



Glynis Tanner  
Acting President / CEO

John F. Knight, Jr.  
Chairman

December 15, 2023

RE: Housing Choice Voucher Department Changes – Effective 1/1/24

Dear Landlords,

Our department has decided to make some changes to improve service delivery regarding Rent Increase Requests and Change of Ownership/Management Requests, and Bank Change Requests effective January 1, 2024.

The HCV Department’s Annual Recertification Team will be responsible for processing Rent Increase requests. Requests will be processed based on the Housing Specialist’s caseload listed below.

- **Stacy Johnson**            A- Ford                            334-206-7117 [sjohnson@mhatoday.org](mailto:sjohnson@mhatoday.org)
- **Adrienne Brown**        Former- Lockhart            334-206-7181 [sjackson@mhatoday.org](mailto:sjackson@mhatoday.org)
- **DeShannon Bogan**     Lockley- Sankey            334-206-7106 [dbogan@mhatoday.org](mailto:dbogan@mhatoday.org)
- **Sylvia Jackson**        Savage- Z                        334-206-7233 [sjackson@mhatoday.org](mailto:sjackson@mhatoday.org)

Marcus Poole will remain responsible for HQS inquiries with the addition of processing Change of Ownership/Management Requests and Bank Change Requests.

The chart below reflects the renewal dates of Housing Assistance Payment Contracts (HAP Contract) and response dates by which you should be contacted regarding the status of your Rent Increase Request.

<b>Renewal Date</b>	<b>Response by</b>
January 1st	November 30th
February 1st	December 31st
March 1st	January 31st
April 1st	February 28th/29th
May 1st	March 31st
June 1st	April 30th
July 1st	May 31st
August 1st	June 30th
September 1st	July 31st
October 1st	August 31st
November 1st	September 30th
December 1st	October 31st

We feel that with these changes, it will allow staff to provide a more personable approach to our services to you and meet your needs more efficiently, accurately and timely.

Thank you for your patience. Should you have any questions, please contact us at 334-206-7200.