«LetterDate»

«ToName»

«MailAddress»

Dear «ToName»,

The Housing Authority would like to take this opportunity to welcome you and to thank you for participating in the Housing Choice Voucher program known as Section 8. The Section 8 program provides vital rental assistance for thousands of local families, and we wouldn’t be able to do it without the partnership of landlords like you, providing community members with an affordable place to live.

Now that the leasing process is complete, please find the enclosed documents for your records:

• Housing Assistance Payments Contract Summary

• Housing Assistance Payments Contract (fully executed)

We appreciate the participation of our landlords, and we are committed to providing you with a positive experience with the voucher program. Therefore, we are excited to introduce some recent changes that we have made to enhance our agency and program.

**Leasing Specialist**

Our Leasing Specialist, Blanca Mendoza, is your single point of contact to answer any questions throughout your experience on our program. She is at your service to offer her expertise and help with any inspections, rent changes, or anything else about your participation in Section 8. You may contact her directly at (831)454-5917 or blancam@hacosantacruz.org.

**Landlord Incentive Program**

We think you’re going to have a great experience with the Section 8 program! However, if something goes wrong during the first year of tenancy with your Section 8 tenant, our new Landlord Incentive Program allows the Housing Authority to reimburse landlords up to $2,500 for damages, unpaid rent, vacancies, legal fees, and other expenses that exceed the security deposit.

**Landlord Survey**

We are striving to make the voucher program both more efficient and customer friendly. You can help by completing a brief online survey! Inform us what we are doing well, and where we need to make improvements. The survey is confidential and should only take a few minutes to complete. Please visit our website to complete the survey; https://www.hacosantacruz.org/landlords/

We cannot overstate our gratitude for your participation in the voucher program; its people like you that make this program possible.

Thank you,

Jennifer Panetta

Executive Director