



Notice to New Property Owner HCV Program Enrollment Step

11/13/2025

Name
Address

Dear Property Owner/Agent,

SHRA was recently made aware that you are new owner of a subsidized unit participating in the Housing Choice Voucher (HCV) Program. We would like to welcome you to the program and ensure your ownership information is properly updated.

To complete this process, please submit an **Owner/Agent/Payee (OAP) Change Form**. You can access the form by scanning the QR code below or by visiting our website at shra.org and searching for "Ownership/Payee Change Form."

Important Information

- Once your **OAP Form** is submitted, SHRA will create a **vendor code** (if one does not already exist).
- Your vendor code provides access to the **Landlord Portal**: <https://portal.shra.org/landlord2>
- When the OAP is received, Housing Assistance Payments (HAP) for affected tenants will be placed on hold effective the first of the month following the submission date.
- After the OAP is processed, HAP payments will be issued to the new owner/agent/payee.

We appreciate your partnership and look forward to working with you to provide safe and affordable housing to families in our community.

If you have any questions, please contact our us via Call Center at (916) 440-1390, or by email at OAP@shra.org.

Thank you,

SHRA-Owner Services

