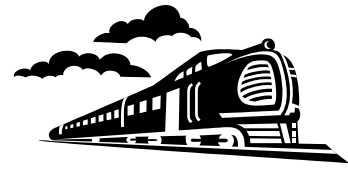


HAP EXPRESS

Charleston Housing's Landlord Newsletter



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Getting In Touch

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HAP Contract Specifies Responsibilities

The Housing Assistance Payment Contract, or HAP, that is executed when a family initially leases a property clearly defines the responsibilities of both the landlord and Charleston Housing.

The HAP contract is solely between CH and the owner, the family is not a party to this agreement. The lease is what connects the owner to the family. However, the HAP contract states that the owner can not change provisions of the lease without prior approval of CH.

Another provision of the HAP contract specifies that the owner must maintain the unit in accordance with HQS standards. Failure to do so

may lead to CH abating payment to the landlord and terminating the contract.

The contract also specifies that the rent to owner must be reasonable in comparison to other unassisted units. Also, any rent increase must be reasonable and if not CH will disapprove of such an increase.

In addition, the contract requires the owner to provide CH with any information pertinent to the HAP contract that may be reasonably required, such as a tax identification number.

If you do not have a copy of the HAP contract for your tenant(s) please contact CH and copies will be sent to you.

Key Provisions of HAP Contract

1. Section 8a of the contract specifies that the owner MAY NOT demand or accept any payment from the tenant for rent of the unit in excess of the rent to owner as provided in the CH approved lease.

2. The family is not responsible for payment of the portion of rent to owner covered by the Housing Assistance Payment contract between the owner and CH. The owner MAY NOT terminate the tenancy for nonpayment of CH's portion of the housing assistance payment.

Merger of Tenant Based Programs

In accordance with the 1998 Quality Housing and Work Responsibility Act passed by Congress, the Section 8 Certificate and Voucher programs are to merge by the middle of August when HUD publishes the final regulation.

This merger will

result in the creation of the Housing Choice Voucher. Like its past namesake, the new Voucher will permit families to pay above the payment standard, but for families moving or coming onto the program for the first time their rent burden can not be more than forty percent of their monthly adjusted income.

The old Certificate program will continue as existing contracts will not be converted until the second recertification after the merger of the programs.

Certificates, and the rules that govern them, will be around until the year 2001.

New Caseload Assignments Announced

Effective July 1, 1999 Charleston Housing adjusted its specialist caseload assignments. Please take note and contact the appropriate specialist regarding your tenants.

<u>Specialist</u>	<u>Assignment</u>
Valarie Saunders.....	Certificates and Vouchers with last names A through D
Barbara Voiers.....	Certificates and Vouchers with last names E through H; all Mod Rehab units.
Carol Marcum.....	Certificates and Vouchers with last names I through N; Mainstream Program, Family Unification Program and Family Self Sufficiency participants.
Paula Griffin.....	Certificates and Vouchers with last names O through Z
Frances Justice.....	All newly issued applicants with last names A through M
Tammy Jones.....	All newly issued applicants with last names N through Z

Cards to Notify of Annual Inspections

Charleston Housing inspectors will be sending out post cards to either set appointment dates and times for annual inspections or, in some cases, to confirm appointments that have been made over the telephone.

This new notification system is being used with the intent of more effectively and efficiently scheduling annual inspections.

In the past, Charleston Housing has received complaints from owners of not being aware of the date and time of inspections. By using appointment cards both the owner and family know when the inspection is to take place and if there is any difficulty with the arrangements both parties know who they are to contact.

If you have a suggestion for improving CH's operations feel free to pass it along to Jeff Knight.

CH Welcomes New Specialist

Charleston Housing is very pleased to announce the hiring of Tammy Jones as a program specialist. This is the first time Ms. Jones has been employed with CH and she will initially be working with new applicant files before being assigned a caseload to manage. She is a 1998 graduate of West Virginia Career College and is a resident of St. Albans.

EYI

Charleston Housing 's Administrative and Leasing offices will be closed on the following dates:

September 6.....Labor Day

Charleston Housing would like to apologize for any inconvenience that may have resulted from the delay in issuing the July Housing Assistance Payments. CH did not receive the necessary funds from HUD until after the 4th of July holiday.

How's Our Customer Service?

If you have a complaint or a complement about the service you receive from Charleston Housing's staff please feel free to write, telephone or e-mail Debra Boyd or Jeff Knight. Your input is essential in helping us deliver the best service!