



# LANDLORD NEWSLETTER

APRIL 2021

## CHA OFFICE UPDATES

Clearwater Housing Authority (CHA) has implementing precautionary measures to promote a safe and healthy work environment and do our part to help prevent the spread of COVID-19.

We will continue to monitor this situation closely and are committed to ensuring our core operations and business remain fully operational and ready to serve you.

Effective March 30, 2020 Clearwater Housing Authority (CHA) central offices closed to the public and will remain closed until further notice.

All appointments and processes are being conducted via U.S. mail, email or by phone.

## INSPECTIONS

**All annual HQS inspections continue to be suspended until further notice.**

**Initial inspections will continue to only be conducted for UNOCCUPIED units.**



## NEW TENANT?

ENSURE THE FOLLOWING ARE ACCURATE FOR TIMELY PAYMENT PROCESSING:

1. **Lease:** A copy of the executed lease must be submitted to our office.
2. **Lease Start Date:** The lease start date MUST be AT LEAST 24 hours after the unit passes inspection.
3. **Lease End Date:** The lease end date MUST be the last day of the month prior to the initial month of move-in for the following year.
4. **Utility Responsibility:** The lease must indicate who is responsible for paying each of the unit utilities.
5. **Proof of Utilities:** The tenant must submit the new account numbers for the utilities they are responsible for paying.

## ACCOUNTING

### 2020 1099'S

CHA MAILED 2020 1099'S ON OR BEFORE JANUARY 31, 2021.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR 1099, PLEASE CONTACT CINDY HUSKINS AT (727) 461-5777 EXT. 206.

### 2021 W-9's

REMINDER: IF YOU WILL CONTINUE TO RECEIVE HOUSING ASSISTANCE PAYMENTS (HAP) IN 2021, YOU ARE REQUIRED TO SUBMIT AN UPDATED W-9. PLEASE SUBMIT BACK TO OUR OFFICE AS SOON AS POSSIBLE.

## TOPIC SPECIFIC EMAIL ADDRESSES

Participants:	<a href="mailto:HCVParticipants@clearwaterhousingauth.org">HCVParticipants@clearwaterhousingauth.org</a>
Portability:	<a href="mailto:HCVPortability@clearwaterhousingauth.org">HCVPortability@clearwaterhousingauth.org</a>
Landlords:	<a href="mailto:Linfo@clearwaterhousingauth.org">Linfo@clearwaterhousingauth.org</a>
W-9's:	<a href="mailto:landlordw9@clearwaterhousingauth.org">landlordw9@clearwaterhousingauth.org</a>
Website:	<a href="http://clearwaterhousingauth.org">clearwaterhousingauth.org</a>
HMS PAL/Payments:	<a href="http://www.hmsforweb.com/pal/login.php">www.hmsforweb.com/pal/login.php</a>

## MEET THE HCV STAFF

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