

HAP Express

Charleston Housing's Landlord Newsletter



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Charleston Housing to Hold Landlord Orientation

Charleston Housing staff will conduct landlord orientation meetings on July 17th and 19th. The meetings will focus on:

1. The advantages of renting to Section 8 participants.
2. How to get a rental unit on the Section 8 program.
3. The responsibilities of a Section 8 landlord.

All existing Section 8 landlords are encouraged to attend and bring another non-participating landlord with them.

The orientation meetings will coincide with the issuance of vouchers to families currently on our waiting list. CH will be

conducting an applicant orientation for approximately 300 families in June and should be issuing vouchers in July and August once the verification process is complete.

Landlords interested in renting to Section 8 families may want to advertise the availability of their units in lo-

cal newspapers or Charleston Housing staff will post units on our bulletin board in our Littlepage Office.

To list available units please call 348-6451 and ask for either Wendy Haddox, ext. 377 or Wanda Allen, ext 370. Vacant units are posted for two months.

Landlord Orientation Meetings

July 17, 2001 6:30 p.m. to 8:00 p.m.
in Charleston Housing's Conference Room
at 911 Michael Ave., Charleston

July 19, 2001 6:30 p.m. to 8:00 p.m.
in Room 111, Nitro Community Center
302, 21st Street, Nitro

Individuals Certified in Safe-Work Practices Needed!

Charleston Housing is working to compile a listing of individuals willing to make their Safe-Work Practices skills available to other landlords by performing paint stabilization.

You must have attended a HUD approved training course like the one offered by CH or the ones sponsored by HUD.

If you're interested, please contact Wendy Haddox at 348-6451, ext. 377 or by e-mail at wendyh@charlestonhousing.com

FREE Lead-Safe Work Practices Course

Sponsored by HUD

Monday July 9, 2001
Holiday Inn, 600 Kanawha Boulevard

To register call 1-866-HUD-1012
or visit www.leadlisting.org

Being certified in lead-safe practices will allow you to perform paint stabilization. So take advantage of the free training!

How To Reach US

Primary Business Address

P. O. Box 86
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Phone: 304-348-6451
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Jeff Knight, Director of Leased Housing

Extension 376

jknight@charlestonhousing.com

Wendy Haddox, Leased Housing Assistant

Extension 377

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Tammy Jones, Specialist

Caseload: Tenants with last names R to Z

Extension 371

tjones@charlestonhousing.com

Tammy Good, Specialist

Caseload: Tenants with last names Ho to Q

Extension 372

tgood@charlestonhousing.com

Barbara Voiers, Specialist

Caseload: Tenants with last names E to Hn & all Mod Rehab.

Extension 374

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Valarie Saunders, Specialist

Caseload: Tenants with last names A to D

Extension 379

vsauanders@charlestonhousing.com

Jennifer Young, Specialist

Tenant transfer

Extension 380

jyoung@charlestonhousing.com

Carol Marcum, FSS Coordinator

Caseload: FSS, Mainstream & FUP

Extension 383

cmarcum@charlestonhousing.com

Frances Justice, Specialist

New Applicant Files

Extension 385

fjustice@charlestonhousing.com

Section 8 Units Must be Individually Metered

If an assisted tenant is responsible for paying the utilities, their unit must be individually metered. If a landlord has multiple units sharing the same meter, Charleston Housing will require the landlord to pay for that service.

Pre-Inspection Review Encouraged

All landlords receive notification when Charleston Housing begins the annual recertification process of their tenants. Soon thereafter the annual Housing Quality Standards inspection is conducted.

When you receive the recertification letter, you're encouraged to meet with your tenant to conduct a pre-inspection of the property. This will help you to identify any maintenance problems (deteriorated paint, leaking drains, non-working smoke detectors) that could be repaired prior to the annual HQS inspection. In doing so you will save all parties a lot of time and possible aggravation.

Tenants Required to put Complaints in Writing

Tenants requesting non-emergency special inspections are being informed they must submit their request in writing, detailing the maintenance problems, and must also provide documentation showing they have previously notified the landlord of the specific problems.

Charleston Housing believes a tenant should give their landlord the opportunity to make repairs before requesting an inspection.

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

West Virginia Day Wednesday, June 20

Independence Day Wednesday, July 4