
Thank you for attending Columbia Housing's Virtual Landlord Workshop on Monday, March 15, 2021. Below is a summary of the Questions and Answers Columbia Housing addressed during the workshop. We look forward to partnering with you to extend additional affordable housing options to the families of the City of Columbia and Richland County.

GETTING STARTED:

1. Does the home have to be located in Columbia?

Answer: The rental unit must be located in the City of Columbia or in Richland County, SC.

2. Can we explain the full process from listing to payment? A tenant finds the property on the website and we screen them, what do we do? Does the tenant know?

Answer: It is the HCV participant family's decision whether or not to rent your property. As the property owner, you would screen the HCV family just as you would any other prospective tenant. The following steps summarize the process to become an HCV landlord:

- Attend Owner Briefing (Recommended)
- Market your property
- Complete and submit a Request for Tenancy Approval (RTA)
- Pass Housing Quality Standards Columbia Housing's owner eligibility screening (HQS) Inspection
- Accept Columbia Housing's rent offer
- Execute lease and Housing Assistance Payment (HAP) contract
- Comply with HUD and Columbia Housing's rules and regulations

3. Do you accept mobile homes as rentals?

Answer: Yes

4. What Bedroom sizes are needed most?

Answer: 1, 2 and 3 bedroom units are our most needed.

INCENTIVES:

1. When will the bonuses be paid for joining the program?

Answer: Bonuses will be paid upon signing of the Housing Assistance Payment Contract with Columbia Housing.

2. Has an incentive program been discussed for existing landlords?

Answer: Existing landlords are eligible to receive an incentive.

For a new unit: Columbia Housing will award a one-time \$1,500 incentive.

For a previously leased unit: If you had a unit that was previously leased to a housing choice voucher program participant prior to March 15, 2020 and is not currently occupied by an HCV Participant and the unit is now available to lease to a HCV Program Participant, you will receive a one-time \$1,000 incentive.

3. Can we get the \$1,500 allowance on recently moved in tenants or only on new tenants?

Answer: The Landlord Incentive Program began March 15, 2021.

4. Will all of the incentives end 06/30/2021?

Answer: The Landlord Incentive Program will be available for a limited time only, through June 30, 2021.

RENTS:

1. How do I request an increase for an existing tenant? How quickly will my request be processed and put into effect?

Answer: Rental increase request must be submitted to Marcus Kennedy at MKennedy@columbiahousing.org. Owners/Landlords must notify Columbia Housing in writing, at a minimum of 60 days in advance of the annual lease renewal, of your intent to increase the rent and the amount of the increase. Columbia Housing will process the rent increase request in accordance with the provisions outlined above: the rent cannot be increased during the initial 12 months of occupancy in the assisted unit; the requested amount must be rent reasonable according to market comparability and it cannot be any more than an unassisted unit.

2. How are rents determined? By bedroom size? By neighborhood?

Answer: When determining the rent offer made to an owner, HUD regulations require the amount is supported by the market. Columbia Housing establishes the rental value of the unit by examining comparable units in the area, ensuring the appropriate amount is provided to the property owner.

3. If landlords haven't renewed the lease, can you still ask for a rent increase?

Answer: Landlords are encouraged to renew lease agreements. Rental increase request must be submitted to Marcus Kennedy at MKennedy@columbiahousing.org. Owners/Landlords must notify Columbia Housing in writing, at a minimum of 60 days in

advance of the annual lease renewal, of your intent to increase the rent and the amount of the increase. Columbia Housing will process the rent increase request in accordance with the provisions outlined above: the rent cannot be increased during the initial 12 months of occupancy in the assisted unit; the requested amount must be rent reasonable according to market comparability and it cannot be any more than an unassisted unit.

4. Can you still send a rent increase letter even if the lease expired and hasn't been renewed?

Answer: Landlords are encouraged to renew lease agreements. Rental increase request must be submitted to Columbia Housing's Landlord Liaison, Marcus Kennedy at MKennedy@columbiahousing.org. Owners/Landlords must notify Columbia Housing in writing, at a minimum of 60 days in advance of the annual lease renewal, of your intent to increase the rent and the amount of the increase. Columbia Housing will process the rent increase request in accordance with the provisions outlined above: the rent cannot be increased during the initial 12 months of occupancy in the assisted unit; the requested amount must be rent reasonable according to market comparability and it cannot be any more than an unassisted unit.

5. How do I change the requested monthly rental fee I put on my CHA application?

Answer: Submitted your request in writing to Columbia Housing's Landlord Liaison, Marcus Kennedy at MKennedy@columbiahousing.org.

6. Can you explain how total rent is calculated if utilities are included with the rent?

Answer: Columbia Housing calculates the maximum amount of housing assistance allowable. The maximum housing assistance is generally the lesser of the payment standard minus 30% of the family's monthly adjusted income or the gross rent for the unit minus 30% of monthly adjusted income.

7. How often do the Payment Standard(s) change, and when?

Answer: Payment standards range from 90% to 110% of the HUD issued Fair Market Rent schedule for Richland County, SC. Columbia Housing currently established its Payment Standards at 110% of the Fair Market Rent. The standards are reviewed annually and are subject to change.

8. Are the rents based upon square footage?

Answer: No

9. If a 1 bedroom voucher holder finds a 2 bedroom unit, what utility allowance is used for calculating affordability 1 or 2 bedroom?

Answer: The utility allowance calculation is based 1 bedroom voucher size.

TENANTS/LEASING:

1. If I had a tenant who received a voucher in another state how soon can they transfer a voucher to S.C.?

Answer: Most Housing Authorities have a 1 year program participation requirement before allowing family to move to another jurisdiction anywhere in the United States, including Puerto Rico and Guam.

2. If CH pays a tenant's security deposit that is the deposit returned to at the end of the lease?

Answer: The security deposit is an incentive that the landlord will retain at the end of the lease.

3. Does CHA provide tenants with basic orientation on basic care of the property examples; proper disposal of kitchen grease and plumbing as well as not removing batteries from smoke detectors or should those requirements be included in the lease?

Answer: No.

4. Within the Lease between LL and Tenant, am I at liberty to put my requirements about the Tenants social skills and expectations within the neighborhood/community. Other words what's the scope of the Landlord's lease agreement with the Tenant?

Answer: The lease agreement between the landlord and the tenant must comply with the [South Carolina Landlord Tenant Act](#).

5. What if there are tenants who are struggling to pay rent now but they are not on the program. Can they apply at this time and what is the estimated time for approval?

Answer: No. Columbia Housing selects HCV Program participants from its HCV waiting list. The waiting list is currently closed.

HQS (HOUSING QUALITY STANDARDS)/REPAIRS:

1. Will Columbia Housing assist with repairs?

Answer: No. Columbia Housing does not assist with repairs.

2. Can a house be inspected prior to having a tenant and how do you set up inspection appointment?

Answer: Yes. Please contact Columbia Housing's Landlord Liaison, Marcus Kennedy at MKennedy@columbiahousing.org

3. If I have a complex under contract - could I have an inspector come out prior to closing (if the current owner approves and is present) so we can learn what we need to do make the apartments compliant with the program?

Answer: Yes. Please contact Columbia Housing's Landlord Liaison, Marcus Kennedy at MKennedy@columbiahousingsc.org

4. Is there an outgoing inspection by housing before tenants leave to access any damages that might be by tenants?

Answer: No.

5. If a tenant damages your property beyond normal wear and tear. Does the housing department pay for repairs?

Answer: No.

6. How often is the unit inspected for Housing Quality Standards?

Answer: Columbia Housing completes annual inspections. Quality Control inspections will be completed at the landlord's request.

MULTI-FAMILY:

1. Is housing looking to do a project based housing program at any properties. Where the landlord assigns every unit to S8 and S8 pays rent on the entire complex and they house any tenants they may have in the need of housing at the property?

Answer: Columbia Housing may issue a Project Based Voucher program solicitation inviting property owners with properties in Richland County to submit a written proposal demonstrating their project eligibility, qualifications and interest in securing a Project Based Voucher Contract to serve eligible families.

All solicitations are listed on Columbia Housing's website at <https://www.columbiahousingsc.org/procurement-postings>.

If you are interested in receiving updates on business opportunities, please register on Columbia Housing's website at <https://www.columbiahousingsc.org/sign-up>.

2. Can you do a entire property? If we give you the entire property can we do a HAP contract?

Answer: Columbia Housing may issue a Project Based Voucher program solicitation inviting property owners with properties in Richland County to submit a written proposal demonstrating their project eligibility, qualifications and interest in securing a Project Based Voucher Contract to serve eligible families. Property requirements will be set forth in the solicitation.

All solicitations are listed on Columbia Housing's website at <https://www.columbiahousing.org/procurement-postings>.

If you are interested in receiving updates on business opportunities, please register on Columbia Housing's website at <https://www.columbiahousing.org/sign-up>.

TAXES:

1. Has Columbia housing looked at working with the county to ensure landlords that have properties rented through Columbia housing get some type of discounted rate on taxes at the 6% rate? I would like to provide more affordable housing, but it gets really difficult with the taxes in Richland County.

Answer: Columbia Housing works closely with Richland County and will proceed with additional research on how we might be able to advocate for consideration of reduced tax rates for rental properties. Columbia Housing has placed this item on its legislative agenda.

2. Are there any property tax incentives for landlords, since the taxes on a rental unit are so much higher?

Answer: Yes. All property of nonprofit housing corporations or instrumentalities of these corporations when the property is devoted to providing housing to low or very low income residents. See [S.207 Property Tax Exemption Bill](#).

3. Do we have to pay tax on the landlord bonus and security deposit?

Answer: Yes. The incentive payments will be reflected on the IRS Form 1099.

CONCERNS:

1. Why has it been 8 months since I submitted a request for an increase with no answer?

Answer: We apologize for a delay in response to your request for a rent increase. Columbia Housing is committed to providing excellent customer service and has established a dedicated point of contact for landlord services. The Landlord Liaison is Marcus Kennedy. He may be reached at MKennedy@columbiahousing.org.

2. I have not received my 1099. Have they been mailed?

Answer: Yes. If you have not received your IRS Form 1099, please contact Columbia Housing's Landlord Liaison Marcus Kennedy at MKennedy@columbiahousing.org.

3. Why haven't I received a response from 8 months ago concerning a rent increase? Other units in the complex have been approved?

Answer: We apologize for a delay in response to your request for a rent increase. Columbia Housing is committed to providing excellent customer service and has established a dedicated point of contact for landlord services. The Landlord Liaison is Marcus Kennedy. He may be reached at MKennedy@columbiahousing.org.

4. Why is it still taking months to get rent increases?

Answer: We apologize for a delay in response to your request for a rent increase. Columbia Housing is committed to providing excellent customer service and has established a dedicated point of contact for landlord services. The Landlord Liaison is Marcus Kennedy. He may be reached at MKennedy@columbiahousing.org.

5. How do I get someone to call me back from your end?

Answer: Columbia Housing is committed to providing excellent customer service and has established a dedicated point of contact for landlord services. The Landlord Liaison is Marcus Kennedy. He may be reached at MKennedy@columbiahousing.org.

TECHNICAL:

1. How do I access the Landlord Portal?

Answer: Visit our website at www.columbiahousing.org. In the middle of the home page of the website to the far right is a link title Landlord Portal. Click on the link [Landlord Portal Link](#) to access landlord information.

2. How do I sign up for news and events?

Answer: If you are interested in receiving Columbia Housing's news and events, please register on Columbia Housing's website at <https://www.columbiahousing.org/sign-up>.

3. Where can I access Columbia Housing's upcoming events?

Answer: Columbia Housing's upcoming events may be accessed by visiting Columbia Housing's website at <https://www.columbiahousing.org/calendar>.

ADDITIONAL QUESTIONS:

Please contact Columbia Housing's Landlord Liaison, Marcus Kennedy

803.331.2797 or MKennedy@columbiahousingsc.org

