Orientation is designed to help our landlords learn and stay up to date with all there is to know about the HABD Section 8 program. Attendance is highly recommended.

PRE-REGISTRATION IS REQUIRED. You may pre-register by regular mail to the address above, by e-mail to mcollins@habd.net (please attach your registration form), by fax @ (205) 521-7855, or you may stop by our office. Each attendee must be registered separately. Your registration form MUST be received in the office no later than five (5) business days prior to orientation (the Wednesday before). NO EXCEPTIONS! Please do not expect to attend without registration.

Confirmation will be received by regular mail OR email, so please write legibly. An email address is REQUIRED. If you do not receive confirmation, you have not been registered.

Choose a preferred AND alternate date. You will be rescheduled if you miss the first meeting (no action on your part is needed). If you miss the alternate date you will be required to submit a new registration form.

Orientations are held at
Assisted Housing Department/Section 8
McCoy Building
1301 25th Avenue North • Birmingham, AL 35204

ORIENTATION DATES
Orientation is held the 2nd Wednesday of each month at the time specified below:

10:00 a.m. January 8 3:00 p.m. February 12
March 11 May 13
April 8 July 8
June 10 September 9
August 12 November 4
October 14 December 9

COVERED TOPICS
• Steps on Becoming A Successful Section 8 Landlord
• Housing Quality Standards (HQS)
• How the Section 8 Program Works
• Reasonable Rent
• Resident Selection
• Rent Increases
• Security Deposits
• Housing Assistance Payment (HAP) Contracts
• Fair Housing
• Lease Agreements
• Tenant Screening
• Lead-based Paint Issues
LANDLORD ORIENTATION REGISTRATION

PLEASE WRITE LEGIBLY. Mail/Email confirmations will be sent to the addresses as they appear. When you have filled out your form completely, FOLLOW THE SUBMISSION REQUIREMENTS BELOW. INCOMPLETE FORMS WILL NOT BE ACCEPTED AND YOU WILL NOT BE REGISTERED.

All requested information, to include an email address, must be filled in.

YOU WILL NEED AN EMAIL ADDRESS TO BE REGISTERED.

CONTACT INFORMATION

Name: ___________________________________________ First Middle Initial Last ___________________________________________

Mailing Address: ____________________________________________ Street ____________________________________________ Suite/Apartment #

______________________________________________________________________________

City State Zip ____________________________________________

Home Phone: __________________ Work Phone: __________________

Cell Phone: __________________ E-Mail (required): __________________

PROPERTY INFORMATION

Total number of rental units you own: ___________ and/or manage: ___________

Total number of Section 8 units you currently have under a HAP contract: ___________

BRIEFING REGISTRATION

I will attend the Landlord Briefing Session Scheduled on (required): __________________

Alternatively, I will attend the briefing session scheduled on (required): __________________

Select an alternate date in the event your first choice is full, you cannot attend, or class is cancelled.

REGISTRATION INSTRUCTIONS

Seating is limited to fifteen (15) people. Your registration form MUST be received NO LATER THAN FIVE (5) BUSINESS DAYS prior to orientation (the Wednesday before). NO EXCEPTIONS, so please be sure to choose dates that match your availability. Please do not expect to attend without registration. Confirmation will be received by regular mail or email, so please write legibly. If you do not receive confirmation, you have not been registered. Choose a preferred AND alternate date. You will be rescheduled if you miss the first meeting (no action on your part is needed). If you miss the alternate date you will be required to submit a new registration form.

Orientation is designed to help our landlords learn and stay up to date with all there is to know about the HABD Section 8 HCV Program. Attendance is highly recommended. Pre-registration IS required. You may pre-register by regular mail to the address below, by e-mail to mcollins@habd.net (please attach your registration form), by fax @ (205) 521-7855, or you may stop by our office. Each attendee must be registered separately. If you have questions or need additional information, email mcollins@habd.net. We will look forward to seeing you.

Send mail to: Orientations held at
Assisted Housing/Section 8 Department Assisted Housing/Section 8 Department
1301 25th Avenue North • Birmingham, AL 35204 1301 25th Avenue North • Birmingham, AL 35204
Attn: Landlord Orientation Registration