decide to stay in your current unit (and the landlord agrees), you will need to notify your Recertification Team in writing that both you and your landlord agree that you may stay in your current dwelling. If you get that letter to us before the effective date of your notice to move, then you can just be reactivated where you are and your assistance will continue as it did before.

Any landlord repairs that have not been checked will have to pass an inspection before reactivation can take place. If your notice to move has gone into effect and you have a current voucher, we will have to go through the process as if you had moved to a new unit. This means inspection, new lease and new contract, even though you are staying in the same place. The new lease will be for a year, so you will be locked in for 12 months once you sign all the paperwork.

By paying attention to your requirements you can successfully find a more suitable place for you and your family and continue receiving Section 8 housing assistance. The process is not hard if you follow the rules.

Preferences Assist Homeless and Disabled

Homeless and disability preferences are available to those seeking rental assistance from OHFA.

Applicants certified as homeless or disabled will be placed on the waiting list ahead of other applicants.

To qualify for the **homeless** preference, applicants must stay in a shelter or transitional living facility at least seven consecutive days. A written statement on letterhead from the shelter manager stating this fact must be attached to the pre-application.

If there is no shelter, or if the shelter is full, a written statement from a social service agency attesting these facts must be attached to the pre-application.

If you or a member of your family meets the definition of a person with disabilities, you are eligible

for OHFA's **disability** preference.

Applicants must submit a pre-application and attach a disability award letter or a statement from a physician certifying the applicant or family member meets the federal definition of disabled.

Notes About Leases

By Brenda Berger, Field Agent

Procedures involving both initial leases and transfer leases have recently changed. Participants are issued both a Housing Choice Voucher and a Schedule Request Form (SRF). Below is the procedure for completing the SRF.

- ✓ Once participants decide where they want to live, an SRF is completed and returned.
- ✓ The specialist reviews the SRF and begins the scheduling process.
- ✓ If your home passes inspection, a contract is signed.

“OHFA Access” Provides Forms At Your Fingertips

OHFA's website now has forms customers can complete online. Go to www.ohfa.org and look for resources at the bottom of the home page. “OHFA Access” is listed among the resources.

The following forms are included:

- Rental Assistance Online Application
- Rental Assistance Comment/Suggestion Form

In the future, OHFA Access will also have an application for the Family Self-Sufficiency Program.



What to Expect with an Inspection

Each participant receives a Housing Quality Standards List from OHFA. This informs the participant of all requirements needed for a unit to pass inspection. We encourage participants to give the list to owners prior to inspection.

These are some items to consider.

- Water heaters located in living areas or in a room with a door leading to the exterior must be enclosed. A temperature-pressure valve and a discharge line must be present. The discharge line must be made of either three-fourths inch copper or galvanized pipe and must extend either within six inches of or through the floor.
- Window panes must be intact. Cracked or broken windows are not allowed.
- Bug and rodent infestations will cause a home to fail inspection.
- Steps of three or more must have a hand rail. There must also be a railing along the top



By Mary Revard and Sharon Coldwell
Field Agents

of the porch if the floor measures 30 inches or more from the ground.

- Non-metallic cable running along the exterior of the unit must be imprinted with the words “sunlight resistant.”
- Exterior outlets need weather proof cover plates.
- Exterior light fixtures must have a globe if designed for one.
- All doors leading outside and all windows must have properly working locks.
- Interior floors with torn, wrinkled or loose edges of carpet or vinyl often cause a home to fail inspection.

Other actions that will lead to termination include:

- Not giving proper notice before moving.
- Moving before expiration of lease.
- Non-payment of rent.
- Not reporting change of household members within 30 days.
- Termination of utilities.
- Not reporting all income.
- Not sending required information to the Oklahoma City office by specified date.
- Criminal activity.
- Misrepresentation of facts or information regarding assistance.
- Missing two appointments with field agents.
- Failure to make required repairs.

Resident Advisory Board Meets

The Resident Advisory Board is in full swing. Eight members of the board attended a Sept. 27 meeting at OHFA to discuss Section 8 procedures, the program's business plan and home ownership.

Board members met with Rental Assistance staff John Pettis, Kathy Crittenden and Judi Wright.

The role of the Resident Advisory Board is to review and make recommendations on policies for OHFA's Section 8 Rental Assistance Program.

Kathy presented a slide show on the Family Self-Sufficiency Home Ownership Program. Families enrolled in the FSS Program can take advantage of this new home ownership program. Instead of paying for rent, a Section 8 voucher can be used to help make mortgage payments.



Pamela Jones, left, and Myrtle Thomas attend the Resident Advisory Board meeting.

John and Judi provided an overview of Section 8 procedures regarding scheduling inspections, timing of re-certifications and income changes.

The next board meeting will be held Jan. 10, 2003.

Board meetings are open to the public. For more information, contact Kathy Crittenden, (405) 419-

The 40% Rule

During the initial term of the lease, a participant cannot pay more than 40% of their adjusted monthly income toward rent and utilities.

OHFA Open Golf Tournament Benefits Homeless Children During Holiday Season

Santa's red bag just got a little heavier, thanks to the proceeds from the OHFA Open Golf Tournament.

Sponsored by Santa's Sleigh, Inc. and organized by OHFA employees as a volunteer project, the July 10 tournament raised \$20,000. Proceeds will be used to purchase holiday gifts for children staying in homeless shelters across the state during the holiday season.

In 2001, 866 children in 54 homeless shelters across the state benefited from the project.