

City of Mesa Housing Authority

200 S Center St, Building 1
Lobby Hours: 7:30 am – 5 pm

MAILING ADDRESS

MS-9870
PO Box 1466
Mesa AZ 85211-1466
Phone: 480-644-3536
Fax: 480-644-2923



mesaaz.gov/housing

October 2023

Housing Updates

Lobby Hours

Monday – Thursday
7:30AM to 5:00PM.

Closed Fridays and most Federal Holidays

Housing Specialists are available **by appointment only**. Please contact your specialist if you need to make an appointment.

Landlord Support Specialist

Maxx Chawla is your 1-point contact regarding anything about your property, landlord incentive and assistance with application fees/non-refundable deposit fees.

Contact Maxx: 480-644-5867 or maxx.chawla@mesaaz.gov

Upcoming Office Closures

Thursday, 11/23/23 – Thanksgiving Day
Monday, 12/25/23 – Christmas Day
Monday, 1/1/2024 – New Year's Day

Domestic Violence Awareness Month

“1 in 3 women and 1 in 4 men have been victims of physical violence by an intimate partner in their lifetime. 1 in 3 female murder victims and 1 in 20 male murder victims are killed by an intimate partner. Every 44 minutes in Arizona, one or more children witness domestic violence.” -Maricopa County Attorney’s office

October is **Domestic Violence Awareness Month**. Many people believe that domestic violence only involves being physically hurt by their partner. However, there is so much more involved. Abuse comes in many forms; it is when one person uses power and control over their partner through threats, coercion, or force. There are services available, with non-judgmental help to listen or to safety plan. Every situation is unique and so are safety plans. Everyone deserves a relationship free from abuse. When you’re ready, call the free and confidential National Domestic Violence Hotline at 800-799-7233, visit www.thehotline.org or text "start" to 88788

City of Mesa hosts a **Domestic Violence Awareness Night** event. It is a powerful evening dedicated to raising awareness about domestic violence. Mesa is bringing together citizens, survivors, advocates, community organizers, and leaders to discuss the impact of domestic violence on our community and what we can do to create change. This event celebrates resilience, shows support to survivors, and honors those lost to domestic violence. This event will take place on **Thursday, October 19th, 2023** from 5:30 to 6:30 PM, at Plaza at Mesa City Center, East main Street, 56 E Main Street, Mesa AZ 85201

The program includes comments from city officials and is highlighted by a keynote speaker who will share their survivor story. The event concludes with a candlelight commemoration and vocal performance. Free domestic violence information and resources will be provided, and advocates will be available for support. Together, we can make a difference in our community. We hope you will join us.



Día de los Muertos Celebration

Mesa Arts Center is pleased to celebrate Día de los Muertos with an annual event created in collaboration with the community. Día de los Muertos is a celebration of Latin American art and culture related to the Mexican holiday, Day of the Dead. The annual free event offers a variety of features, performances and more in celebration of the memories of the deceased. Find more information here: <https://www.mesaartscenter.com/diadelosmuertos>

Housing Assistance Payments

Mesa Housing Authority (MHA) provides rent subsidy to Landlords through its Housing Choice Voucher Program (Section 8). Once the Housing Assistance Payment (HAP) contract is approved and signed with the MHA, the payment will be processed. The accounting system timeline allows us to process the payment on the first business day of the month, please know that this may not be on the 1st day of the month. See below for the remainder calendar months of the year:

Month:	Payment Process Date:
November 2023	November 1
December 2023	December 4

HAP Contracts

After the landlord has selected a family, the unit has passed inspection and the rent has been determined and approved, the legal and binding documents will need to be signed. These documents include: The Lease; Tenancy Addendum; and Housing Assistance Payments Contract.

Before executing the contracts, the landlord must provide proof of ownership of the property with a copy of the recorded warranty deed. If there is an agent managing the unit for the landlord, there must be a management agreement giving the agent the authority to manage the property and execute documents on behalf of the owner. In addition to supplying a recorded warranty deed, the MHA will need a copy of that agreement.

The lease and tenancy addendum serve as a contract between the landlord and the family establishing the rights and responsibilities of both parties. The lease gives the family the right to occupy and use the interior and exterior of the unit for a specific period in accordance with the terms and conditions of the lease. A copy of the HUD Tenancy Addendum must be attached to the landlord lease. The approved lease agreement takes precedence over any other lease that the landlord may have executed with the family prior to the HAP contract with the MHA.

The Housing Assistance Contract is between the Landlord and MHA. There are two parts to this agreement:

Part A contains all contract information such as:

1. Full name of family
2. Unit address
3. Beginning of lease term
4. All household members
5. Initial rent to owner
6. Housing Assistance Payment (HAP)
7. Signature of Landlord and the MHA representative
8. Maintenance, utilities, and other services



HAP Contracts, continued

Part B contains all the contract terms. Please read and be familiar with all the terms of the contract, but pay close attention to the following:

1. Term of the HAP Contract
2. Relation to the lease tenant
3. When HAP contract terminates
4. Termination of Tenancy by Owner
5. Rent to Owner: Reasonableness
6. Rent to Owner: Adjustments
7. MHA's Payment to Owner
8. Owner Certification
9. The Owner is maintaining the unit in accordance with HQS.
10. The unit is leased to the family named in the lease.
11. The rent charged does not exceed that of a comparable unassisted unit rented by the owner.
12. The owner will not collect more than the MHA determined family rent and subsidy, which combined equals the total contract rent.
13. Assignment of HAP Contract
14. Conflict of Interest

Lease: a written agreement between an owner or an owner's agent and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the MHA. At minimum the lease must contain the following information:

1. The names of the owner(s) and the tenant
2. The unit rented (address, apartment number, and any other information needed to identify the contract unit)
3. The term of the lease (initial term and any provisions for renewal)
4. The amount of the monthly rent to owner
5. A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family.
6. The amount of any charges for food, furniture, or supportive services

We also recommend you include the following information in the lease (these are optional, not required):

1. Notice Requirements (time required to terminate contract by either party). This should include a mailing address for both tenant and owner for formal notices.
2. Forms of acceptable payments (Cash, check, money order, etc.)
3. Maintenance of the property (responsibilities)
4. Cost and Forms of Repair of Property Damages
5. Pet Policy

Tenancy Addendum: contains information that must be included in or attached to the lease agreement.

Once the unit passes inspection, the MHA will call you and the tenant to establish the move-in date. If the tenant is currently in the unit, the lease will start on or after the date the unit passes inspection. If the unit has passed and the tenant has not moved in the unit, you and the tenant must agree on the date you will surrender the keys to the tenant and come to the MHA office to sign the required paperwork. Then the tenant must sign all documents before moving in. For you to receive prompt payment, you and the tenant must sign the documents.