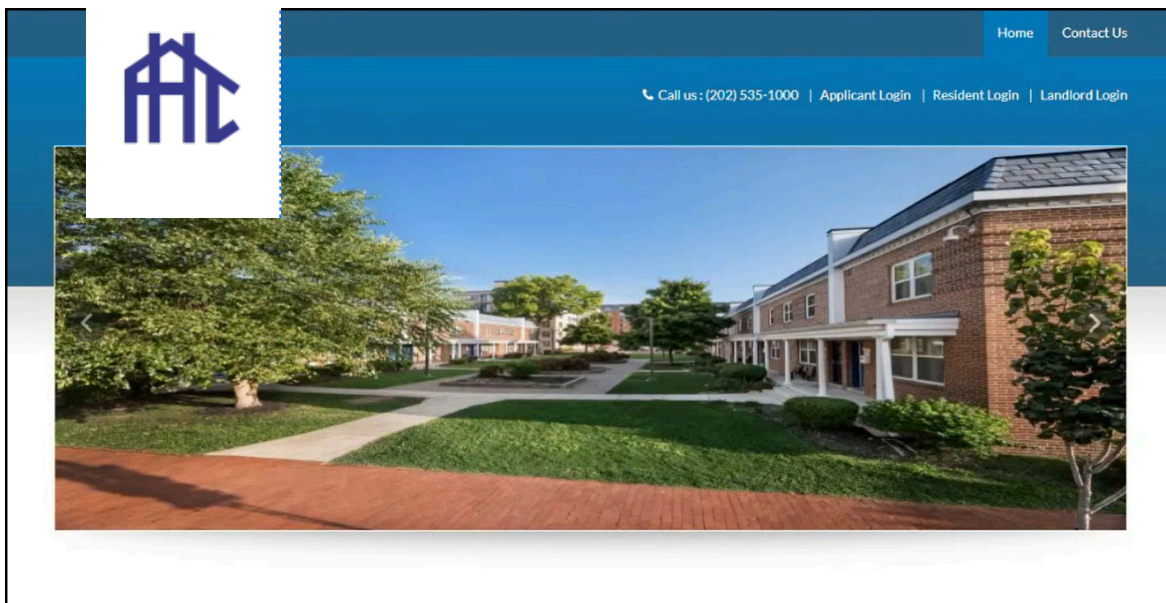


FLINT HOUSING COMMISSION



RentCafe Landlord Portal **A Tour of the Landlord Portal**





RentCafe Landlord Guide

How to Navigate the Landlord Portal

1

To access the RentCafe portal, please follow these steps:

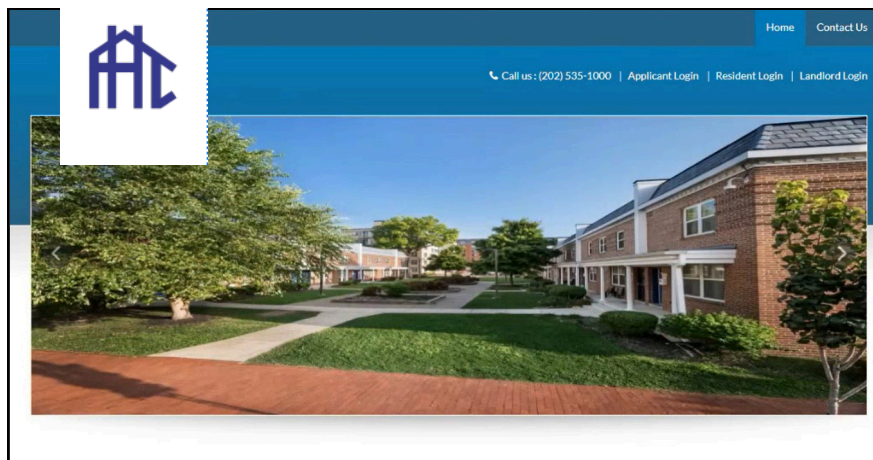
Open your preferred web browser, such as Google Chrome, Safari, Firefox, or Microsoft Edge.

2

Then go to  <https://flint-housing-commission-live.rentcafewebsite.com/>

3

The RentCafe homepage will appear.



4

Click on the "Landlord Login" link located in the top right corner.



[Call us: \(202\) 535-1000](#) | [Applicant Login](#) | [Resident Login](#) | [Landlord Login](#)



RentCafe Landlord Guide

A Tour of the Landlord Portal

5

After clicking “Landlord Login,” a new window will open. Enter the referral agent’s email and password in the appropriate fields.

Email

Password

NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

[Forgot password?](#)
[Click here to register](#)

Login

Once on the login page, input your registered email and password, then click “Login.”

6

Homepage

The landlord portal homepage will appear. From here, landlords can complete important tasks and submit requests to FHC.

Home Agency Management Settings Logout

Logged in as: Abrego Apartments

QUICK LINKS

I want to:
Update Contact Information

Go

Agency Details Register with Another Agency My Profile Unit Info

Caseworker Info Documents Upload Documents Unit Inspections

My Ledger Unit Holds and Abatements EFT Setup Request for Tenancy Approval

HAP Contract Rent Increase Request



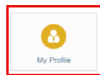
RentCafe Landlord Guide

A Tour of the Landlord Portal

7

My Profile

The My Profile screen of the landlord portal lists the user's current contact information and payment information, such as the 1099 status.



My Profile

Company	Abrego Apartments
Name	Agency
Tax ID#	*****
Account Nickname	RENTCafe Test Vendor
Contact	Kim Swiss
Mailing Address	6754 Abrego Road
City - State - Zip	Santa Barbara CA 93117
E-mail	
Home	(805) 324-6356
Office	(805) 465-1235
Cell	(805) 324-6356
Language	
Receives 1099	Yes
Payable Method	EFT

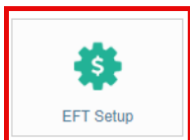
[Edit Profile](#)

Note: The contact information can be updated. The Company and Tax ID can not be modified.

8

My Bank Account

To receive electronic payments, landlords must add EFT information to their account. This section of the landlord portal allows landlords to modify or add EFT information.



My Bank Account

Use this screen to edit your EFT (electronic funds transfer) bank account information. A valid EFT account is required to receive direct deposit.

[Add Bank Account](#)

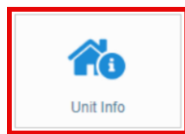
No information available



RentCafe Landlord Guide

A Tour of the Landlord Portal

- 9** **My Units** The My Units screen shows an overview of all occupied units, their rent amount and next reexamination date.



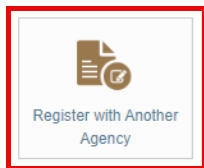
My Units

of Bedrooms

Search:

Unit Address	# of Bedrooms	Effective Date	Contract Rent	HAP	Tenant Rent	Legal Owner	HAP Recipient	Tenant Name	Tenant Code	Re-exam Date
44 Ocean Blvd. 509 Goleta, CA 93117	1	02/27/2025	\$1,850.00	\$518.00	\$1,332.00	Tim Spalding, Tim Spalding	Tim Spalding, Tim Spalding	Bowler, Hank	10008984	02/01/2026

- 10** **Register with Another Agency** If a landlord manages units with a different housing agency that also uses the RentCafe portal, landlords can register with multiple agencies so that they can view all of their listings on one portal.

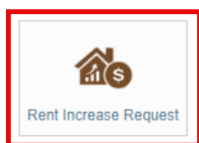


Register with Another Agency


Use this screen to register your landlord account with another housing agency or register multiple accounts with the same agency. After you register, you can access all your records using a single account and login information. Enter the new registration code to get started.

Enter Your Registration Code

- 11** **Request Rent Increase** Here landlords can request an increase in rent for a subsidized unit. The request will



Request Rent Increase



RentCafe PHA Housing Authority
230 S Fairview Ave.
Goleta, CA 93117

Request Details

Status: Waiting for Agency Review
Unit: 44 Ocean Blvd.
509
Goleta, CA 93117

Last Update Date: 5/28/2025
Created Date: 5/28/2025
Proposed Effective Date: 5/31/2025
Proposed Contract Rent: \$1,500.00



RentCafe Landlord Guide

A Tour of the Landlord Portal

Submit Unit Details

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When a family wants to use their voucher to rent a unit, they can invite the prospective landlord to submit the required Request for Tenancy Approval (RFTA) form through the online portal. This form collects information about the prospective landlord and rental unit, including the number of bedrooms, the proposed rent, utility payment responsibilities, and other leasing information.

The screenshot shows the 'Submit Unit Details' page with two unit approval requests. Each request includes a 'View Progress' button and a progress tracking chart with stages: Landlord submitted unit approval form, Applicant signed unit approval form, Unit under review by agency, Contract issued by agency, Landlord signed contract, and Agency signed contract.

Unit 1: RentCafe PHA Housing Authority, 230 S Fairview Ave, Goleta, CA 93117. Voucher Number: 1022-T10007671-1777. Voucher Bedroom Size: 2. Tenant Name: Burt Kassler. Status: Agency Reviewing Unit Information. Last Update Date: 10/4/2023. Created Date: 10/4/2023. Unit: 34 Ocean Breeze APT 12, Goleta, CA 93117.

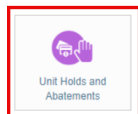
Unit 2: RentCafe PHA Housing Authority, 230 S Fairview Ave, Goleta, CA 93117. Voucher Number: 1022-T10004016-597. Voucher Bedroom Size: 1. Tenant Name: Evan Williams. Status: Unit Approval Complete - Pending Contract Activation. Last Update Date: 5/28/2021. Created Date: 5/28/2021. Unit: 44 Sea Breeze 12, Goleta, CA 93117.

The landlord submits this request on the Submit Unit Details screen in the portal. Both the landlord and family sign the RFTA and submit it to your agency for approval. The landlord can view the progress of each RFTA on the View Progress tracking chart on this screen.

13

Unit Holds and Abatements

The Unit Holds and Abatements screen allows the landlord to view past and current holds (temporary withholding of subsidy payments) and abatements (permanent withholding of subsidy payments) for their subsidized units, including any documentation sent by the agency



The screenshot shows the 'Unit Holds and Abatements' screen with a search bar and a table of unit holds and abatements.

Unit Address	Start Date	End Date	Type	Hold/Abate Reason	Payment Affected	Description	Tenant Name	Tenant Code	Documents
Housing Choice Property Defaults Santa Barbara, CA 93117	06/01/2020		Abate	Tenant	Housing Assistance Payment	HAP	Beckman, Ruth	10003505	
3256 Flinderston Road Santa Barbara, CA 93101	06/01/2023		Abate	Other	Housing Assistance Payment	HAP Payment	Patel, Alan	10001534	
2872 Sardis Station Fort Worth, CA 76102	07/01/2024		Abate	Tenant	Housing Assistance Payment	HAP 3 months	Giguere, Anthony	10007965	
2872 Sardis Station Fort Worth, CA 76102			Hold	HQS Inspection	Housing Assistance Payment	Test	Giguere, Anthony	10007965	



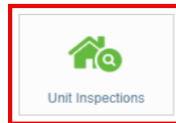
RentCafe Landlord Guide

A Tour of the Landlord Portal

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Unit Inspections

The Unit Inspections screen of the landlord portal allows the user to view all inspection records for their subsidized units. They can view the results of each inspection, the detailed inspection report, and generate the inspection letters.



Unit Inspections

Result Type:

View inspections that require action?:

10 records per page Search:

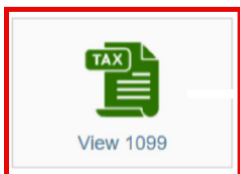
Inspection ID	Unit Address	Tenant Name	Tenant Code	Inspection Type	Scheduled Date	Inspected Date	Result	Action Required?	
12258	Housing Choice Property Defaults Santa Barbara, CA 93117	Kitchen, Valerie	10003496	Annual	12/31/2022 01:00 PM			No	Details
12299	Housing Choice Property Defaults Santa Barbara, CA 93117	Rawlins, Brittany	10003742	Special	01/10/2023 09:45 AM			No	Details
12306	Housing Choice Property Defaults Santa Barbara, CA 93117	Miles, Marcus	10003480	Special	01/02/2023 09:45 AM			No	Details
12331	Housing Choice Property Defaults Santa Barbara, CA 93117	Miller, Gerald	10003901	Special	01/20/2023 01:25 PM			No	Details
12211	Housing Choice Property Defaults Santa Barbara, CA 93117	Kitchen, Valerie	10003496	Special	12/20/2022 01:00 PM			No	Details

Within each inspection record, the user can view any inspection photos uploaded by the inspector for failed items. When a unit requires a reinspection for failed or inconclusive items, the landlord can upload an image showing how each problem was corrected. This image is called the proof of mitigation. The landlord submits each proof of mitigation to your agency to self-certify the inspection.

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View 1099 Screen

Once the landlord opts in, a digital copy of the form appears on the View 1099 screen available for download once generated. Correction 1099s also appear here.



Download

View 1099

You have agreed to receive your 1099 forms electronically. Once our agency generates each 1099, it will be available to download. You may opt out at any time. If you opt out, any 1099s generated electronically during your opt-in period will remain available to download.

Year	File Name	Corrected	Date Generated	Download
2024	20241202025540_P099MVB_M_9357199552024_170.pdf	No	12/2/2024	Download
2023	20241204061318_P099MVB_M_9357199552023_170.pdf	No	12/4/2024	Download
2023	20241203045834_P099MVB_M_9357199552023_170.pdf	No	12/3/2024	Download
2022	20241203101903_P099MVB_M_9357199552022_170.pdf	No	12/3/2024	Download

Showing 1 to 4 of 4 entries



RentCafe Landlord Guide

A Tour of the Landlord Portal

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Agency Details

This screen displays the FHC's contact information and has a Send Email link to contact FHC.

Home Agency Management Settings Logout

Logged in as: Abrego Apartments

Agency Details

Agency Name: RentCafe PHA Housing Authority

Agency Address: 1212 Hillview Ave
Matts Street
Boston, CA 93117

E-mail: Ronjones@gmail.com

Phone: (916) 238-1232

Fax: (323) 232-3231

Send Email

17

Caseworker Info

Here the landlord can view the FHC caseworker for each family renting one of their subsidized units. This information may be helpful for the landlord when contacting the agency for help or information concerning a specific participant family.

Caseworker Info

Tenant Status: Current
Past
Future
Evict

Go Excel

10 records per page Search:

Caseworker Name	Tenant Name	Tenant Code	Tenant Status	Re-exam Date	Unit Address
Ron Jones	Reynolds, Ava	t0008007	Current	03/01/2025	1154 Brownton Road Santa Barbara, CA 93101



RentCafe Landlord Guide

A Tour of the Landlord Portal

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My Contracts

Once a RFTA for a rental unit is approved, the HAP contract will be available to sign. From here, the landlord can e-sign the HAP contract.



My Contracts

View your pending and completed housing contracts below. Once you sign and submit each contract, you can view its status as the agency processes it.



RentCafe PHA Housing Authority
230S Fairview Ave.
Goleta, CA 93117

Contract Information

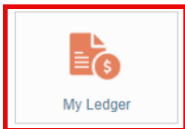
- Voucher Number: 1022-Tr0004016-597
- Tenant Name: Evan Williams
- Status: Unit Approval Complete - Pending Contract Activation
- Last Update Date: 5/28/2021
- Created Date: 5/28/2021

[View](#) [Upload Documents](#)

19

My Ledger

The My Ledger screen of the landlord portal allows the user to view transactions for the subsidized units, including the EFT or check number, and the tenant for whom the payment was made.



My Ledger

Use the filter fields to view specific transactions. You can adjust the date range filter to view transactions within any 1-year range.

23 OCT 2023 - 22 OCT 2024 [Go](#) [Clear](#)

Payments

Total Amount: \$67,498.80

10 records per page

EFT/ Check# / Adj#	Check Date	Tenant Name	Tenant Code	Amount
8612	05/01/2024	Parker, Preston	10005364	\$280.00
8612	05/01/2024	Brewer, Benton	10003982	\$20.00
8612	05/01/2024	Parker, Preston	10005364	\$280.00
8612	05/01/2024	Parker, Preston	10005364	\$172.00