

Municipal Housing Authority for the City Of Yonkers (MHACY)

Landlord Newsletter FALL 2025

Municipal Housing Authority for the City of Yonkers
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MHACY CENTRAL OFFICE

HOURS!

MONDAY-FRIDAY
8:30 AM-4:30 P.M.

Become more knowledgeable about the **Housing Choice Voucher (HCV)** program and its benefits for landlords, including timely payments, financial protection, regular inspections, the opportunity for rent increases, and the chance to provide affordable housing to vulnerable populations. See the most recent version of the HUD-published Landlord Newsletter.

Just click on the Link Below;

[HUD CONNECT: NEWSLETTER FOR LANDLORDS LATEST EDITION \(MAY 2025\)](#)

Welcome to the HCV Landlord newsletter!

This newsletter will provide landlords with tools to maintain compliance with housing quality requirements under regulations released by the United States Department of Housing and Urban Development ("HUD"). This newsletter is released when more urgent updates are needed. This newsletter is not a comprehensive resource and should not be used by itself as a guide for compliance with the housing choice voucher program. This edition of the HCV Landlord Newsletter provides a basic overview of the NSPIRE standards, points to resources for further information, and specifically describes the smoke alarm requirement. Questions about this letter or about HUD's requirements can be directed to your Local Administrator.

Owner Responsibilities

The owner is responsible for performing all of the owner's obligations under the HAP contract and lease to include:

- (1) Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit. The fact that an applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking is not an appropriate basis for denial of tenancy if the applicant otherwise qualifies for tenancy.
- (2) Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.
- (3) Complying with equal opportunity requirements.
- (4) Preparing and furnishing to the PHA information required under the HAP contract.
- (5) Collecting from the family to include
 - ✓ Any security deposits.
 - ✓ The tenant contribution (the part of rent to owner not covered by the housing assistance payment).
 - ✓ Any charges for unit damage by the family.
- (6) Enforcing tenant obligations under the lease.
- (7) Paying for utilities and services (unless paid by the family under the lease).

When providing us with a copy of your notices to your tenants of past due rents, please include a copy of the ledger so we can help enforce any repeated violations of the rent.

What is a "reasonable accommodation" under the Federal Fair Housing Act?

A "reasonable accommodation" is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. Since rules, policies, practices, and services may have a different effect on persons with disabilities than on other persons, treating persons with disabilities exactly the same as others will sometimes deny them an equal opportunity to use and enjoy a dwelling. The Act makes it unlawful to refuse to make reasonable accommodations to rules, policies, practices, or services when such accommodations may be necessary to afford persons with disabilities an equal opportunity to use and enjoy a dwelling.

Interactive Process: If an owner denies a reasonable accommodation request:

1. The family may contact their Section 8 Advisor ("Advisor") for help with an owner who refuses to allow any modification at all.
2. The Advisor or Ombudsperson will encourage the owner to refer to the Fair Housing brochure included in his owner's packet and/or to contact his or her personal attorney or a Fair Housing organization for further guidance.
3. If the owner still refuses to allow the accommodation, the Advisor or Ombudsperson will provide the family information on how to file a housing discrimination complaint and/or refer the participant to HUD or a Fair Housing agency to make a complaint.

Fair Housing Laws

The Fair Employment Housing Act protects tenants from illegal discrimination and harassment in housing based on a mental physical disability. Discrimination includes, but is not limited to, the following actions:

- Refusal to rent, lease, or sell housing accommodations.
- Refusal to negotiate for the sale, rental, or lease of housing accommodations.
- Representation that a housing accommodation is not available for inspection, sale, or rental when that housing accommodation is in fact available.
- Provision of inferior terms, conditions, privileges, facilities, or services in connection with the housing accommodations.
- Cancellation or termination of a sale or rental agreement.
- Failure to design and construct multi-family dwellings in a manner that allows access to and use of person with disabilities.
- Provision of segregated or separated housing accommodations.
- Refusal to permit, at the expense of the person with disabilities, reasonable modifications of existing premises occupied or to be occupied by the person with disabilities, when the modifications may be necessary to afford the person with disabilities full enjoyment of the premises.

For more information contact the Department of Fair Employment and Housing Toll Free: (800) 884-1684,
TTY: (800) 700-2320, or

**Owners can visit the Office of Fair Housing and Equal Opportunity (FHEO) website
at the U.S. Department of Housing and Urban Development (HUD):**

www.hud.gov by calling

(800)-669-9777 or

(800) 877-8339.

The Lease Up Process

When a program participant or applicant is in the process of looking for a unit, they are given: A Housing Choice Voucher, a Notice to Families Seeking Housing form and an RTA (Request for Tenancy Approval).

Step 1: Once they locate a unit, the landlord and tenant complete and return the RFTA to the assigned housing specialist.

Step 2: The Housing Assistant reviews the RFTA to determine the tenant's affordability. If the tenant cannot afford the unit, the owner will be contacted to see if they will be willing to reduce the asking rent. If the owner chooses not to reduce the rent the tenant will need to look elsewhere. Please note this does not mean your unit is not worth the asking rent, but just that the tenant you chose cannot afford it. If the unit is affordable, then the RFTA is passed to the Landlord Relation Specialist.

Step 3: The Landlord Relation Specialist will review the MHACY's HCV property software to determine ownership and if the owner is an active landlord on our program. If the owner is not on our program, then they will be provided with New Landlord Packet. Once ownership is determined and the owner is on our program, then the RFTA is submitted to the inspections dept for scheduling. The Landlord Relation Specialist will only hold the RFTA for 5 business days when trying to establish ownership and for the owner to complete an application on the portal if needed.

Step 4: Once the RFTA is received by the Inspections department, they will contact the owner within 24-48 hours informing the inspection date and time. The inspection usually takes place within 5 business days from receipt of the RFTA; however, we strive to have it scheduled as soon as possible. The Landlord Relation Specialist dept will then conduct a Rent Comparability test. If the rent requested is not approved based on rent reasonable guidelines, the housing assistant will inform landlord of approved rent offer.

Step 5: After a "PASS" inspection, the Housing Assistant will give approval to move in, request a copy of the executed lease, and will send the HAP contract via email for signature. Once both the lease and the HAP contract are returned to the Housing Assistant, they will process the file for payment. **Please note tenants should not move in without prior approval from the housing assistant and tenants are to pay their TTP (Total Tenant Payment) until you receive notification of the official rent portion from the Housing Assistant.**

The lease must include:

- Lease effective date and end date
- Names of all household members (or the number in household)
- Correct unit address
- Total contract rent amount to match the HAP contract
- Utility responsibilities as indicated on the RFTA
- Signed and dated by tenant and landlord
- Tenancy addendum attached to lease

It is our goal for the first HAP payment to be within 30 days of receipt of all documents. Check runs are on or around the 1st and 15th of each month.

Annual Inspections

ALL units are required by HUD to be inspected to ensure compliance (Please note: this annual inspection is not the same as the Initial Inspections)

Changes in Ownership

If there is a change in ownership of an assisted unit, please **PROMPTLY** notify the Landlord Relations Department of the change along with proof of ownership.

Changes will be made going forward and you will need to obtain any prior funds dispersed to the previous owner.

If this is for a new owner, you will also need to create a new application on the online landlord portal.

landlordrelations@mhacy.org

(914)793-8400 Ext. 127

UNIT INSPECTION PROCESS

All units need to be inspected annually.

If the unit fails, a substandard letter will go out to the tenant and the landlord indicating the failed items. The letter will indicate the landlord-related items and the tenant-related items. The tenants are responsible for their own repairs. If the landlord opts to assist the tenant in the tenant-related items, that it between the tenant and the landlord.

As required by the Department of Housing and Urban Development (HUD), the landlord, and the tenant are given 24 Hrs. to complete repairs for any LTD (Life Threatening Deficiencies) and 30 days to complete repairs of any NLT (Non-Life Threatening Deficiencies). The repairs before the unit will be re-inspected. A re-inspection will be scheduled 30 days after first failed inspection.

If the unit fails at re-inspection, the unit will be abated only for any landlord related items. The MHACY will send an abatement letter. The **abatement letter** indicates that we will be abating the housing assistance payment effective the date of failed reinspection. The abatement will end once landlord related deficiencies have been cured. If the tenant-related items are not completed, we will send a termination letter. The **termination letter** indicates that we will terminate the Section 8 Housing Choice Voucher within 30 days, due to damage to the property beyond normal wear and tear.

NSPIRE Inspections: Landlord Resources

The National Standards for the Physical Inspection of Real Estate (NSPIRE) is a method for conducting and processing inspections of HUD-assisted housing developed by HUD's Real Estate Assessment Center (REAC). NSPIRE aims to improve confidence in HUD's ability to keep properties in compliance by accurately assessing the condition of a unit, implementing streamlined inspection processes, and prioritizing the health and safety of residents. These resources provide insight into what to expect from an NSPIRE inspection and how to prepare before an inspector arrives, as well as common deficiencies and best practices for correcting and preventing them. These training resources are intended primarily for landlords.

NSPIRE Inspections: Landlord Resources

NSPIRE: Preparing for an NSPIRE Inspection Job Aid

Date Published: October 2024
Description

This job aid provides information on how to prepare for an National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection and best practices to prevent and correct deficiencies before an inspector arrives.

To learn more, view the [NSPIRE Inspections: Landlord resources](#) and [NSPIRE Training resources](#).

Resource Links

- [Preparing for an NSPIRE Inspection Job Aid \(PDF\)](#)