Greter Dayto Premier Management

Volume 17, Issue 17
August 2016

HCV HIGHLIGHTS

- HQS Pre-Inspections coming soon!
- The next Quarterly Owners Meeting will be held on Thursday, November 10, 2016
- Effectively immediately, when an initial inspection passes, you will have the ability to call 937-910-5487 to schedule a leasing appointment.

Water and Sewer Responsibility

When you complete your Request for Tenancy approval (RTA), are you placing the responsibility of the water bill on the tenant?

If so please keep in mind the Hosing Choice Voucher participants can only pay water if there are separate water meters. If you currently have a lease agreement and wish to change utility responsibilities, you MUST request a new lease.

A major concern of property owners is being stuck with a water bill once the tenant vacates the property. The water bill is unique, because unlike DP&L and Vectren it does not follow the renter.

Below are some helpful hints when renting to tenants that are responsible for paying water.

- Request a duplicate bill
- Have the water department contact you before any payment arrangements can be made on the account
- Contact our office if any utilities have been disconnected

Our goal is for this newsletter to be a pathway of communication to expand the collaboration between owners, tenants and the agency.
In many civil rights law there are classes of individuals enumerated as “protected classes” because these types of individuals and communities have a history of being disparately impacted by the policies of governments and individuals that limit their choices in the marketplace. An example of this is housing. In the past, landlords could choose their tenants based on characteristics such as family size, color, or religion. But since the enactment of the 1968 Civil rights Law, this has been illegal when the applicant meets all of the objective criteria such as not overcrowding, good credit, good rental history, ability to pay and no criminal history.

1. RACE
2. COLOR
3. RELIGION
4. SEX (GENDER)
5. NATIONAL ORIGIN
6. HANDICAPPED (Disabled/handicapped person is one who has a condition which substantially limits one or more life activities, who has a record of such impairment, or who is regarded as having such an impairment. This includes people with AIDS, people who are drug addicted but who are not currently using.)
7. FAMILIAL STATUS (families with one or more people under the age of 18 living with them, includes foster families, and pregnant women, and people seeking custody of children.)

Some areas or municipalities have added protected classes to their local ordinances. For example, the City of Dayton also prohibits discrimination based on someone’s sexual orientation, gender identity, marital status and age. The State of Ohio has added ancestry and military status to their list. Check with your local area government if you are managing or selling real estate in other areas.
Kenny McClodden, HVC Inspector

After 29 years of service, Kenny will be retiring this month. His last day will be August 31, 2016.

He has worked in various positions with the company and has left a positive impression with everyone he meets.

He will be missed by all of us in HCV, and we wish him well in his post-retirement ventures.

HAPPY RETIREMENT!!!

Ms. McClinton has been with GDPM since December 2014.

Her position consists of issuing RTA packets to clients who wish to move from her/his current place of residence. Where-in she runs the client’s income tax report, calculates income, ensures that the client’s income does not exceed 40% of the household’s total income, and then entering the changes into the computer system.

Ms. McClinton also reissues new RTA packets to clients who have turned in her/his packet for the new residence, but either the inspection failed twice, the owner decides not to rent the property, or the client decides not to take the unit.

If you need help in any of these areas, you may contact Ms. McClinton at 937-910-5482, or email her at jmcclinton@gdpm.org

Ms. Crawford has been with GDPM since May 2004. She has worked in many areas of the HCV department.

Ms. Crawford started out as a Leasing Specialist where-as she coordinated the lease signing between the client and the landlord and moved-in the client’s information into the computer system.

She then transferred to a Recertification Specialist which entailed re-verifying household income and any relevant changes in the household.

After applying for the position of Compliance Specialist, Ms. Crawford was offered and subsequently accepted the position. Her duties would be to audit the client’s files for accuracy of information and if needed, ensure an error-free conclusion.

She now possesses the title of HCV Team Leader, where she oversees all aspects of the workings of the HCV Program.

If you need help, you may contact Ms. Crawford at 937-910-5488, or email her at dcrawford@gdpm.org
TOP HOUSING QUALITY STANDARDS (HQS) INSPECTION VIOLATIONS

GDPM conducts regular inspections to ensure all Section 8 units meet U.S. Department of Housing and Urban Development (HUD) Housing Quality Standards (HQS).

Section 8 property owners can plan ahead by assessing the condition of the tenant’s unit and the exterior/public space prior to a scheduled inspection. This will help to ensure there are no issues that could result in a failed inspection. Correcting a problem prior to an inspection helps to avoid suspensions of Housing Assistance Payments.

- Non-functional smoke detectors
- Missing or cracked electrical outlet cover plates
- Railings not present where required
- Peeling exterior and interior paint
- Trip hazards caused by installed floor coverings (carpets/vinyl)
- Cracked or broken window panes
- Inoperable burners on stoves or inoperable range hoods
- Missing burner control knobs
- Inoperable bathroom fan/no ventilation
- Leaking faucets or plumbing
- No temperature/pressure relief valve on water heaters

NEW LEASES AND RENT INCREASES

The Housing Choice Voucher Program has two different processes during the course of the tenant’s time on the program.

The two options are **New Lease Request** or a **Rent Increase**. Some Landlords request new leases every year. This is solely your choice. After a family has resided in the unit for one year, the lease automatically becomes a month-to-month lease. You may select one of the following choices:

**New Lease Request**
- Change Utility Responsibilities
- Locks Family into Another Year’s Lease
- Increases Rent (If Rent Reasonable)
- Requires Tenant and Owner Signatures
- Must have an Approved Inspection within 120 days
- Yearly recertification must be completed

**Rent Increase**
- Increases Rent yearly if Rent Reasonable
- Must be Submitted by Deadline Date in Recertification Letter
- No Tenant’s Signature Required

NO SIDE DEALS

Section 8 owners and tenants are reminded that any side agreements that charge more than the GDPM/HCV approved Section 8 contract rent are prohibited. GDPM is will investigate all claims of side deals between Section 8 owners and tenants. It is important to remember that only GDPM/HCV can authorize changes to the contract rent and the tenant share. Refer to your HAP contract and lease. Don’t risk losing your Section 8 subsidy!
The Owner’s Portal is a convenient way to access your HCV rental information. You can list your properties; obtain your rental deposit slips, your 1099; and view/printout your inspection reports.

If you need help getting started, you may contact anyone in the HCV department. A list of the staff and their direct number is listed below.

**INSTRUCTIONS TO ACCESS THE OWNER’S PORTAL:**

1. Type in GDPM’s website: gdpm.org, and click on “Owner’s Portal” located on the right side of the screen.
2. The screen below will pop up. Then click the appropriate link (Owner Portal or Agent Portal).
3. This will bring you to the “Log-in Screen.”
4. Then type in username and password:
   - **Username** is the capital letter O and your owner number (supplied by the HCV Staff).
   - **Password** is GDPM (all caps) and the last four digits of your social security or tax ID number.
If you are missing our trade shows, you are missing a treat. There is HCV information, networking, door prizes, food and beverages and interacting with the staff.

If you are interested in showcasing your business or checking out other businesses, plan to attend our 5th Annual Trade Show on May 18, 2017, and contact Elaine Letton at eletton@gdpm.org to reserve a table. Details will be announced at a later date.

**CONTACT US**

GREATER DAYTON PREMIER MANAGEMENT

Housing Choice Voucher Program
400 Wayne Avenue
Dayton, OH 45410

Main#: 937 910-5400
Fax: 937-910-5467 or 910-5303

hcvprogram@gdpm.org
Check out our website: www.gdpm.org

**Do you need to report Fraud?**

Contact
937-910-7580

**IMPORTANT PHONE NUMBERS**

SCHEDULE AN INSPECTION: 937-910-5431
SCHEDULE A LEASING: 937-910-5487
CUSTOMER SERVICE LINE: 937-910-5403