

SECTION 8 NEWS

Dear Property Owners:

As we are now well into 2019, and the partial government shutdown (and fear of another) over, we wanted to reach out and thank you for your continued partnership with us. We appreciate your dedication to working with us in providing affordable housing options for low to moderate income families in our community.

We also want to use this opportunity to address some issues and outline a few new procedures we believe are needed to ensure the continued success of the Section 8 program.

Inspections:

1. Access:

Effective immediately, we will require the landlord or a representative of the landlord meet the inspector at the property for all initial inspections, and initial check repairs (inspections in unoccupied units). This procedural change is necessary not only to ensure the safety of our employees, but also to better communicate any needed repairs during the inspection. We will no longer access your property, unaccompanied, using lock boxes.

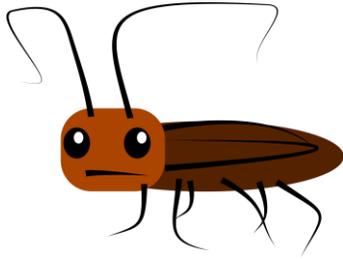
2. Inspections:

- On an initial inspection, please have the unit ready to go prior to scheduling your inspection. It seems our initial inspection repair lists are getting to be quite long. Please don't depend on our inspector to generate lists for your maintenance crew. Have the unit ready to go, in the best shape possible, BEFORE we come out the first time. If it is apparent the repair list will be extensive, we will not conduct the inspection. A copy of our property standards is available at our office to assist you in preparing your unit for inspection, and we are enclosing some material you might find useful in preparing your property.
- Also, please make sure if any repairs were required, to verify that all repairs are completed prior to scheduling the re-inspection. It seems the staff has had to make multiple trips to check the same repairs on units, a disproportionate number in fact. Some housing agencies even charge a fee for any more than one re-inspection to check for repairs. So again, just make sure everything is completed before calling us back for what should be the one and only re-inspection.



We cannot stress enough that you should do background checks, including previous rental history, on anyone inquiring to rent your unit. IN ADDITION to your own background check (which may include a home visit), you should contact our office, but keep in mind, we are only permitted to give you information regarding past program violations by the tenant. We are NOT allowed to give opinions to you regarding prospective residents. So please, CHECK REFERENCES before renting to someone.

Extermination:



Many of you have asked whether or not it is permissible to charge a resident for extermination. The short answer: usually not. It is typically your responsibility to exterminate for pests. Having said that, we do understand that sometimes the tenant is contributing to the issue. If this is the case, you need to document the issues, through inspections/photos (make sure you give proper notice) and enforcing your lease, through eviction, if the tenant doesn't comply. You are not expected to lease to any tenant who does not comply with the provisions of your lease, and maintaining the unit in a clean and sanitary condition would certainly be considered at the top of your list of lease provisions.

Just a note: If you do schedule an exterminator, and notify the tenant in advance letting them know what to do to prepare, and they do not prepare, and the exterminator is unable to do an application because of that, you may charge a fee (if reasonable, it could be whatever the exterminator's minimum call is) if it is outlined in your lease. But again, tenant neglect or abuse of the unit, including living in unsanitary conditions are lease violations and need to be handled by you accordingly. Your lease is your tool!

Landlord Access:



Connecting to our Landlord Access website allows you to view and print your monthly statements, which provide the detailed information about your HAP payment. Access is available 24/7, from wherever you have internet. Just go to www.neighborhoodfoundations.com/section-8

Also, we will be enhancing our web site in the near future to include forms for our landlords, as well as information packets and other material we think will be useful to all of you.

Thank you again for your continued participation as a landlord in this program. We look forward to working with you all in the future to continue providing affordable housing.

We are available Monday through Friday, 8:00 a.m. – 4:30 p.m., 30 East 8th Street, 2nd Floor, Newport, KY. (859)581-2533

Sincerely,
Tracie Joyner, Coordinator, ext. 216
Cassie Patterson, Inspector, ext. 206
Felicia Bell, Housing Specialist, ext. 219
Lori Collins, Clerk, ext. 212