



Landlord Newsletter

Third Quarter 2024

Hours of Operation:

Monday: 8:00am—5:00pm*

Tuesday: 8:00am—5:00pm*

Wednesday: 8:00am—5:00pm*

Thursday: 8:00am—5:00pm*

Friday: Closed

Saturday: Closed

Sunday: Closed

*Office closed from 12:30pm—1:30pm

Landlord Portal

Did you know that you can find and update important information pertaining to your account in the landlord portal?

You can use the portal to:

- **Update your bank account information.**
- **View your ledger.**
- **View your inspection results.**
- **View tenant caseworker information.**
- **Update your contact information.**



You will need to contact linfo@clearwaterhousingauth.org for a registration code.

Contact Information

Clearwater Housing Authority

28050 US Hwy 19 N, Suite 103
Clearwater, FL 33761

Phone: 727-461-5777 ext. 201
TTY: 800-955-8771
TTD: 800-955-8770

Email:

General: HCVParticipant@clearwaterhousingauth.org
Landlord Setup and Changes: linfo@clearwaterhousingauth.org

Website:

www.clearwaterhousingauth.org



**EQUAL HOUSING
OPPORTUNITY**

NEW TENANT?

To avoid delays in payment at move-in, please ensure the following is submitted accurately and as quickly as possible:

1. **Lease:** A copy of the executed lease must be submitted to our office.
2. **Lease Start Date:** Must be **ATLEAST** 24-hours **AFTER** the unit passes initial 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 regardless of what date of the month the lease started (Ex. 6/30/24 to 5/31/25).
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.

LEASE ENDING?

Our renewal process starts 120 days in advance. The tenant is provided two documents that they are supposed to submit to you. You are to complete one of the forms.

1. **Lease Agreement Addendum and/or Amendment:** Complete this form if you intend to renew the lease with the tenant. Please make sure that the information is correct. Requests for rent increases are included in this form, and must be submitted 60 Days in advance.
2. **Notice of Non-Renewal:** Complete this form if the lease is not being renewed. Indicate whether the tenant is leaving in good standing or not.



CLEARWATER HOUSING
AUTHORITY

NSPIRE: National Standards for the Physical Inspection of Real Estate.

HUD will be replacing the Housing Quality Standards (HQS) inspection program with NSPIRE effective October 1, 2025.

For information on the program and information on how it might effect landlords, visit:

https://www.hud.gov/program_offices/public_indian_housing/reac/nspire

IMPORTANT REMINDERS

Responsibilities of the Landlord

- ⇒ Maintain Units according to HQS, local and state regulations.
- ⇒ Adhere to HUD requirements of non discrimination regulations.
- ⇒ Fulfill their obligations under the terms of the lease signed with the tenant.
- ⇒ Notify CHA of any intention to evict the tenant. It is the owners responsibility to evict tenants if lease violations occur.
- ⇒ Collect the security deposit and the tenant's share of the monthly rent.

LANDLORD FEEDBACK

WE WANT TO HEAR FROM YOU!

Landlords are encouraged to reach out to CHA and provide insight and feedback concerning our program and how it relates to your business. Please feel free to reach out to linfo@clearwaterhousingauth.org.