OLMSTED COUNTY
MINNESOTA

RentCafe Landlord Portal
Quick Guide

Housing Choice Vouchers and Rental Assistance

Housing Department

October 2024

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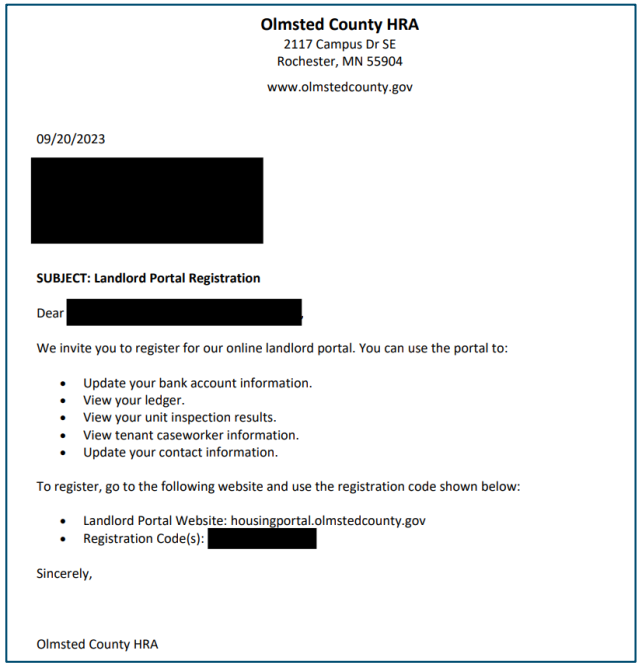
Other Resources

- Visit Olmsted County's webpage for links to other forms and resources:

https://www.olmstedcounty.gov/residents/services-individuals-families/housing/landlord-and-tenant-resources

Registering and Logging In

- Olmsted County HRA began using Yardi Voyager to manage our programs in 2023. This system has a secure portal for landlords through RentCafé.
- You should have received an invitation letter containing a registration link and your unique registration code. If you have not received this, please contact the housing worker for your applicant/resident to be sent a new one.
- Enter the URL to the website. Click "LANDLORD LOG IN" located in the upper right corner of the page.



Olmsted County HRA
2117 Campus Dr SE
Rochester, MN 55904
www.olmstedcounty.gov

09/20/2023

[redacted]

SUBJECT: Landlord Portal Registration

Dear [redacted]

We invite you to register for our online landlord portal. You can use the portal to:

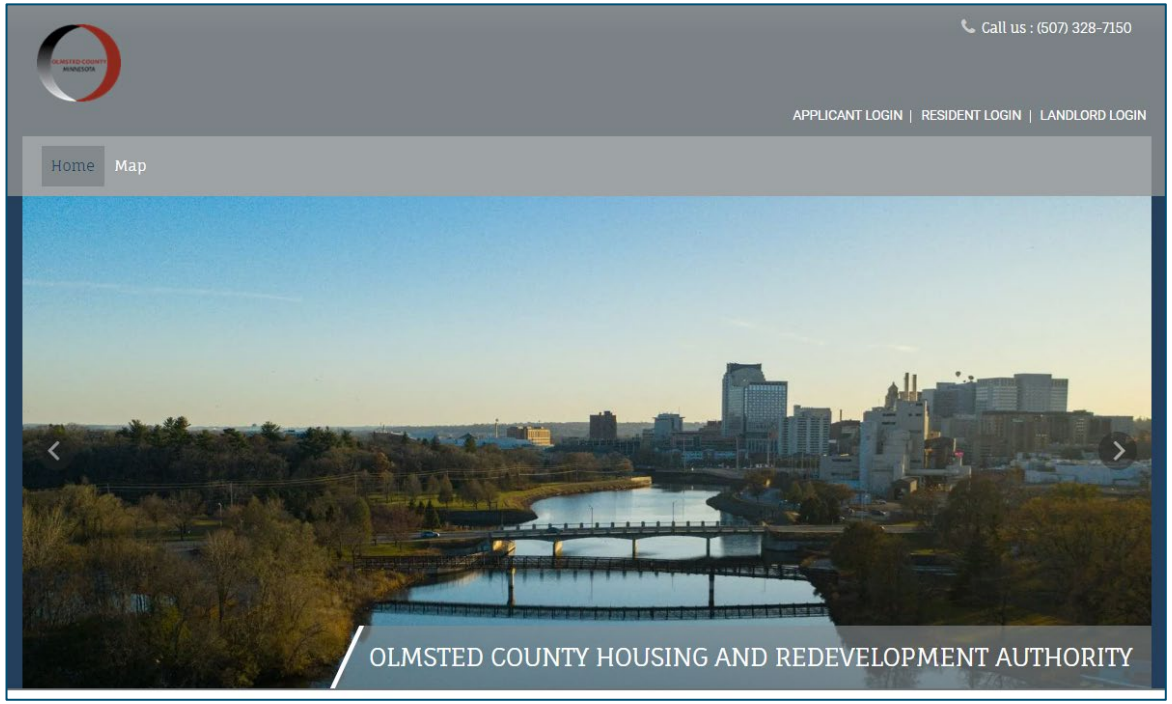
- Update your bank account information.
- View your ledger.
- View your unit inspection results.
- View tenant caseworker information.
- Update your contact information.

To register, go to the following website and use the registration code shown below:

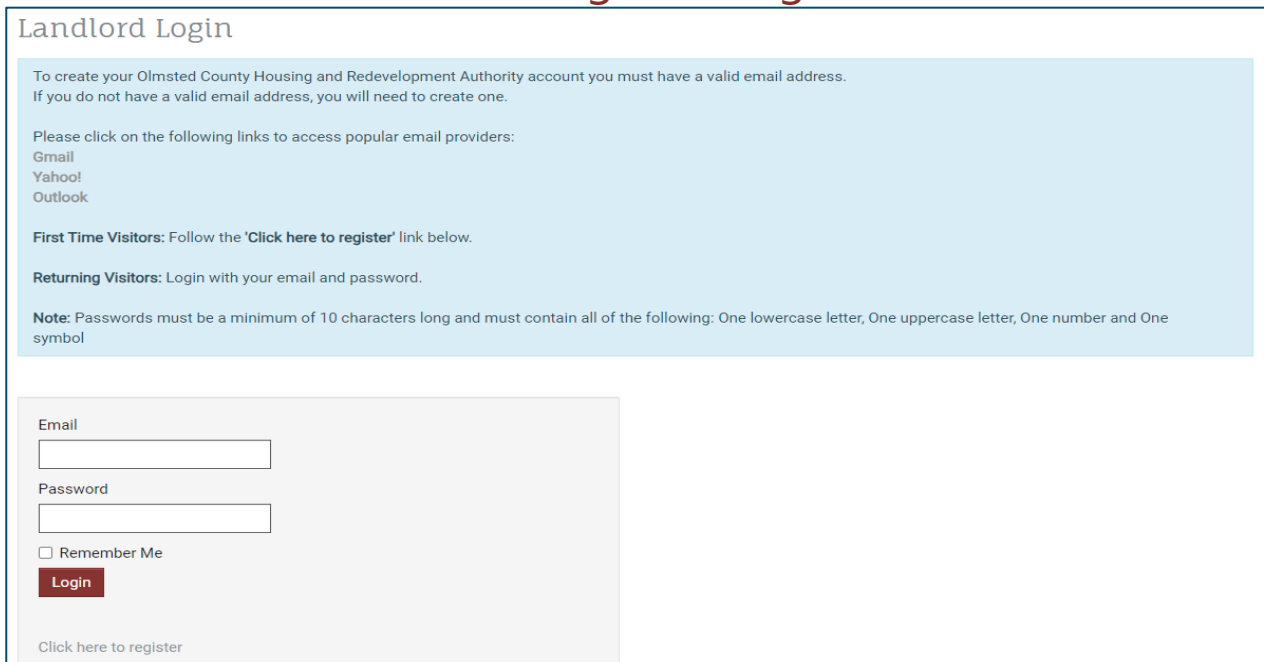
- Landlord Portal Website: housingportal.olmstedcounty.gov
- Registration Code(s): [redacted]

Sincerely,

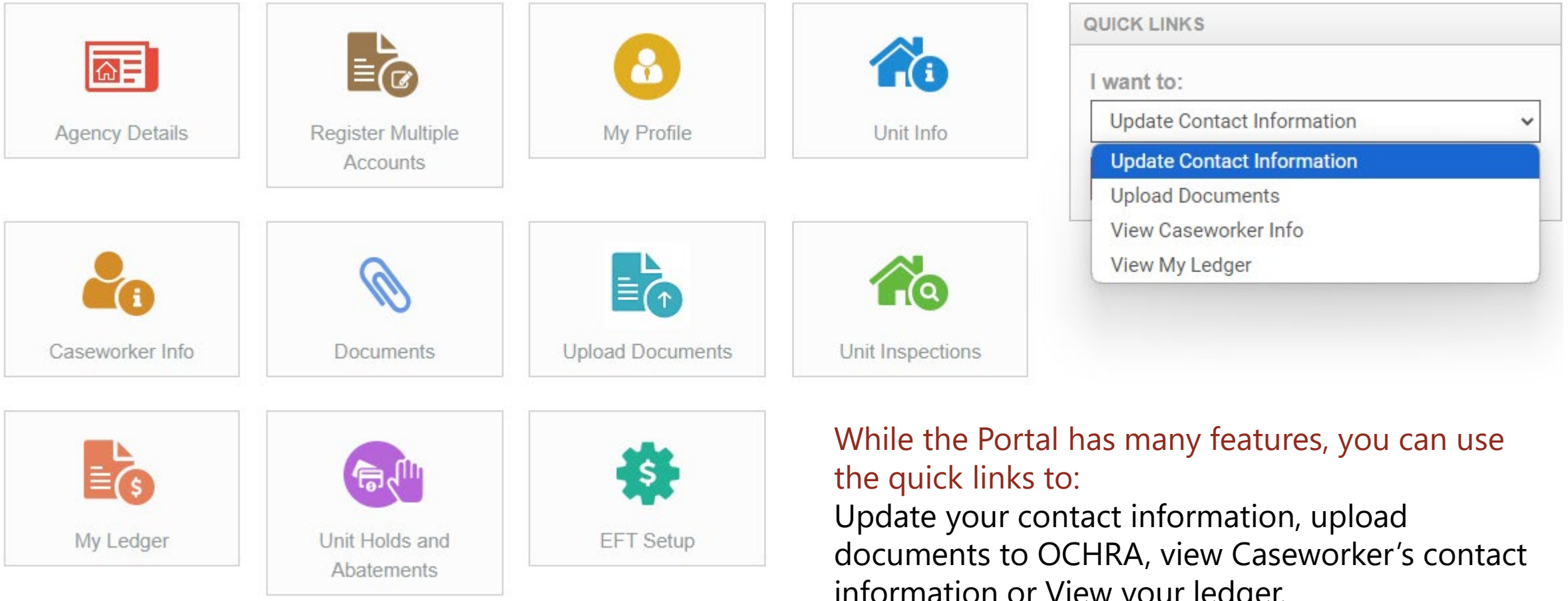
Olmsted County HRA



Follow the instructions to log in or register for the first time.

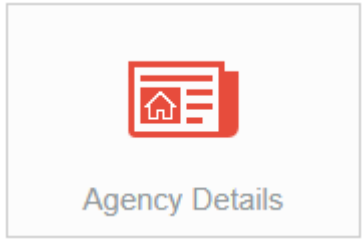


Home Screen & Quick Links

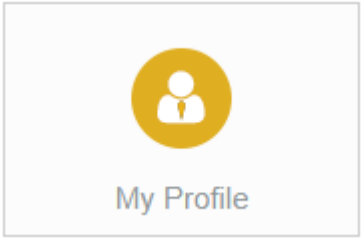


While the Portal has many features, you can use the quick links to:
Update your contact information, upload documents to OCHRA, view Caseworker's contact information or View your ledger.

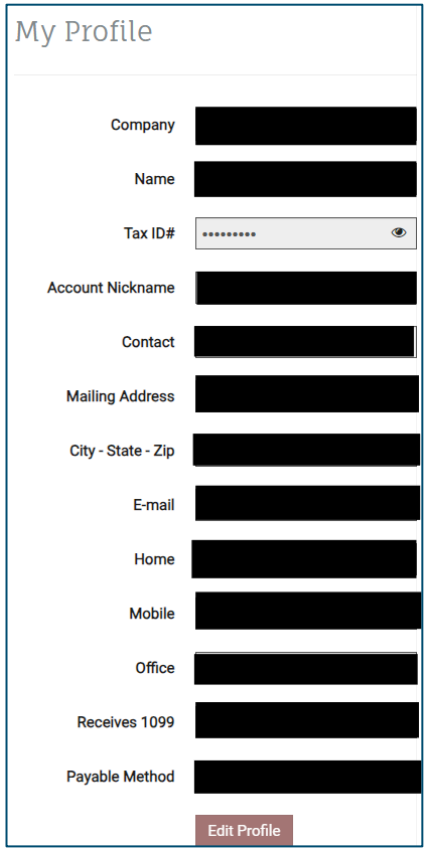
View and Manage Account & Unit Information

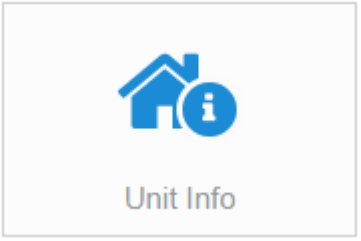


View our contact info and send an email to Finance.

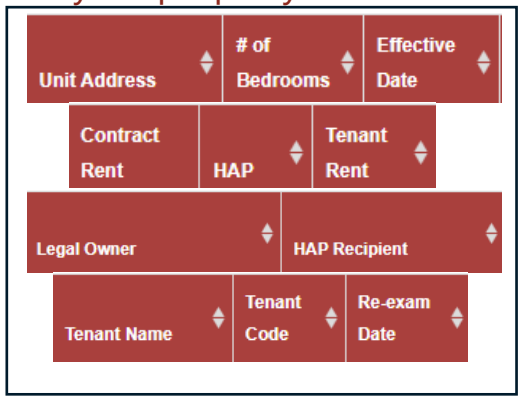


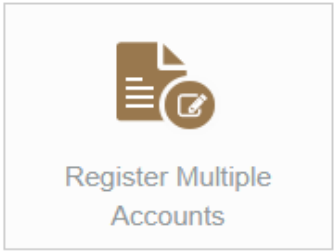
Change the contact info for your company.



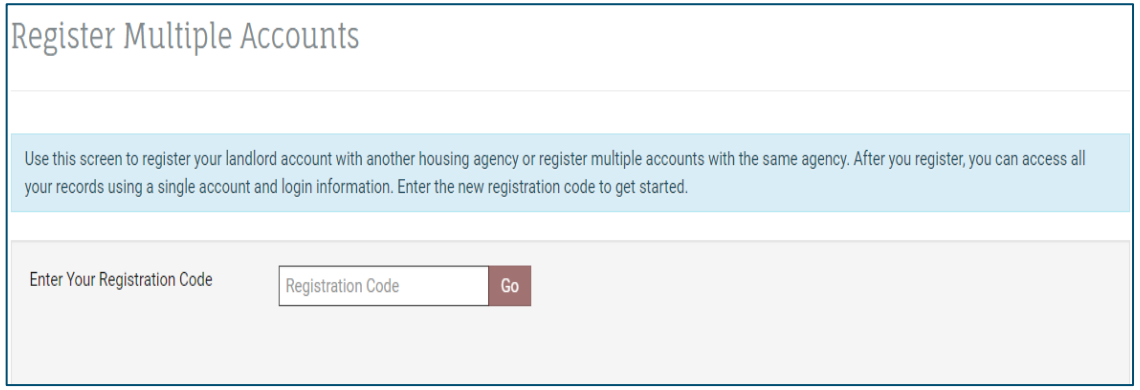


View the information we currently have for each client associated with your property.

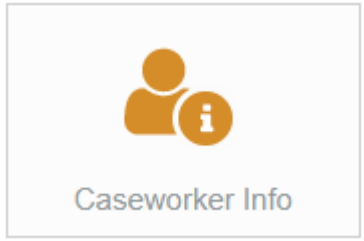


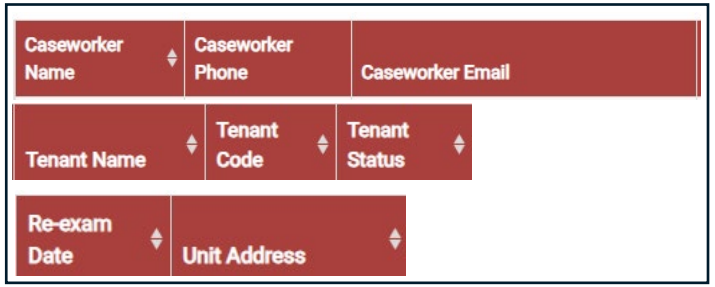


Work with another HRA that uses RentCafé? Register all under one account.

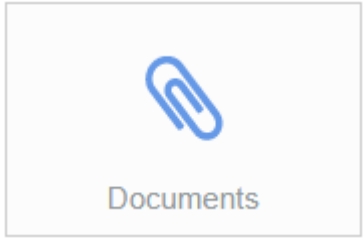


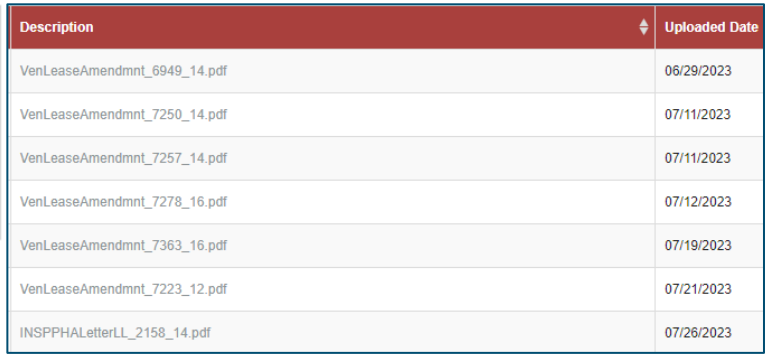
Communication with the Caseworkers



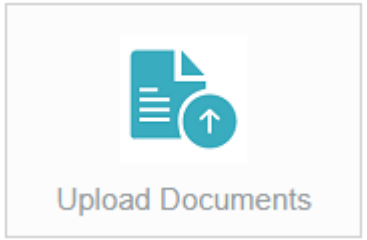


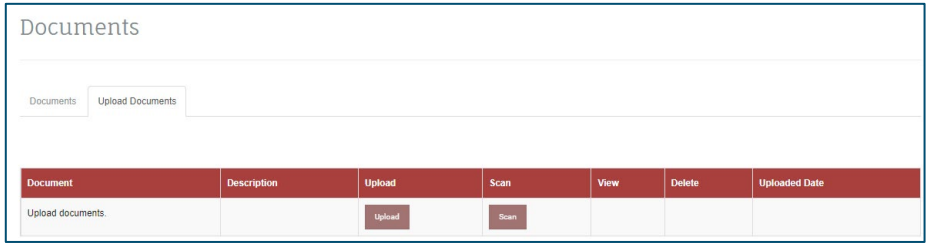
View the caseworker's contact information by tenant.



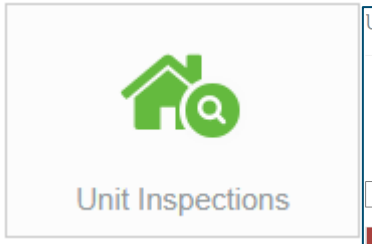


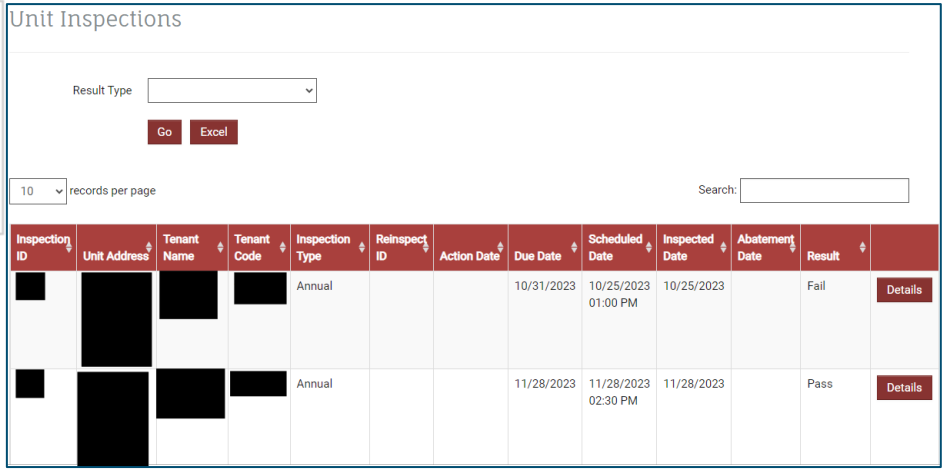
View Lease Amendments and Inspection letters that were emailed to you (the address on file). Sorted by sent date, oldest to newest. Click the Description link to view the document.



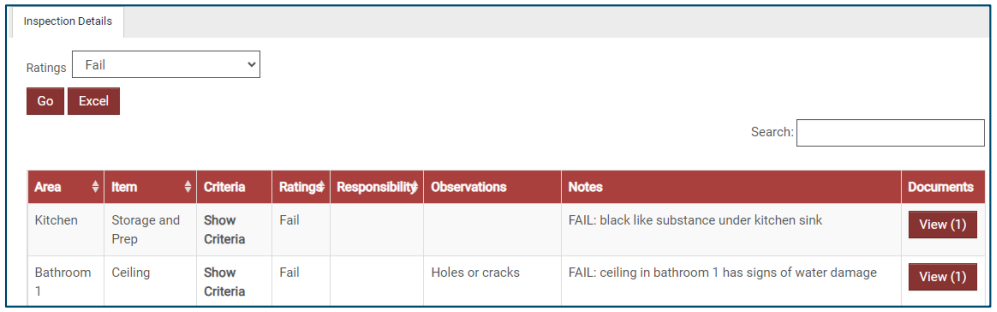


Need to send us a document or photo? Upload or scan in, here.

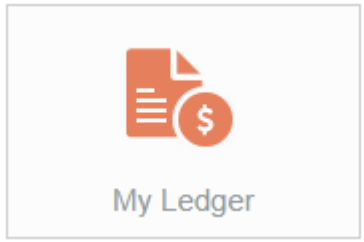




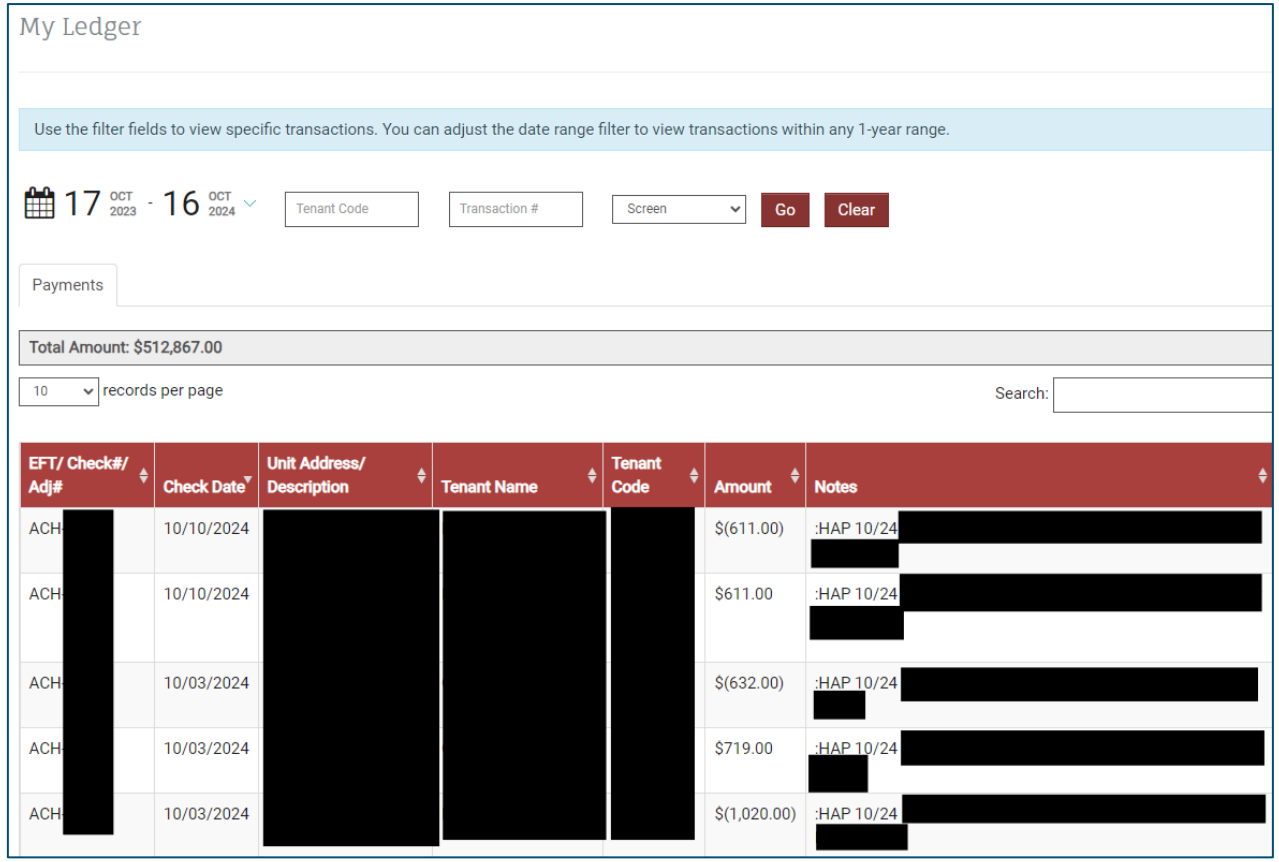
View scheduled and completed inspections with the ability to filter by Result. View the details by clicking the "Details" button.
Use the Ratings Filter to view items that need to be corrected.

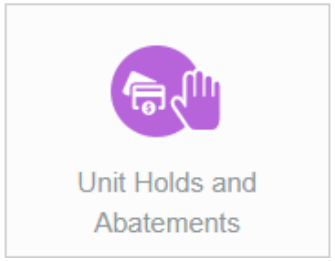


Managing and Viewing Financials

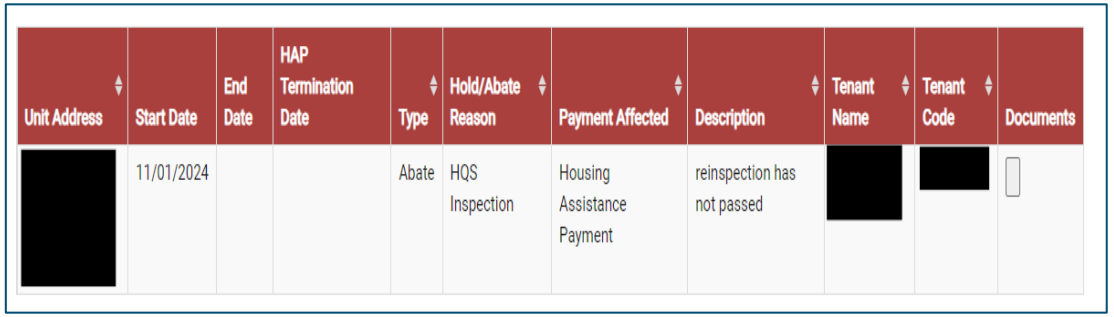


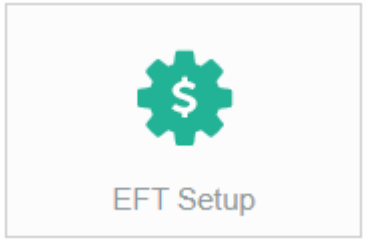
View your HAP payment history. Filter by check date, tenant code (OCHRA's), or transaction number.
Tip! Parentheses surrounding an amount indicate an amount that was recouped (deducted from the payment). The Notes section tells you what ***month*** *the payment is for & the corresponding* ***tenant's name and address****.*



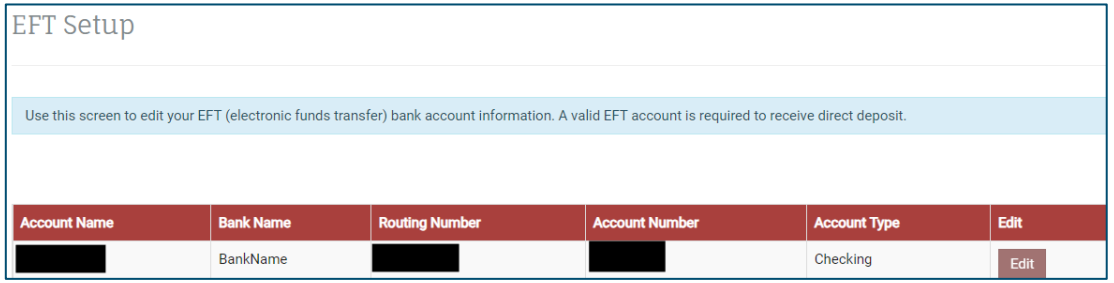


Have a unit in abatement? View the status here.





Want your HAP payments through direct deposit or need to change your bank account information? Manage that here.



Thank you for being a vital part of this program and community!

More questions? Feel free to reach out!

Name	Title	Caseload *(Letter of last name)*	Phone	Email
Megan Dahling	Program Manager		507-328-6265	megan.dahling@olmstedcounty.gov
Emily Nicklay	Housing Specialist	If your last name is A-D or you are a Gage tenant	507-328-7119	emily.nicklay@olmstedcounty.gov
Sandra Nelson	Housing Specialist	If your last name is E-K or you are a FUP or FYI tenant	507-328-7155	sandra.nelson@olmstedcounty.gov
Amanda Speedling	Housing Specialist	If your last name is M-T	507-328-6227	amanda.speedling@olmstedcounty.gov
Tasha Graham	Housing Specialist	If your last name is L, U-Z or you are a VASH, Mainstream, or Jeremiah tenant	507-328-7156	tasha.graham@olmstedcounty.gov

OLMSTED COUNTY
MINNESOTA