



Rent Café Portal Manual For Landlords and Owners

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Rent Café Landlord Portal Weblink

To begin, you can access the Los Angeles County Development Authority's (LACDA) Rent Café Portal using the link below:

<https://housingervices.lacda.org/>

Then select **Landlord Login** on the Portal login page.



How to Register for the Portal

When the **Landlord Login** page appears, if you do not have an account and wish to sign up, please bypass the Email and Password section and click on the **Click here to register** link.



Landlord Login

Email

Password

Remember Me

[Login](#)

[Click here to register](#)

[Forgot password?](#)

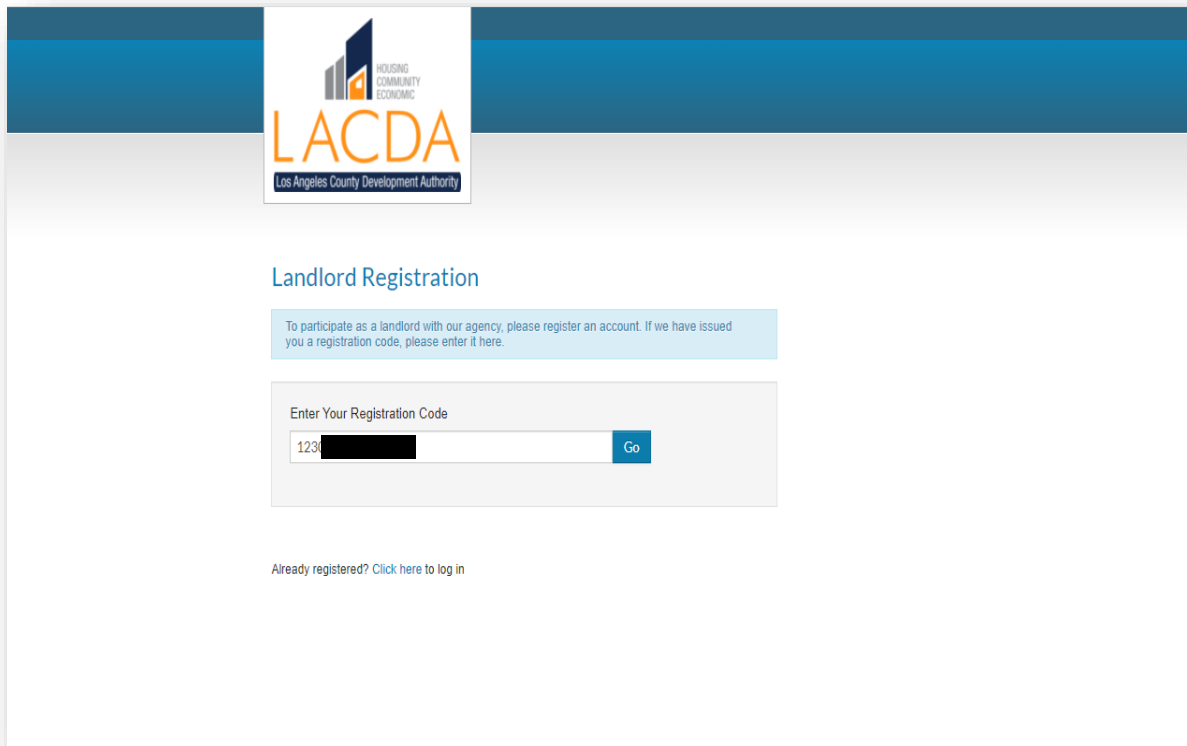
Manager and Owners [Terms and Conditions](#)

- For Public Housing Residents, if you need assistance, please contact your Management Office.
- For Section 8 Tenants, if you need assistance, please email RentCafePortal@lacda.org and a LACDA representative will assist you.

How to Register for the Portal (cont.)

When the **Landlord Registration** page appears, enter your Registration Code and select the **Go** button to move forward.

To obtain a Registration Code, please send an email inquiry to RentCafePortal@lacda.org. Please include the Owner/Vendor ID and the last four (4) digits of the owner's Tax ID or Social Security Number (SSN) on LACDA's record for prompt service.



The screenshot shows the LACDA (Los Angeles County Development Authority) website's Landlord Registration page. At the top, there is a blue header with the LACDA logo, which includes the text "HOUSING COMMUNITY ECONOMIC" and "LACDA Los Angeles County Development Authority". Below the header, the page title "Landlord Registration" is displayed in blue. A light blue informational box contains the text: "To participate as a landlord with our agency, please register an account. If we have issued you a registration code, please enter it here." Below this box is a form with the label "Enter Your Registration Code". The form contains a text input field with the number "123" and a "Go" button. At the bottom of the form area, there is a link: "Already registered? Click [here](#) to log in".

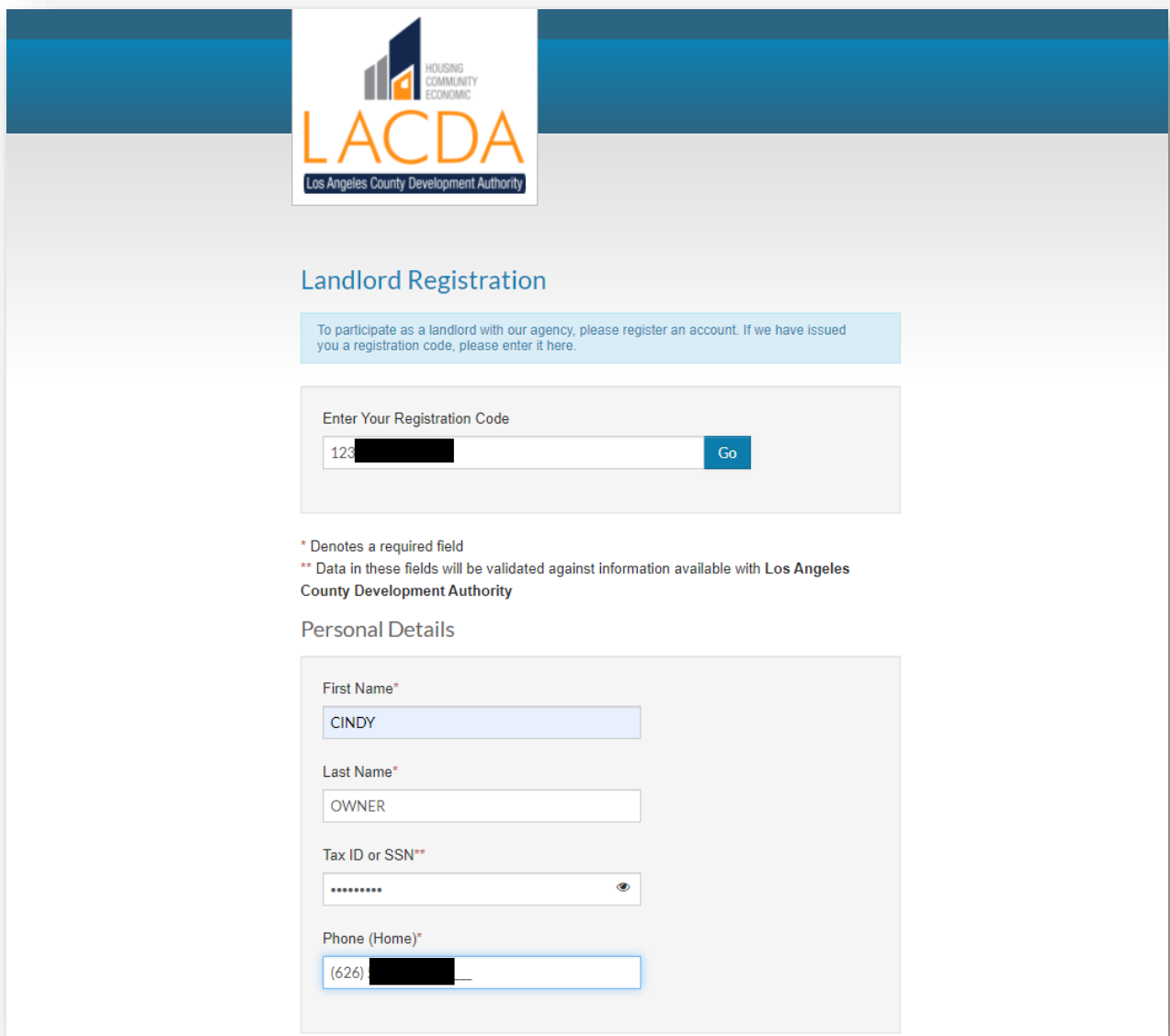
How to Register for the Portal (cont.)

When the **Landlord Registration** page appears, the **Personal Details** and **Account Information** is completed.

***Denotes a required field**

****Data in these fields will be validated against information available from the Los Angeles County Development Authority**

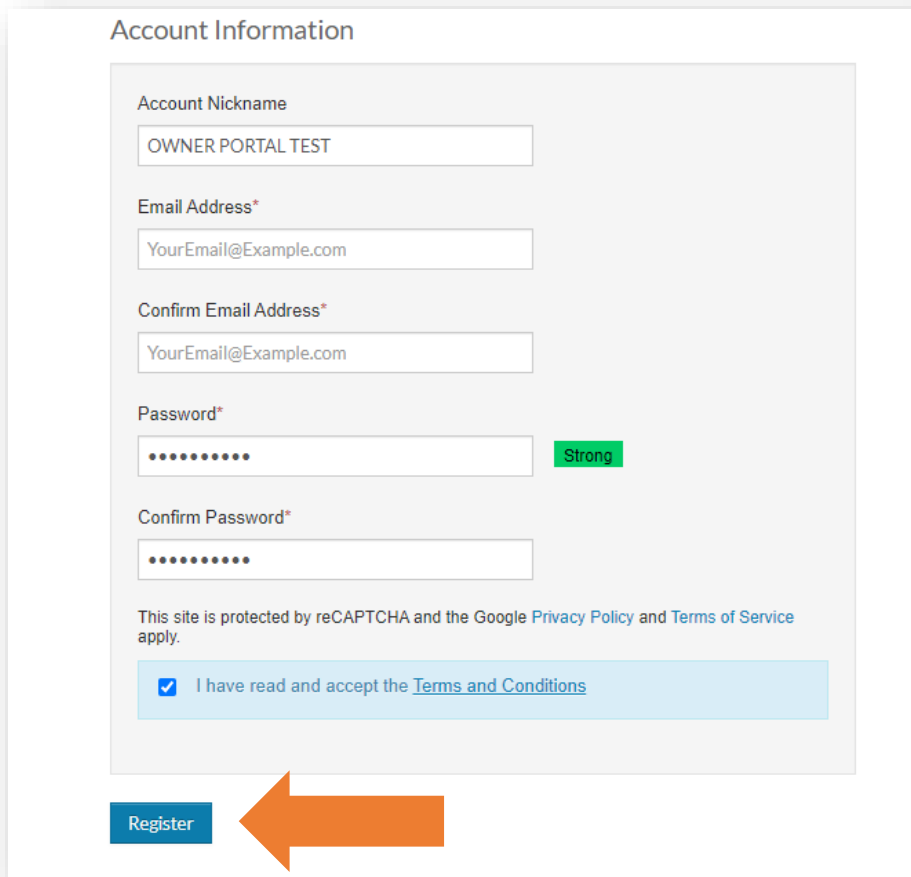
Please register the account using registrant's first name, last name, and phone number, as well as the owner's Tax ID or SSN. The inputted Tax ID or SSN will be validated against information available with the LACDA. After a successful registration, the user account will be linked with the landlord/owner/vendor ID on LACDA's record based on the validated Tax ID or SSN.



The screenshot shows the LACDA (Los Angeles County Development Authority) Landlord Registration page. At the top, there is a header with the LACDA logo and the text "HOUSING COMMUNITY ECONOMIC LACDA Los Angeles County Development Authority". Below the header, the page title "Landlord Registration" is displayed. A light blue box contains the text: "To participate as a landlord with our agency, please register an account. If we have issued you a registration code, please enter it here." Below this is a form field labeled "Enter Your Registration Code" with a text input containing "123 [REDACTED]" and a blue "Go" button. Below the registration code field, there are two lines of text: "* Denotes a required field" and "** Data in these fields will be validated against information available with Los Angeles County Development Authority". The "Personal Details" section follows, containing four form fields: "First Name*" with the value "CINDY", "Last Name*" with the value "OWNER", "Tax ID or SSN**" with a masked input "*****" and an eye icon, and "Phone (Home)*" with the value "(626) [REDACTED]".

How to Register for the Portal (cont.)

The **Account Nickname** field allows you to tag each account with a memorable name. Please complete **Email Address**, **Confirm Email Address**, **Password**, and **Confirm Password**. The email address entered here will be used as the username for the Portal.



The screenshot shows a registration form titled "Account Information". It contains the following fields and elements:


- Account Nickname:** A text input field containing "OWNER PORTAL TEST".
- Email Address*:** A text input field containing "YourEmail@Example.com".
- Confirm Email Address*:** A text input field containing "YourEmail@Example.com".
- Password*:** A text input field with masked characters (dots). To its right is a green button labeled "Strong".
- Confirm Password*:** A text input field with masked characters (dots).
- Legal Notice:** A line of text stating "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply."
- Terms and Conditions:** A checkbox that is checked, followed by the text "I have read and accept the [Terms and Conditions](#)".
- Register Button:** A blue button labeled "Register" located at the bottom left of the form. A large orange arrow points to this button from the right.

The last step is to read the **Terms and Conditions** under the provided link, check the box next to the "I have read and accept the Terms and Conditions" section, and then select the **Register** button.


How to Register for the Portal (cont.)

You will then receive an email (example below) confirming your registration and that an account has successfully been created.

HOUSINGCafé - User Registration

 Los Angeles County Development Authority <no-reply@rentcafe.com>
To [REDACTED]

Retention Policy EmailDeletion2years (2 years)

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can validate the sender.

User Registration

Dear ^FirstName^ ^LastName^,

Thank you for registering for the LACDA's HOUSINGCafé! Your account has been successfully created.

Username: [REDACTED]

Your Portal account will provide you with online access to:

Owner/Landlord
View Housing Assistance Payments
View your Unit Inspection Results
Book a Virtual Appointment
View Tenant Caseworker Information
Upload Documents to LACDA
View Published Documents from LACDA and Download Informatoinal Documents
Update your Contact Information

How to Login to the Portal

You will then be directed to the **Landlord Login** page of the Portal. Please use the **Email** and **Password** that was created during the registration process to login.



Landlord Login

Email

Password

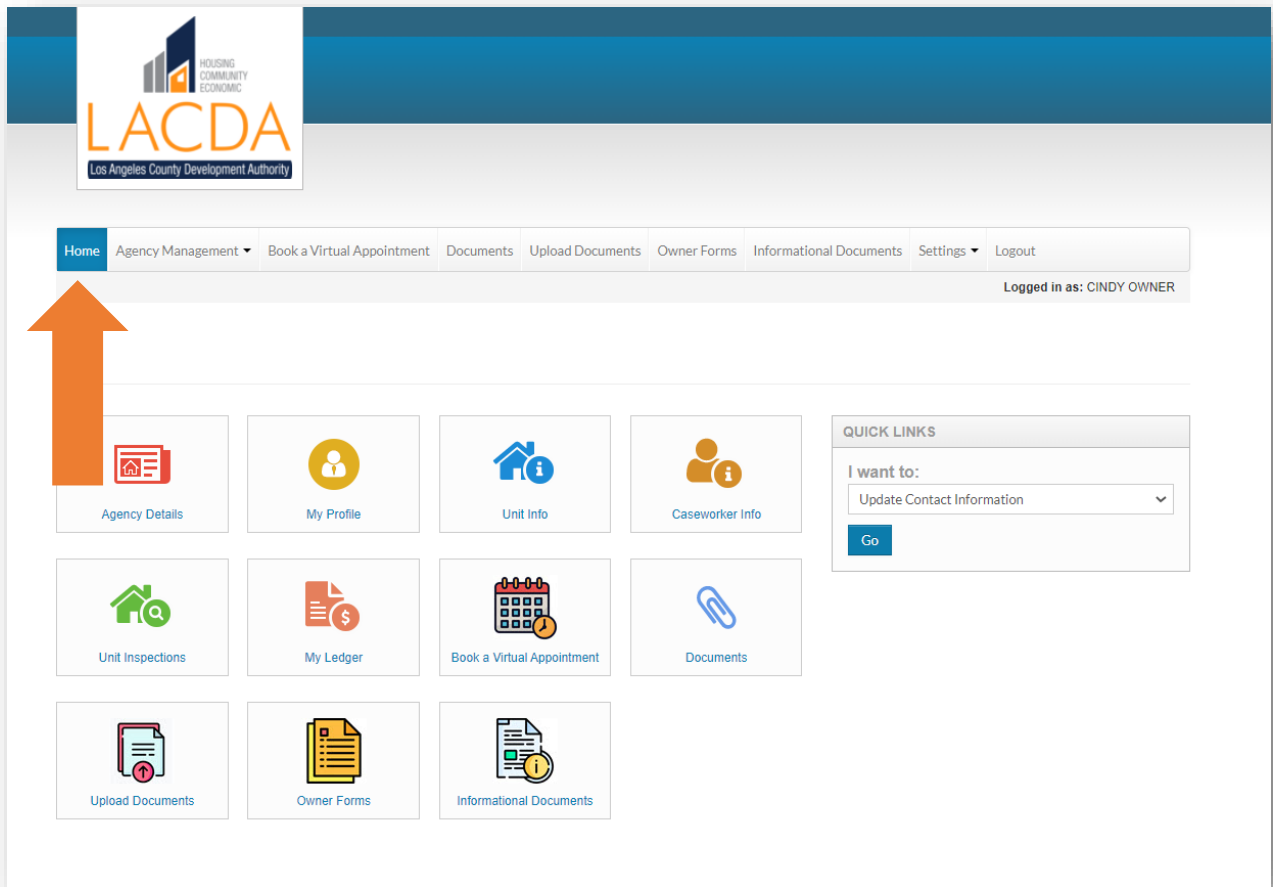
Remember Me

[Click here to register](#)
[Forgot password?](#)
Manager and Owners [Terms and Conditions](#)

- For Public Housing Residents, if you need assistance, please contact your Management Office.
- For Section 8 Tenants, if you need assistance, please email RentCafePortal@lacda.org and a LACDA representative will assist you.

How the Portal Works

Once logged in, the system will take you to the Landlord Portal **Home** page. The page will be arranged with user-friendly tiles. In addition, clicking the **Home** button also takes users from anywhere within the Portal back to this **Home** page.



How the Portal Works (cont.)

The **Agency Details Tile** provides contact information for the LACDA and an easy way to send emails to the contact listed on the page, by clicking the **Send Email** button.

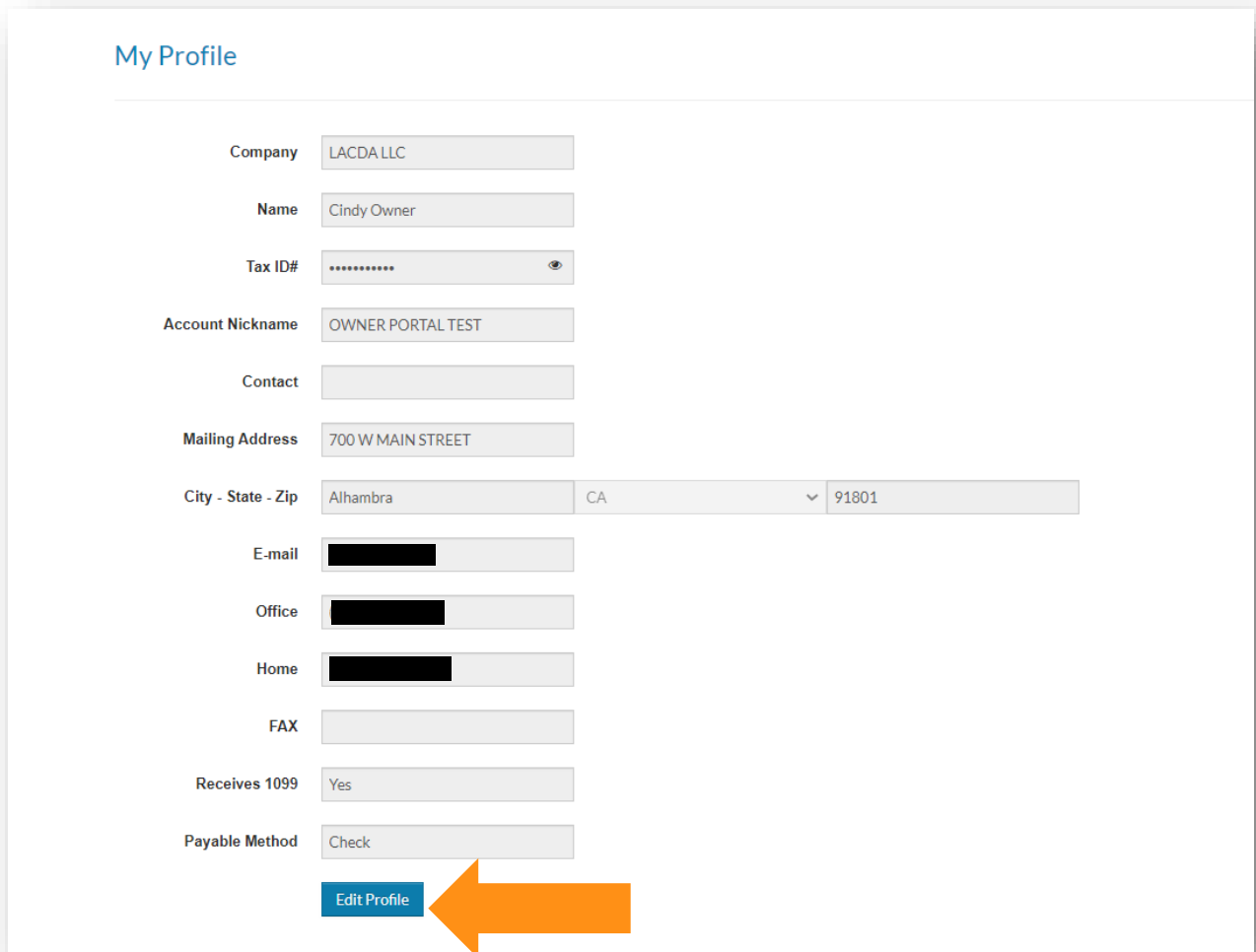
Agency Details

Agency Name	Los Angeles County Development Authority
Agency Address	700 W Main Street Alhambra, CA 91801
E-mail	owner.services@lacda.org
Phone	(626) 262-4510x11209
Fax	

[Send Email](#)

How the Portal Works (cont.)

The **My Profile** tile displays your account information. You can click the **Edit Profile** button to update your contact information such as **Mailing Address**, **City/State/Zip**, **Office**, **Home**, and **Fax** number entries. All other entries are not editable on this page.



The screenshot shows the 'My Profile' page with the following fields and values:



Field	Value
Company	LACDA LLC
Name	Cindy Owner
Tax ID#	*****
Account Nickname	OWNER PORTAL TEST
Contact	
Mailing Address	700 W MAIN STREET
City - State - Zip	Alhambra CA 91801
E-mail	[Redacted]
Office	[Redacted]
Home	[Redacted]
FAX	
Receives 1099	Yes
Payable Method	Check

An orange arrow points to the **Edit Profile** button located below the 'Payable Method' field.

How the Portal Works (cont.)

Allowable updates/changes to the profile are subject to approval by Owner Services after submission. You can visit this page to **cancel** the request, as long as the request has not been approved by the LACDA.

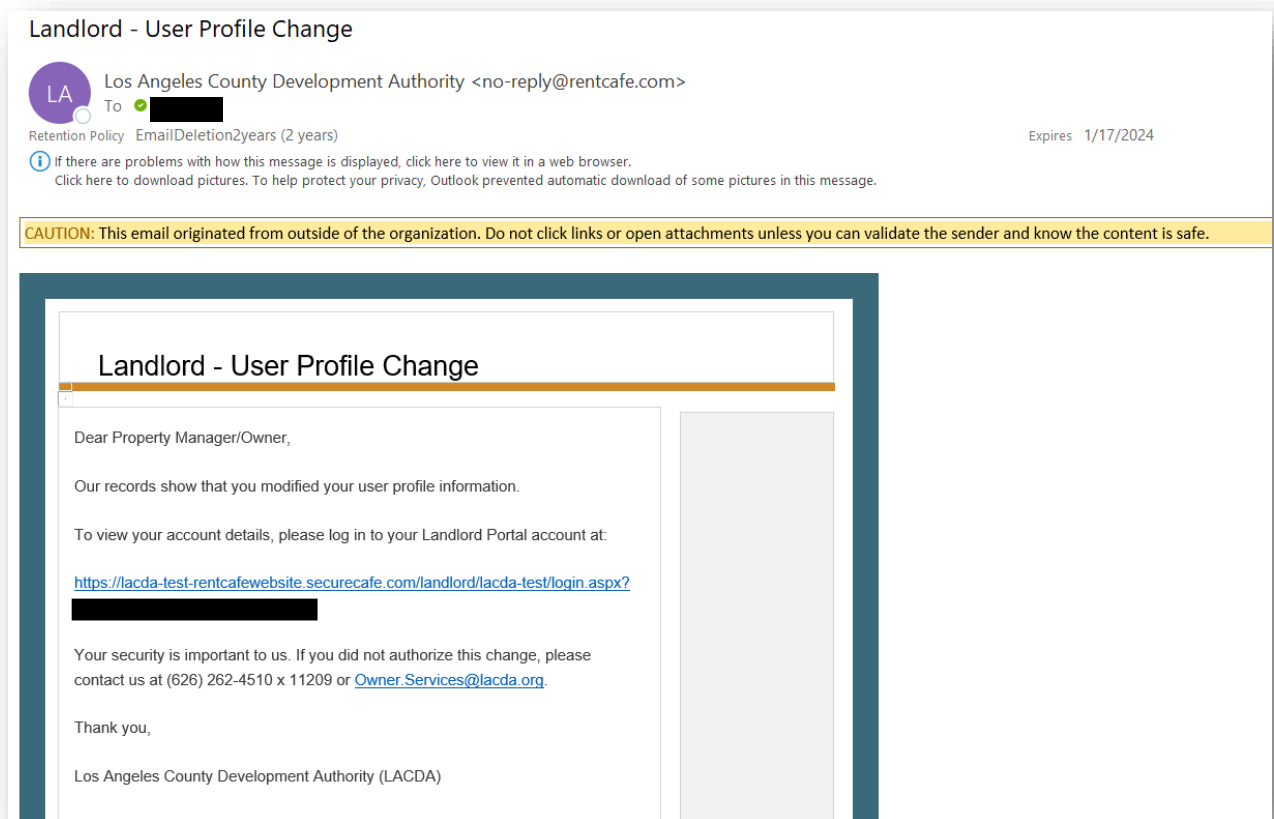
Your changes have been submitted for review and are awaiting agency approval.
Your change request number is: 30.
Click [here](#) to view current details.
Click [here](#) if you want to cancel this request.

Company	<input type="text" value="LACDA LLC"/>		
Name	<input type="text" value="Cindy Owner"/>		
Tax ID#	<input type="text" value="*****"/> 		
Account Nickname	<input type="text" value="OWNER PORTAL TEST"/>		
Contact	<input type="text"/>		
Mailing Address	<input type="text" value="700 W MAIN STREET"/>		
City - State - Zip	<input type="text" value="ALHAMBRA"/>	<input type="text" value="CA"/> 	<input type="text" value="91801"/>
E-mail	<input type="text" value="[REDACTED]"/>		
Office	<input type="text" value="(626) [REDACTED]"/>		
Home	<input type="text" value="(626) [REDACTED]"/>		
FAX	<input type="text"/>		
Receives 1099	<input type="text" value="Yes"/>		
Payable Method	<input type="text" value="Check"/>		

How the Portal Works (cont.)

For security purposes, you will also receive an email notification after you have made a change to your profile.

You will also receive an email notification if the profile change request has been rejected or approved upon review by the LACDA.



How the Portal Works (cont.)

The **Unit Info Tile** displays basic information of your units. The Unit Info screen can be filtered depending on the unit being occupied, not occupied, or both unit status. In addition, a filter may be done based on the number of bedrooms each unit has.

Unit Address	# of Bedrooms	Effective Date	Contract Rent	HAP	Tenant Rent	Legal Owner	HAP Payee	Tenant Name	Tenant Code	Unit Status	Re-exam Date
[REDACTED]	3	03/10/2021	\$2,462.00	\$1,142.00	\$1,320.00	LACDA LLC, Cindy Owner	LACDA LLC, Cindy Owner	SMITH TEST TENANT, JOHN	[REDACTED]	Occupied	03/01/2022

How the Portal Works (cont.)

The **Caseworker Info Tile** displays any caseworker that is assigned to your tenant(s).

Home Agency Management Book a Virtual Appointment Documents Upload Documents Owner Forms Informational Documents Settings Logout

Logged in as: CINDY OWNER

Caseworker Info

Tenant Status

- Current
- Past
- Future

Go Excel

Search:

Caseworker Name	Caseworker Phone	Caseworker Email	Tenant Name	Tenant Code	Tenant Status	Re-exam Date	Unit Address
Train, HA1			SMITH TEST TENANT,JOHN	10197312	Current	03/01/2022	

How the Portal Works (cont.)

Under the **Documents Tile**, you will be able to locate documents that were uploaded to you by the LACDA.

Home Agency Management Book a Virtual Appointment **Documents** Upload Documents Owner Forms Informational Documents Settings Logout

Logged in as: CINDY OWNER

Please click the File Name to view your document(s).

Document Types

Search:

Document Type	Description	Uploaded Date
Owner Confirmation	Letter of Authorization.pdf	01/17/2022

Showing 1 to 1 of 1 entries

How the Portal Works (cont.)

The **Unit Inspections Tile** displays basic information of upcoming/future unit inspections that have been scheduled. In addition, it also displays any past unit inspections. There is a filter to select specific **Result Type** or leave blank to see all, the **Excel** button allows the list of inspections to be exported to an Excel report.

The screenshot shows the 'Unit Inspections' interface. At the top, there is a 'Result Type' dropdown menu. Below it are two buttons: 'Go' and 'Excel'. To the right, there is a search bar labeled 'Search:'. The main content is a table with the following columns: Inspection ID, Unit Address, Tenant Name, Tenant Code, Inspection Type, Reinspect ID, Action Date, Due Date, Scheduled Date, Inspected Date, Abatement Date, and Result. The table contains two rows of data.


Inspection ID	Unit Address	Tenant Name	Tenant Code	Inspection Type	Reinspect ID	Action Date	Due Date	Scheduled Date	Inspected Date	Abatement Date	Result
1049391	[REDACTED]	SMITH TEST TENANT, JOHN	t0197312	Initial			03/05/2021	03/02/2021 09:30 AM	03/02/2021		Pass
1049392	[REDACTED]	SMITH TEST TENANT, JOHN	t0197312	Annual			02/03/2022	01/07/2022 08:45 AM	01/07/2022		Pass

How the Portal Works (cont.)

The **My Ledger Tile** displays the ledger. On this page, you can adjust the date range filter to view transactions within any one year range. You can also filter based on the tenant code or the transaction number. Should there be more than a one-page ledger, you can click Next or Previous button at the bottom of the page to navigate.

My Ledger

Use the filter fields to view specific transactions. You can adjust the date range filter to view transactions within any 1-year range.

 14 JAN 2021 - 14 JAN 2022

Payments

Total Amount: \$8,804.00

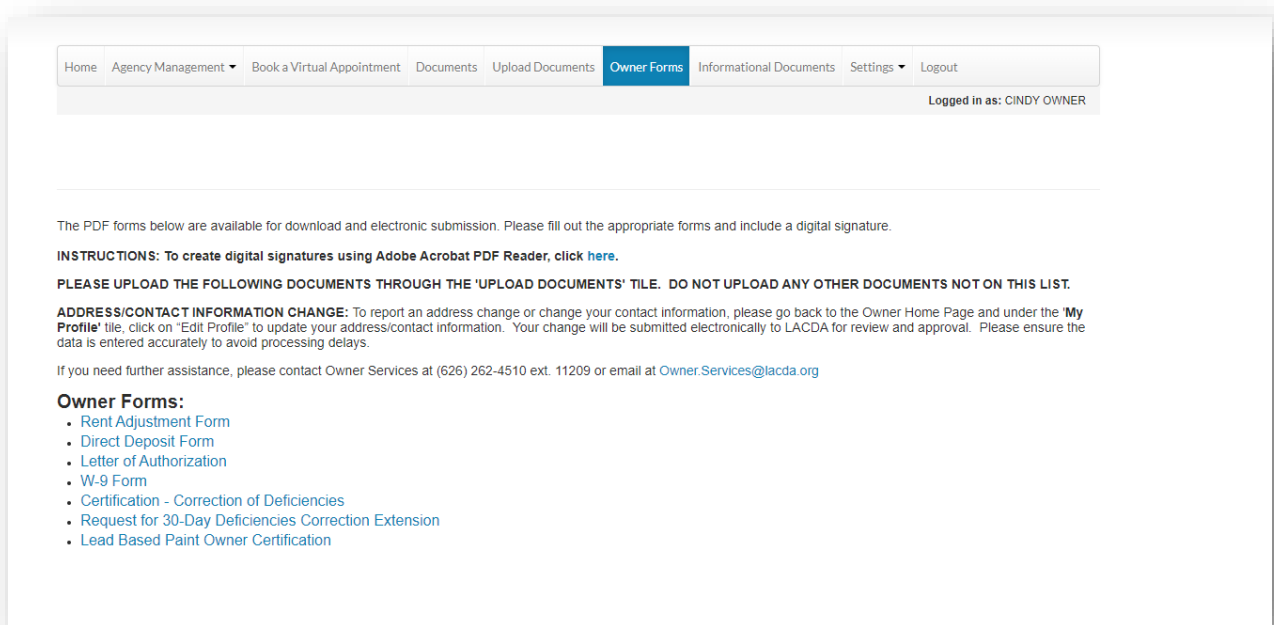
Search:

EFT/ Check#/ Adj#	Check Date	Unit Address/ Description	Tenant Name	Tenant Code	Amount	Notes
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 10/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 09/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 08/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 07/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 06/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 05/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$1,142.00	:HAP 04/21 SMITH TEST TENANT, JOHN [REDACTED]
3074324	01/14/2022	[REDACTED]	SMITH TEST TENANT, JOHN	10197312	\$810.00	:HAP 03/21 SMITH TEST TENANT, JOHN [REDACTED]

Showing 1 to 8 of 8 entries

How the Portal Works (cont.)

The **Owner Forms Tile** displays forms that can be filled out and submitted to the LACDA:



The screenshot shows a web portal interface. At the top, there is a navigation menu with the following items: Home, Agency Management (with a dropdown arrow), Book a Virtual Appointment, Documents, Upload Documents, Owner Forms (highlighted in blue), Informational Documents, Settings (with a dropdown arrow), and Logout. Below the navigation menu, it says "Logged in as: CINDY OWNER".

The main content area contains the following text:

The PDF forms below are available for download and electronic submission. Please fill out the appropriate forms and include a digital signature.

INSTRUCTIONS: To create digital signatures using Adobe Acrobat PDF Reader, click [here](#).

PLEASE UPLOAD THE FOLLOWING DOCUMENTS THROUGH THE 'UPLOAD DOCUMENTS' TILE. DO NOT UPLOAD ANY OTHER DOCUMENTS NOT ON THIS LIST.

ADDRESS/CONTACT INFORMATION CHANGE: To report an address change or change your contact information, please go back to the Owner Home Page and under the 'My Profile' tile, click on 'Edit Profile' to update your address/contact information. Your change will be submitted electronically to LACDA for review and approval. Please ensure the data is entered accurately to avoid processing delays.

If you need further assistance, please contact Owner Services at (626) 262-4510 ext. 11209 or email at Owner.Services@lacda.org

Owner Forms:

- [Rent Adjustment Form](#)
- [Direct Deposit Form](#)
- [Letter of Authorization](#)
- [W-9 Form](#)
- [Certification - Correction of Deficiencies](#)
- [Request for 30-Day Deficiencies Correction Extension](#)
- [Lead Based Paint Owner Certification](#)

How the Portal Works (cont.)

To complete a form, please select a form link under the **Owner Forms** field and then download the PDF fillable form using the “Download” function on the upper right corner of the screen.

1 / 1 | - 80% + | [Zoom In] [Zoom Out]

LACDA LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
LETTER OF AUTHORIZATION

Complete this form to authorize a representative to act and sign contracts on behalf of the legal owner. The owner will remain the payee unless otherwise designated.

Owner Name	Participant Name
Owner Address	Tenant ID
City, State & Zip	
Social Security/Taxpayer ID #	Owner Phone Number

RE: PROPERTY ADDRESS

(Street Address, City & Zip Code)

Persons authorized to act and sign documents on behalf of owner:

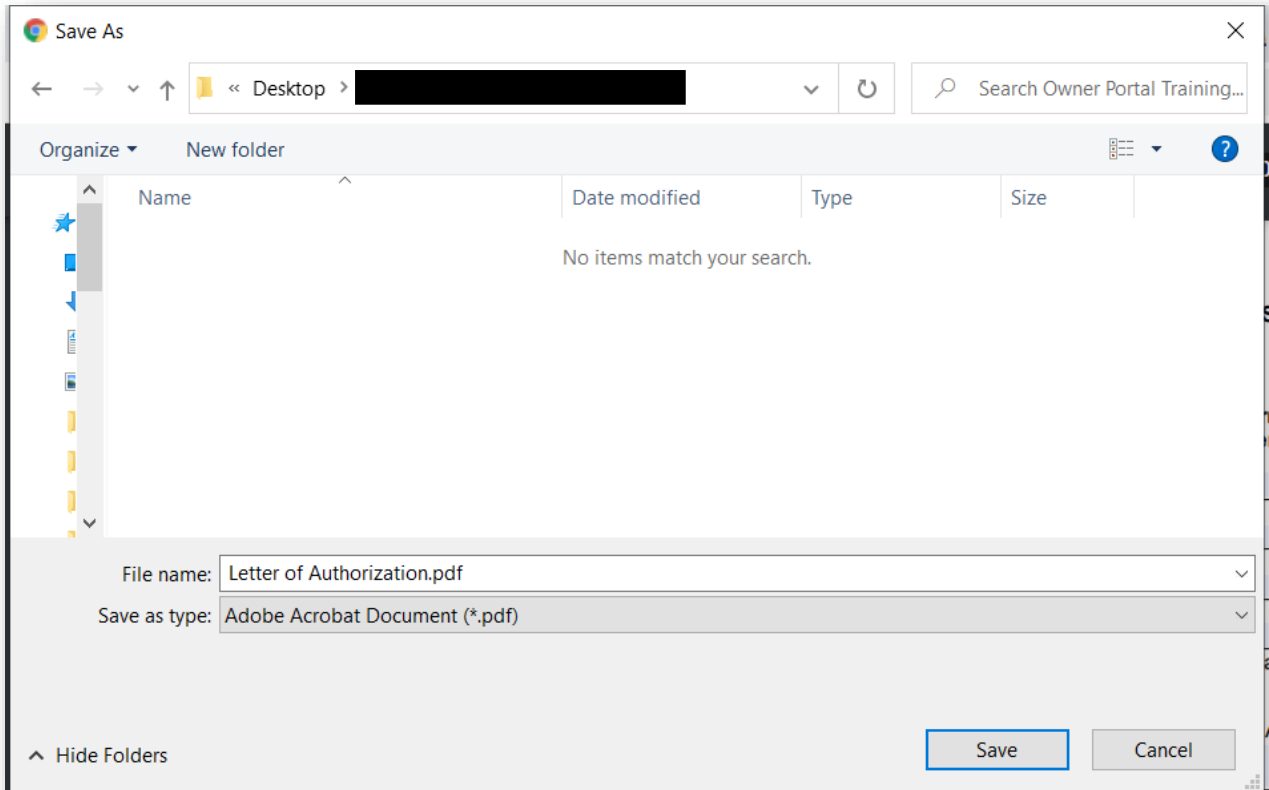
Name	Name
Phone Number	Phone Number

All legal owners must sign below authorizing the above named person(s).

Print Name	Signature	Date
Print Name	Signature	Date


How the Portal Works (cont.)

The blank fillable PDF form will then be saved to your computer.



How the Portal Works (cont.)

Open the downloaded form from your computer, complete the form, and apply your e-signature. Please save the completed form, so that it can be received by the LACDA via the portal. Alternately, you can print the completed form, sign, and scan into your computer to be uploaded to the LACDA.

	LOS ANGELES COUNTY DEVELOPMENT AUTHORITY LETTER OF AUTHORIZATION	
Complete this form to authorize a representative to act and sign contracts on behalf of the legal owner. The owner will remain the payee unless otherwise designated.		
LACDA LLC	JOHN SMITH TENANT	
Owner Name	Participant Name	
700 W. MAIN STREET	T0000000	
Owner Address	Tenant ID	
ALHAMBRA, CA 91801		
City, State & Zip		
XXX-XX-XXXX	626-000-0000	
Social Security/Taxpayer ID #	Owner Phone Number	
RE: PROPERTY ADDRESS		
[REDACTED] W. TESTING AVE., GARDENA, CA 90249		
(Street Address, City & Zip Code)		
Persons authorized to act and sign documents on behalf of owner:		
ARTHUR OWNER		
Name	Name	
310-000-0000		
Phone Number	Phone Number	
All legal owners must sign below authorizing the above named person(s).		
CINDY OWNER		
Print Name	Signature	Date
Print Name	Signature	Date

How the Portal Works (cont.)

Using the **Upload Documents Tile**, you can upload the saved and completed form or any documents to the LACDA. The uploaded documents will be automatically routed to the appropriate staff/case manager/department for processing.

- **Owner Documents** will be routed to **Owner Services** unit.
- **Inspection Documents** will be forwarded to the **Inspections Department** of the respective office location.
- **Rent Adjustments** will be forward to **Rent Adjustments** unit.

When the **Upload Document** tile is selected, the **Document Upload** page appears. On this page, you must enter the following:

- **Vendor/Owner Code**
- **Owner/Landlord Name**
- **Email Address**

Depending on the **Document Type** selected on the dropdown menu, additional fields may appear requesting information such as a tenant **T-Code** and **Tenant Name**. This will allow the system to tie the uploaded document with the landlord and/or tenant.

Use the **Upload** button to upload the document/file and then select the **Submit** button after all documents have been attached. Currently, the system supports pdf, tiff, jpg, jpeg, and png file formats with a size limit of 20MB for each attachment. This function allows up to three (3) documents to be attached and uploaded.

Vendor/Owner Code* To find your vendor code, please check your registration letter, contact the case manager or Owner Services Desk.

Owner/Landlord Name* LACDA LLC

Contact Email*

PLEASE UPLOAD THE FOLLOWING DOCUMENTS THROUGH THE 'UPLOAD DOCUMENTS' TILE. DO NOT UPLOAD ANY OTHER DOCUMENTS NOT ON OWNER FORMS LIST.

ADDRESS/CONTACT CHANGE: To report an address change, please go back to the Owner Home Page and under the 'My Profile' tile, fill out the address change(s). Please provide your correct address and phone number. If you need further assistance, please contact Owner Services at (626) 262-4510 ext. 11209 or email at Owner.Services@lacda.org.

Please ensure to select the correct **office location** for inspection document types.

Document Type Please select the document type and upload the corresponding attachment / document.

Letter of Authorization

One document per upload.

Upload

Letter of Authorization.pdf 42.28KB X

File extensions allowed: pdf, tiff, jpg, jpeg, png. Size Limit: 20MB

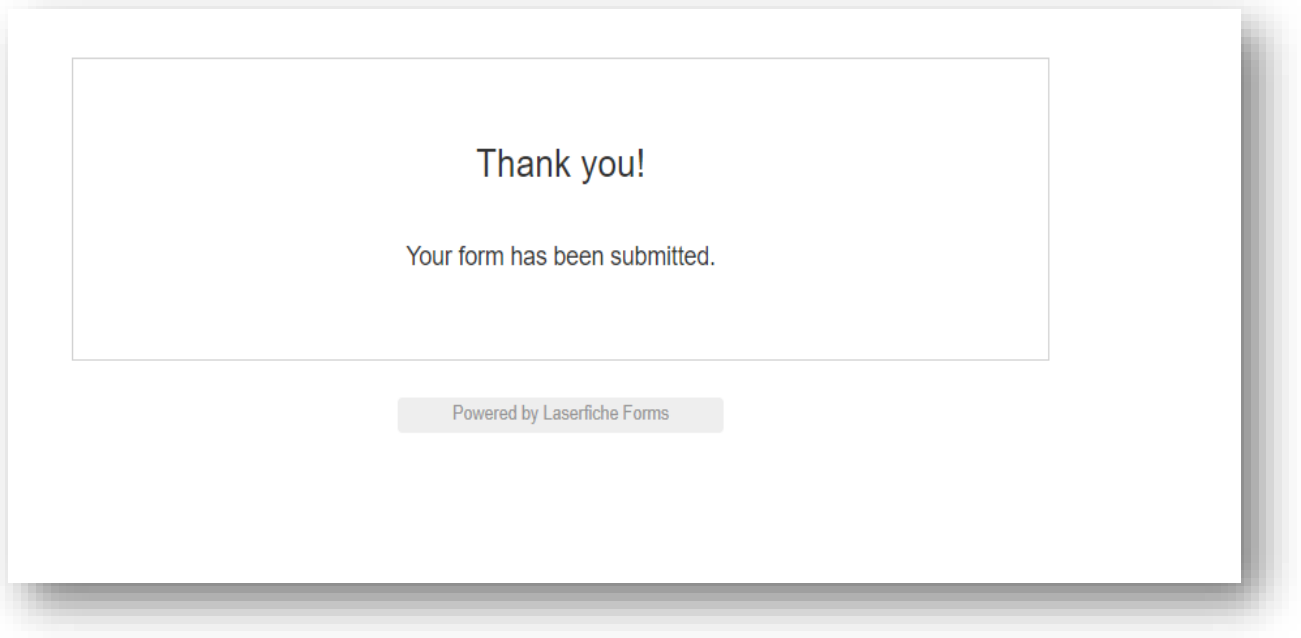
Document Type

Document Type


Submit

How the Portal Works (cont.)

After the form has been submitted, you will see a **Thank you** message on the screen, and you will receive an email confirming the submission.



Sample Rent Adjustment Request Form



RENT INCREASE REQUEST FORM

Owner/Business Name
Primary Phone Number(s)
Secondary Phone Number(s)

SECTION TO BE COMPLETED BY OWNER/AUTHORIZED AGENT

Tenant Name
Tenant ID Number

Unit Address

Street
Unit #
City
State
Zip

PART 1: REQUEST

Effective Date: _____

\$ _____ \$ _____

Contract Rent Proposed Rent

If this unit is subsidized, indicate the type of subsidy:

Tax Credit
 Home
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)

Section 202
 Section 515 Rural Development
 Other _____
(Describe other subsidy, include state or local subsidy)

PART 2: UNIT INFORMATION

Unit Type (check one)

Single Family Detached
(one family under one roof)
 Low-Rise Apartment Building
(4 stories or fewer)
 Condominium

Semi-Detached
(Duplex, attached on one side)
 High-Rise Apartment Building
(5+stories)
 Shared Housing Room

Rowhouse/Townhouse
(attached on two sides)
 Manufactured Home
(mobile home)

Square Footage
Number of Bedrooms
Number of Bathrooms
Number of Half-Bathrooms
Number of Units in Building/Complex*

PART 3: AMENITIES & HOUSING SERVICES (Check one from each category where applicable)

Heating System:

 Base Board Space Heater None
 Central Window/Wall Radiator
 Heat Pump Boiler Unknown
 Other Furnace

Cooling System:

 Central Swamp Cooler
 None Unknown
 Other Window/Wall

	Available
Laundry Type: <input type="checkbox"/> Washer/Dryer Hook-ups <input type="checkbox"/> Washer Only <input type="checkbox"/> Dryer Only <input type="checkbox"/> On-site Laundry <input type="checkbox"/> Washer/Dryer Provided	YES NO
Dishwasher:	YES NO
Garbage Disposal:	YES NO
Microwave:	YES NO
Swimming Pool:	YES NO
Ceiling Fans:	YES NO
Gated Community:	YES NO
Parking Type: <input type="checkbox"/> 1-Carport <input type="checkbox"/> 2-Carport <input type="checkbox"/> 1-Car Garage <input type="checkbox"/> 2-Car Garage <input type="checkbox"/> 3-Car Garage <input type="checkbox"/> Assigned <input type="checkbox"/> Unassigned <input type="checkbox"/> 1-Space <input type="checkbox"/> 2 Spaces <input type="checkbox"/> 3+Spaces <input type="checkbox"/> Street <input type="checkbox"/> Covered <input type="checkbox"/> Open <input type="checkbox"/> Driveway <input type="checkbox"/> None	YES NO

PART 4: PROPERTY OWNER CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that this information is subject to verification by the Los Angeles County Development Authority.

Print your name
Signature
Date

Rent Increase Request Form (Revised 12-04-2021)

Sample Certification – Correction of Deficiencies



MAIN OFFICE
 700 W. Main Street, Alhambra, CA 91801
 Tel: 626-262-4510 TDD: 626-943-3898
 www.lacda.org

HOUSING ASSISTANCE DIVISION
 SITE: ANTELOPE VALLEY OFFICE - 2323 E. Palmdale Blvd., Suite B, Palmdale, CA 93550 Tel: 661-575-1511

**Housing Quality Standards (HQS)
 Owner Certification of Completed Repairs**

Owners have the option of using this form to certify that their HQS deficiencies listed on the HQS inspection report have been corrected (option not available for New Contract or Emergency Inspections).

The owner must sign and date this form and must supply documentation supporting the correction(s). Examples of documents you may submit include but are not limited to photos of the repair and/or receipts. The Los Angeles County Development Authority (LACDA) will review all documents submitted and will render a decision. The Owner will be contacted and informed of the rendered decision. Owners wanting to certify corrections must complete this form and submit all relevant materials before the next scheduled inspection via:

Mail: Los Angeles County Development Authority
 Attn: Housing Assistance Division - Inspections Unit
 P.O. Box 1503
 Alhambra, CA 91802

Fax: (626) 943-3856
 Attn: Inspections Supervisor

Email: Inspections.Unit@lacda.org

Complete the following information:

Today's Date	Unit Inspection Date
Owner Name	Tenant Name
Owner ID Number	Tenant ID Number
Owner Address	Tenant Address
Owner Contact Number	Tenant Contact Number

I, _____, certify that the following HQS deficiencies have been corrected.
Print Owner Name

Deficiency	How Was it Corrected?	Date Corrected	Supporting document(s) attached
1)			
2)			
3)			
4)			
5)			

My signature below certifies that the required repair(s) for the Owner Responsibility as listed on the HQS inspection report and as stated above have been completed and the unit is now in compliance with the HQS requirements of HUD and the LACDA. It is further understood that if at any time after the approval of this certification it is determined that the repairs were not completed in a satisfactory manner, all Housing Assistance Payments (HAP) made since the due date for the repairs will be abated and payments already made will be recouped.

My signature below further certify that I have read, understood, and agree to the terms of this form. I understand that making false statements, committing fraud, misrepresentation or providing false information of any kind may be grounds for termination of the HAP contract and program participation for the tenant and the landlord and/or the abatement or reduction of HAP payments.

 Owner Signature Date

for Office Use Only:
 Inspection Type: _____ Approved Denied Supervisor: _____
 Date Owner Contacted: _____

HQS Owner HA - HQS Owner Correction of Completed Repairs (Revised 11-30-2021).docx

Sample Request for 30-Day Extension – Housing Quality Standards (HQS)



MAIN OFFICE
700 W. Main Street, Alhambra, CA 91801
Tel: 626-262-4510 TDD: 626-943-3898
www.lacda.org

Housing Assistance Division
SITE: ANTELOPE VALLEY OFFICE - 2323 E. Palmdale Blvd, Suite B Palmdale, CA 93550 Tel: (661) 575-1511

REQUEST FOR 30-DAY EXTENSION HOUSING QUALITY STANDARDS (HQS)

Form Instructions – mail the completed form to the applicable office above, or fax to the Alhambra Office (626) 943-3856 immediately after receiving a notice of HQS deficiencies. Please be advised that owners may only have one 30-day extension to complete HQS deficiencies [24CFR982.404(a)(3)]. Extensions will not be granted for emergency fails items that must be corrected within 24 hours.

_____ DATE	_____ INSPECTION DATE
_____ OWNER NAME	_____ TENANT NAME
_____ OWNER ADDRESS	_____ TENANT ADDRESS
_____ CITY, STATE ZIP	_____ CITY, STATE ZIP
	_____ UNIT ID

DEFICIENCIES:

1. Major Electrical: _____
2. Major Plumbing: _____
3. Structural: _____
4. Construction issues on common grounds: _____
5. Other: _____

_____ Print Name	_____ Signature	_____ Date
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Inspection Correction Extension Request (Rev 11-21-2012)

Sample Lead-Based Paint Owner Certification

LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

LEAD-BASED PAINT OWNER CERTIFICATION

Submit this form after completing any lead hazard reduction or paint stabilization activities, or to certify the unit is lead-based paint free.

Tenant Name

Tenant ID

Property Address of Assisted Unit (include apartment #)

City, State Zip

The undersigned hereby certifies that the property (including dwelling units, common areas and exterior painted surfaces) at the address listed above is in compliance with federal, state and local regulations related to lead-based paint as indicated below. **Warning:** Any person who signs this statement and who willingly states as true, any matter which (s)he knows to be false, is subject to the penalties prescribed for perjury in Section 118 of the California Penal Code and Section 11054 of the Welfare and Institutions Code.

Check A, B, or C below:

- A** As listed on the inspection form, deteriorated paint above de minimis levels was identified in the unit.
- ✓ Paint stabilization and/or lead hazard reduction activities have been completed in compliance with required corrective actions.*
 - ✓ A certified risk assessor or inspector has conducted a clearance examination of the unit after completion of the work. A clearance report indicating that the unit has passed the clearance examination is attached.
 - ✓ Ongoing lead-based paint maintenance activities have been incorporated into regular building operations.
- B** This property was inspected by a certified lead-based paint inspector, and has been found to be free of lead-based paint. A copy of the inspector's report must be attached.
- C** This property was inspected by a certified lead-based paint inspector, and lead-based paint was identified. A copy of the inspector's report must be attached.
- ✓ All identified LBP has been removed from the property, in compliance with required corrective actions.*
 - ✓ If applicable, a copy of the certified lead-based paint abatement supervisor's report is attached.
 - ✓ Ongoing LBP maintenance activities have been incorporated into regular building operations.

Owner Name

Owner Signature

Date

* Required corrective actions, established by 24 CFR Part 35, include the following:

- Work must be completed by person(s) trained to conduct lead-hazard reduction activities, or supervised by a certified LBP abatement supervisor.
- Occupants of the dwelling unit(s) and their belongings must be protected during the course of the work.
- The worksite must be properly prepared and maintained during the course of the work, and properly cleaned following its completion.
- Prohibited work methods must not be used.
- Occupants must be properly notified of the results of LBP hazard evaluation or reduction activities, including the results of the clearance examination.

More information on ongoing maintenance, de minimis levels and corrective actions can be found in the regulations, on the HUD website, and in the Los Angeles County Development Authority's owner information packet on lead-based paint.

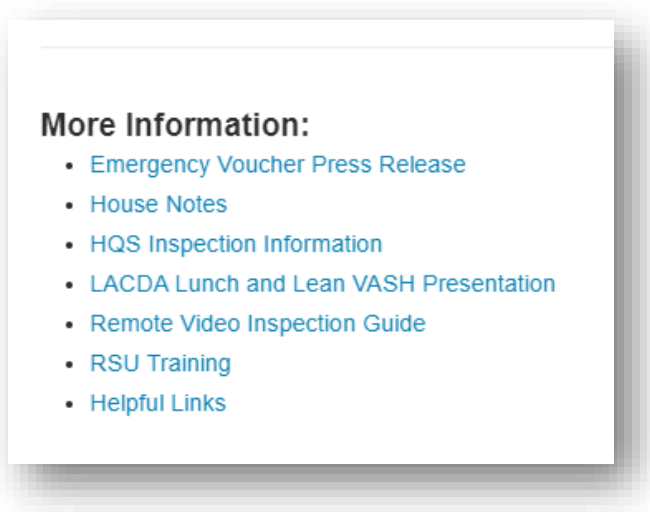
De minimis: 20 sq. ft. (2 sq. meters) on exterior surfaces; 2 sq. ft. (0.2 sq. meters) in any one interior room or space; or 10% of the total surface area on an interior or exterior type of component with a small surface area (window sills, baseboards, trim, etc.).

Sample W-9 Form

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin: 0; color: blue;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	5 Address (number, street, and apt. or suite no.) See instructions.	
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
<h3>Part I Taxpayer Identification Number (TIN)</h3>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.		
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
<h3>Part II Certification</h3>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and		
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and		
3. I am a U.S. citizen or other U.S. person (defined below); and		
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶	Date ▶
<h3>General Instructions</h3>		
Section references are to the Internal Revenue Code unless otherwise noted.		
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .		
<h3>Purpose of Form</h3>		
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.		
<ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) 		
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.		
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i> , later.		
Cat. No. 10231X		Form W-9 (Rev. 10-2018)

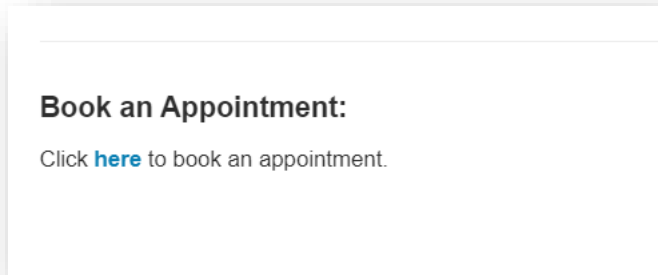
How the Portal Works (cont.)

The **More Information Tile** displays additional information.



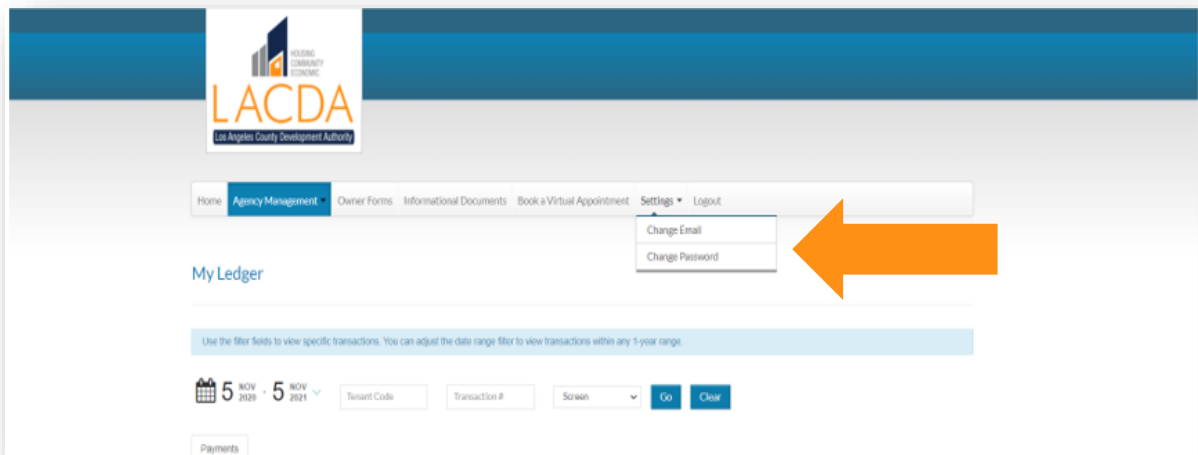
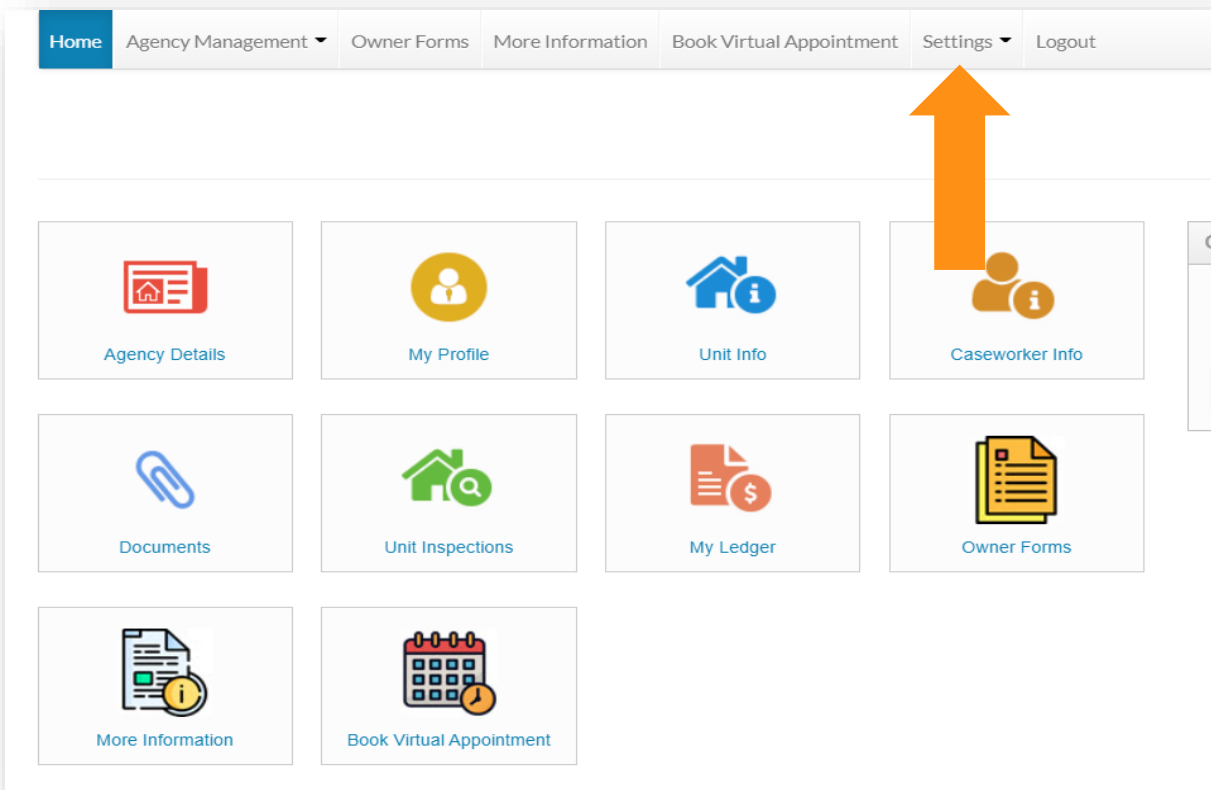
How the Portal Works (cont.)

The **Book an Appointment Tile** directs you to the appointment scheduler for either the Alhambra or the Palmdale office.



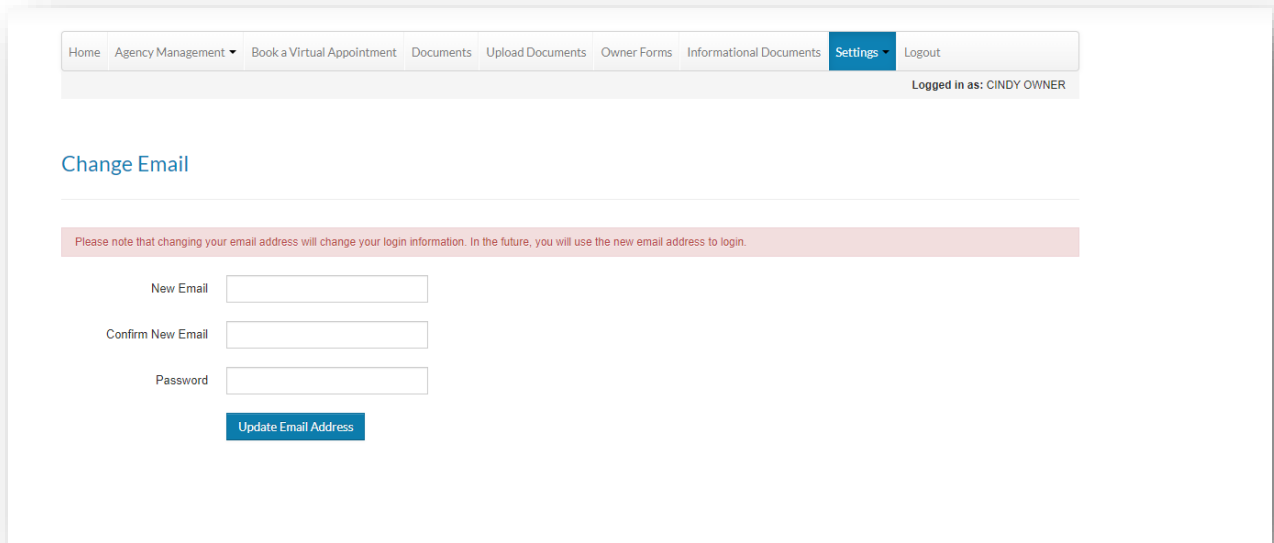
Additional Functions in the Portal

Click on the **Settings** function on the top menu bar to Change Email and/or Change Password for the portal. After a change has been completed, you will receive an email notification that a change has been made to your account.



Additional Functions in the Portal (cont.)

Please note that changing your email address will change your login information. In the future, you will use the new email address to login.

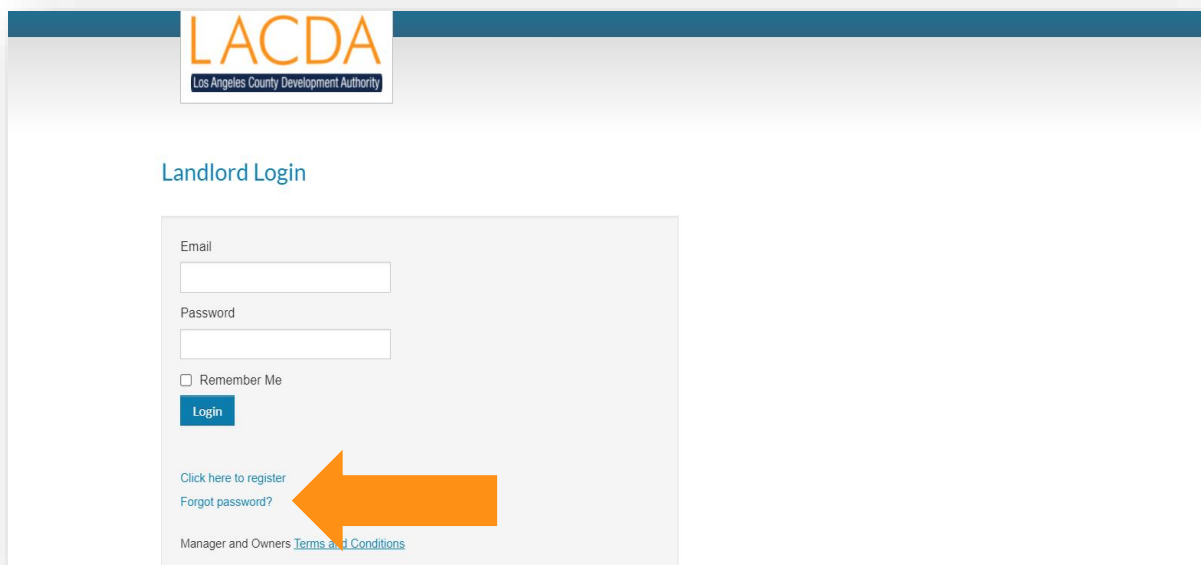


The screenshot shows a web portal interface with a navigation menu at the top. The menu includes: Home, Agency Management (with a dropdown arrow), Book a Virtual Appointment, Documents, Upload Documents, Owner Forms, Informational Documents, Settings (highlighted in blue), and Logout. Below the menu, it says "Logged in as: CINDY OWNER".

The main content area is titled "Change Email". Below the title is a pink warning banner that reads: "Please note that changing your email address will change your login information. In the future, you will use the new email address to login." Below the banner are three input fields: "New Email", "Confirm New Email", and "Password". At the bottom of the form is a blue button labeled "Update Email Address".

Additional Functions in the Portal (cont.)

You can also reset your password by clicking on the **Forgot password?** link on the Landlord Login page:



The screenshot shows the LACDA (Los Angeles County Development Authority) Landlord Login page. At the top left is the LACDA logo. Below it, the text "Landlord Login" is displayed. The login form includes an "Email" input field, a "Password" input field, a "Remember Me" checkbox, and a blue "Login" button. Below the form are three links: "Click here to register", "Forgot password?", and "Manager and Owners Terms and Conditions". A large orange arrow points to the "Forgot password?" link.

Additional Functions in the Portal (cont.)

Select the Logout function to log out of the portal after you have completed your tasks in the portal.

