



Metropolitan Development and Housing Agency

Rental Assistance Department

620 Dew Street • Nashville, Tennessee 37206

Mailing Address: P O Box 846 Nashville, Tennessee 37202

Telephone (615) 252-6500 • TDD (615) 252-8599 • FAX (615) 252-6614

www.nashville-mdha.org

section8@nashville-mdha.org

NOTICE

Update March 23, 2020

Effective immediately, all annual inspections are suspended until further notice. Any scheduled annual inspection will be cancelled and re-scheduled for a later date. Only initial inspections on vacant units and special inspections approved by a supervisor will be conducted.

The MDHA Rental Assistance office remains closed to the public. While taking prudent precautions and altering processes, we will continue all operations and support to our clients.

March 18, 2020

In an effort to protect our employees, participants and partners and limit the spread of the COVID-19 Coronavirus, **the Rental Assistance office will close to the public effective immediately and until further notice. We remain operational and available to you and will post periodic updates on the MDHA website at www.Nashville-MDHA.org.**

We will continue to operate and provide rental assistance on behalf of our participating families, but will conduct all business via mail, email, fax or phone. All in-person interviews and walk-ins have been suspended until further notice. Inspections will continue for now, but may be cancelled as needed. If you have questions regarding a scheduled inspection, please contact our inspection department at RAinspectionDepartment@Nashville-MDHA.org. We encourage landlords to use the landlord portal at <http://www.nashville-mdha.org/ra-owners/> for payment, inspection and other information.

Families visiting the office to report changes may download the Interim Change form on the MDHA website. Click on Housing, then Rental Assistance Voucher Program and then Tenants. You may also access the Tenant page of our website by using this link: <http://bit.ly/section8tenant>. You may complete the Interim Change form, save it to your computer and email it to our office along with any supporting documentation, or print the form and mail, fax or email the documents. There is free app at <https://www.camscanner.com> that you can download to take a picture of a document and convert it into a PDF document that you can email directly from your phone.

As alternatives to visiting the office to drop off documents, families may send documents via fax, email or mail to the above address. Families may also place documents in MDHA's Barrett



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Manor drop-box, located at **510 Summer Pl., 37206**, and they will be delivered to our office.

Please make sure you write your name and "Section 8 Client" on any documents or envelopes you place in the Barrett Manor drop-box. We will soon have a drop-box for the Rental Assistance office.

Participants may contact their assigned specialist by email or phone. A staff directory with contact information is available on the above website. In-person appointments will be scheduled only as a reasonable accommodation for a person with a disability and with supervisory approval.

We appreciate your cooperation and understanding during this time, and we will do our very best to ensure we continue to assist and service all of our clients. Please contact our office at the above number or email with any questions or concerns.