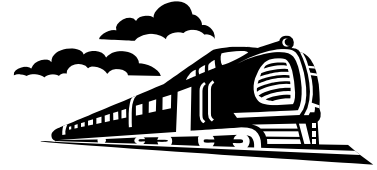


# HAP Express

Charleston Housing's Landlord Newsletter



Volume 3 Issue 1

March 1, 2000

## Owners Encouraged to Improve Leases

Since October 1, 1999 landlords have been required to use their own lease agreement when initially renting to a Section 8 family.

Federal regulations require the lease to:

- 1) Be in a standard written form;
- 2) Generally be the same as the agreement used by the owner for unassisted tenants; and
- 3) Be in compliance with state and local law.

Unfortunately, CH has received a number of leases that fail to meet these requirements.

In order for Charleston Housing to accept your lease it must contain the five items outlined in the box.

It is also important for owners to note that the HUD required lease addendum will be attached to their lease agreement. The addendum's language will prevail over provisions in the owner's lease. A

### Your Lease Agreement Must:

- 1) Contain the name of the owner and tenant.
- 2) List the address of the unit rented.
- 3) State the term of the lease. (The initial term must be for one year. The owner determines the renewal period, month to month, etc.)
- 4) Specify what utilities and appliances are owner paid and supplied and which are tenant paid and supplied.
- 5) List the amount of monthly rent to the owner.

copy of the addendum can be found in Part C of the HAP contract.

While Charleston Housing does not offer a model lease for landlords to use, the WV Landlord Asso-

ciation has developed a model that meets the necessary requirements. You can contact them at 342-4342 to find out more about their lease and the services they provide landlords.

## Owners Are Responsible For Screening Tenants

A routine complaint staff hears from landlords is how "Charleston Housing's tenant has..." (you can fill in the blank with the complaint). The truth is that CH does not screen the

family to determine if they are acceptable for tenancy; that is the responsibility of the owner. CH only determines if the family qualifies for assistance.

As an owner you

may screen families on the basis of their tenancy history. This includes such factors as their background in paying rent; caring for a unit; respecting the rights of others; drug or criminal activity and their com-

pliance with a lease.

Upon written request, CH will provide an owner with the current address of the family and the name and address of the current and previous landlords (if known).



## How To Reach Us

**Primary Business Address**  
P.O. Box 86  
Charleston, WV 25321

Phone: 304-348-6451  
Fax: 304-348-8155  
Email:

**Debra Boyd, Director of Operations**  
Extension 373  
dboyd@charlestonhousing.com

**Jeff Knight, Director of Leased Housing**  
Extension 376  
jknight@charlestonhousing.com

**Tammy Good, Leased Housing Assistant**  
Extension 377  
Tgood@charlestonhousing.com

**Tammy Jones, Specialist**  
Caseload: Tenants with last names O through Z  
Extension 371  
tjones@charlestonhousing.com

**Carol Marcum, Specialist**  
Caseload: Tenants with last names I through N  
cmarcum@charlestonhousing.com

**Barbara Voiers, Specialist**  
Caseload: Tenants with last names E through H  
& all Mod Rehab.  
bvoiers@charlestonhousing.com

**Valarie Saunders, Specialist**  
Caseload: Tenants with last names A through D  
vsaunders@charlestonhousing.com

**Jennifer Young, Specialist**  
New Applicant Files  
Extension 380  
jyoung@charlestonhousing.com

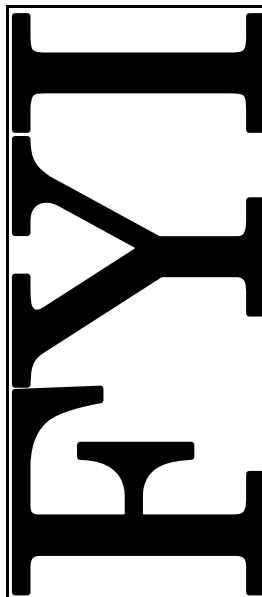
**Frances Justice, Specialist**  
New Applicant Files  
Extension 385  
fjustice@charlestonhousing.com

## 1099 Questions

Many owners have called and questioned the amount listed on their 1099 tax form. It is important to note that your Form 1099 for 1999 includes the payment for January 2000. Charleston Housing issued the January 1, 2000 payment on December 29, 1999 in order to deliver landlord payments before the new year in case there were any Y2K problems. While this additional month was reported for 1999, the amount for 2000 should only include 11 months worth of payments.

## Cutoff Dates

In order to get property owners paid as quickly as possible, CH staff asks landlords to please return mailed HAP contracts as soon as possible. Likewise, if a staff member telephones and leaves a message for you to come into the office to sign a contract please respond as soon as possible. CH operates under a strict cut-off date system for check processing and we are unable to process payments until a signed HAP contract is in hand. Thank you for your cooperation.



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

Friday, April 21....Good Friday

Tuesday, May 9....Primary Election

Monday, May 29....Memorial Day

---

If you have rental property that you would like Charleston Housing to post on our bulletin board, call Tammy Good at extension 377.