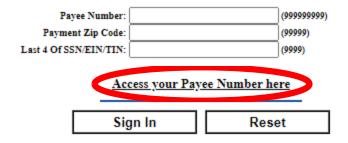


Landlord Corner

How to Access Your Landlord Corner Account

Opportunity Home San Antonio's Landlord Corner is your portal to everything you need as a landlord participating in our assisted housing programs: Forms, Payment Schedule and Payments, Inspection Results, Families in your units and more.

- **1.** You can access the Landlord Corner through our website, <u>www.homesa.org</u>, or you can type the following web address into your browser: <u>bit.ly/LLCorner</u>
- 2. Click on "Sign In," located in the menu bar on the left side of the page. Sign in to the Landlord Corner using your payee number.
- **3. If you cannot remember your payee number:** Click on "Access your Payee Number here." Please note that Opportunity Home cannot provide this number by phone.



- **4.** Enter the name you provided Opportunity Home on your payee W-9 form. Locate your name in the Search Results box and click the icon in the Commands column.
- **5.** For further instructions, click on "Instructions," located in the menu bar on the left side of the page.

If you have any questions, please contact the following Housing Assistance Specialist:

Email: <u>Landlords@homesa.org</u>

Phone: (210) 477-6033

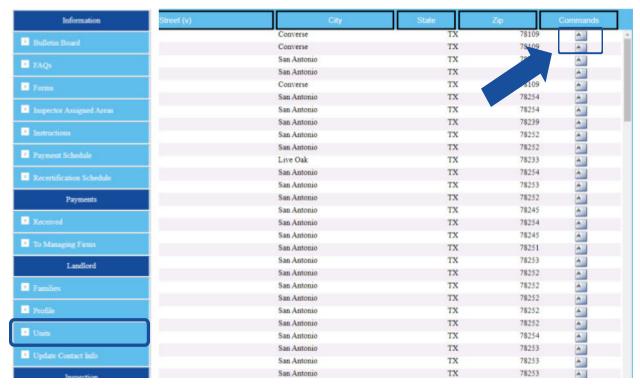
Attention! Effective July 1, 2017: Opportunity Home no longer mails your inspection results. You must access your Landlord Corner account to view results. For further instructions, see reverse side.

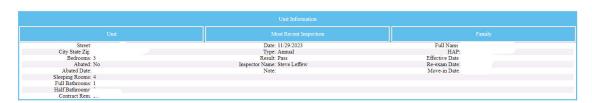


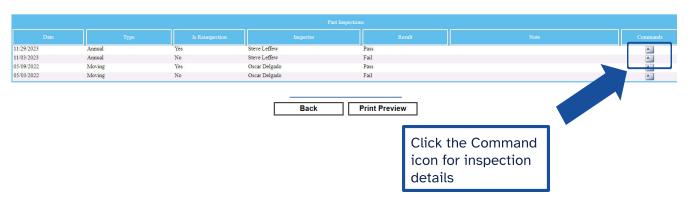


To View Inspection Results:

Log in to your Landlord Corner account and click on "Units" in the menu column. Locate the unit for which you would like to view inspection results. Click the icon in the "Commands" column and results will appear in the "Past Inspections" box.









To View Your Tenant's Assigned Housing Assistance Specialist:

Click the icon on the "Families" in the menu column. Locate the family and click on the "Commands" icon. Results will appear in the "Family" column.

