

OWNER UPDATE



Vol. 6 January 2011

Inside this issue:

**More Changes in
Leased Housing
Department Staff**

**CHA's Website Full of
Helpful Resources for
Owners**

Board of Commissioners:

Jacqueline Adams
Gerard J. Clark
Warren McManus
Anthony Pini
James G. Stockard Jr.

Executive Director:

Gregory P. Russ

"The mission of the Cambridge Housing Authority is to develop and manage safe, good quality, affordable housing for low-income individuals and families in a manner which promotes citizenship, community & self reliance."

LEASED HOUSING ANNOUNCES PROMOTIONS & NEW HIRES

As CHA's programs expand both in terms of the number of households served and the variety of programs offered, the Department continues expanding to keep pace. Keeping the Department appropriately staffed is critical to CHA's ongoing efforts to provide top-notch service to applicants, participants, owners and partner organizations.

To that end, CHA is pleased to announce a number of recent new hires and promotions.

After four months working as temporary member of the staff, Albertina Fernandes was hired as a fulltime Associate Leasing Officer on August 2, 2010. Albertina's primary responsibility is to provide service to people coming into the Central Office for appointments or to apply for housing assistance. Before joining CHA Albertina was an office manager for a moving company. Albertina can be reached by phone at: 617-864-3020 and by email at: afernandes@cambridge-housing.org.



Associate Leasing Officer
Albertina Fernandes



Associate Leasing Officer
Monique Rowling

CHA uses the flexibility provided by its participation in the U.S. Department of Housing and Urban Development's Moving to Work Deregulation Demonstration (MTW) to create new kinds of housing programs that are unique to Cambridge. On October 7, 2010 the Leased Housing department added Monique Rowling as the Associate Leasing Officer for Special Programs. Monique is responsible for overseeing CHA's Family Opportunity Subsidy (FOS) and Sponsor Based programs. Monique is very familiar with CHA's programs, having served as a Manager's Aide in public housing prior to coming to Leased Housing. Monique can be reached by phone at: 617-497-6800 and by email at: mrowling@cambridge-housing.org.

(Continued on page 2)

LOOKING FOR A FORM, STAFF CONTACT INFO OR THE LATEST PAYMENT STANDARDS? CHECK OUT OUR WEBSITE!

As 2011 comes roaring in, we thought this was a good time to remind you that there is an entire section of CHA's website dedicated to you—the owner. The **For Property Owners** section of our website, www.cambridge-housing.org is chock full of forms and resources that help making doing business with CHA faster and easier. Here's just a small sample of the forms you can download from the website:

- Request for Tenancy Approval packets
- IRS W-9
- Direct deposit form
- Up-to-date Payment Standards and Utility Reimbursement Rates

In addition to the **For Property Owners** section of the site, the **Contact Us** page provides the name, title and phone number for every CHA staff member. You can also send an email directly from the **Contact Us** page to any member of our staff.

CHA takes pride in keeping the information on the site relevant, fresh and accessible. Please take a minute to check the site out, you'll be glad you did.

(Changes in Leased Housing from page 1)

Like Monique, Melissa Lee, hired as a Leasing Officer on September 23, 2010, also comes to Leased Housing from CHA's Operations Department where she, too was a Manager's Aide. Melissa's primary responsibility is to work with participants in CHA's MTW voucher program (Section 8). Melissa can be reached by phone at: 617-497-6800 and by email at: mlee@cambridge-housing.org.



Leasing Officer
Michaelle Sainfort

In addition to the new hires, the Leased Housing department is pleased to announce the promotion of Michaelle Sainfort from Associate Leasing Officer to Leasing Officer. While Michaelle is still responsible for maintaining several critical departmental databases, she now also has a case load of voucher holders with whom she works. Michaelle can be reached by phone at: 617-497-6800 and by email at: msainfort@cambridge-housing.org.

The Cambridge Housing Authority is very excited about all of the changes in the Leased Housing department. It has been a busy year, full of new challenges and fantastic success. We look forward to another great year in 2011!

Need to
send the
Leasing &
Occupancy
Department
mail?

Our address
is:

675 Mass Ave.,
2nd floor
Cambridge,
MA 02139

Phone:
(617) 497-4040

Fax:
(617) 520-6420

Do You Have a
Vacant Unit?

List it on CHA's
FREE
Apartment
Listing Service

Call us at:
(617) 497-4040

It's fast.
It's easy.
It's FREE.