

# Landlord Link

The Housing Authority of the City  
of Santa Barbara

## Hello 2010!

We wish you a happy and prosperous new year! 2009 was a busy year for the Housing Authority. Besides celebrating our 40th anniversary, we secured funding for our newest development, Artisan Court, which will serve low income downtown workers, as well as a special needs population to include youth aging out of foster care and formerly homeless. Here are a few highlights from our 2009:

- \* El Carrillo, Housing Authority's award winning development for the homeless was featured on Huell Howser's *California's Communities*.
- \* The Furniture Closet Program, created to help low income clients with furnishing needs from donations as well as on-the-job training for student interns, became a national award winning program.
- \* Second Story, Housing Authority's new non-profit established to provide supportive services to our community, officially became a 501c3.
- \* 7 Families graduated into self-sufficiency and out of public assistance through the Housing Authority's Family Self Sufficiency Program.



Photography by Mark Kuroda

## Landlord FAQ's

**Q:** How do I request a rent increase and how much can I request?

**A:** You must notify your tenant with a written 60-day notice of a rent increase with a copy sent to the Housing Authority. Rent increases require our inspector's determination that the request is "rent reasonable". This "test" is based on analysis of comparable unassisted units in the same area, and is to ensure that a fair rent is paid. Rent increases are not a set amount or percentage, but based on the market rent for the unit at the time of the request. Rent increases are approved on a case by case basis, and *in general*, the Housing Authority refrains from approving more than one increase per year, especially if the unit is being rented close to market

value.

**Q:** Will my HAP (Housing Assistance Payment) check be delayed due to tenant caused deficiencies found in an inspection?

**A:** The inspector will make a determination of owner or family responsibility during the inspection and certain HQS (Housing Quality Standard) deficiencies are considered the responsibility of the family. A few examples include:

- \* Tenant-paid utilities not in service.
- \* Failure to provide or maintain family-supplied appliances.

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# Housing Quality Standards Inspection Checklist

**What are the inspectors looking for? We encourage you to use this list, although not all inclusive, to review your property in advance of the annual inspection date. Please contact our inspectors with any questions regarding this checklist or the Housing Quality Standards.**

## General

- Address and unit numbers are displayed in a conspicuous place and easily visible
- Lead paint: All painted surfaces are free from cracks, scaling, chipping, peeling or loose paint. (this rule applies to all units built prior to 1978 when a child under the age of 6 or a pregnant woman will live in the unit).
- Appliances provided in the lease are working properly and all parts are operational.
- Smoke detectors are in working order and placed correctly throughout the unit.

## Plumbing

- The water supply is adequate.
- Plumbing lines and fixtures are free of serious leaks or defects.
- Hot water tanks have a temperature/pressure relief valve and a discharge line that goes to the exterior of the unit or down to within 6 inches of the floor.
- Fixtures and the waste disposal system work properly.

## Heating

- Heating devices are permanently installed and operate and vent properly.
- Heating devices maintain an adequate comfort level for the climate.

## Walls, ceilings & floors

- There are no serious defects—such as severe buckling, bulging or leaning—that threaten the structural safety of the building. No potential exists for structural collapse.
- There are no loose surface materials and no items or components in danger of falling.
- There are no defects in the floor materials that may pose a tripping hazard.
- There are no damaged/loose structural members or large holes/cracks that allow significant drafts into the unit.

## Electrical

- There is no broken, non-insulated or frayed wiring.
- All electrical junction boxes have covers.
- There are no missing or badly cracked cover plates on switches or outlets.

## Security

- Exterior doors lock securely.
- Windows that are accessible from the outside and are designed to be opened must lock properly.

# Landlord FAQ's

(Continued from page 1)

- \* Damage to the unit or premises caused by a household member or guest beyond ordinary wear and tear.

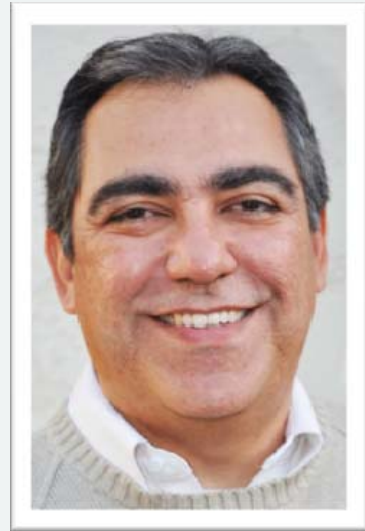
The owner and tenant will be notified of a failed inspection and the family will be provided a period of time to remedy the items.

*Q: What should I do if additional people move into the Section 8 unit?*

A: Section 8 participation requires a family to report all changes in household composition to the Housing Authority. For additions resulting in the birth, adoption or court-awarded custody of a child, the family has 30 days to notify. All other household additions must have prior approval from both the Housing Authority and the owner. The Housing Authority will not approve the new family member until verified as eligible and the owner has approved in writing.

## Meet Our New Leasing Agent - Jerry Morales!

Jerry comes to us with many valuable skills and knowledge gained from his impressive professional background as a business owner and career in property management, operations and customer service. Jerry's property management experience includes managing properties in the Compton and Long Beach areas for many years where he was responsible for performing all administrative functions including contract negotiations, applicant screening, rent determinations, site inspections, and working with contractors on building maintenance and renovations. He is also fully bilingual in Spanish. As Leasing Agent, Jerry, alongside our inspector Ronnie Anderson, will be responsible for coordinating all leasing and inspection aspects of the Housing Authority's Section 8 program and acting as our key liaison between the Housing Authority and the landlord/owner population. Jerry is a compassionate individual who understands and shares the philosophy and goals of the Housing Authority and we look forward to working alongside him.



## Inspector's Notes

Recent inspections have revealed a few common fail items:

- \* Smoke alarms missing, misplaced or not working
- \* Very poor housekeeping and cleanliness issues

California law requires smoke alarms to be placed in each sleeping room *and* in a corridor giving access to each sleeping room, as well as placed in common stairwells of multiple dwelling complexes, if applicable.

Failing an inspection due to poor housekeeping should be of great concern to owners—this means your investment is being maintained in a condition that is close to being a health and safety hazard. For this reason, we strongly encourage all owners to conduct regular inspections of their units. If you find a tenant is struggling to maintain their unit, or might be in need of other support, please contact our office for possible assistance.

We're on the Web!

[www.hacsb.org](http://www.hacsb.org)



## The Housing Authority of the City of Santa Barbara

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Santa Barbara, CA 93101

Phone: 805-965-1071

Fax: 805-564-7041

[www.hacsb.org](http://www.hacsb.org)

# News Flash!

## List Your Vacancies...FREE!

The Housing Authority maintains a **FREE** listing service for your vacancies. If you want to fill a vacancy quickly, add it to our list which is sent out to all Voucher holders currently looking for a unit. Please contact Andrea Fink at 897-1034 or go to our website at [www.hacsb.org](http://www.hacsb.org) to list your unit.

## Who to Call...

For HAP contract/lease-up questions:  
Andrea Fink, 897-1034

For inspection questions: Jerry  
Morales, 897-1049 or Ronnie  
Anderson, 897-1045

For HAP payment questions: Ruben  
Venegas, 897-1046

Director of Housing Management:  
Veronica Loza, 897-1032

## Community Outreach

The Section 8 program simply could not work without landlords willing to participate. We are always available to provide information in the form of a phone call, email or provide a speaker to groups interested in our programs. If you are interested in this service, please contact our office.

## Housing Authority Office Hours

As a reminder, the Housing Authority works a flex schedule, with alternate Fridays closed to the public. We also have extended daily customer service hours:

Monday—Thursday:

7:30 am - 5:30 pm

Alternate Fridays:

8:00 am - 4:00 pm

## Furniture Closet

The Housing Authority continues to need donations for our Furniture Closet. If you have furniture in good condition that you would like to donate, or know of a tenant in need, please contact Angel Velazquez or Marcus Lopez at 897-1044. Donations are tax deductible.

## Program Fraud and Abuse

Program fraud/criminal activity, such as unauthorized person(s) living in the unit, unreported family income or assets, and criminal or drug activity at the unit, are violations of program rules, and they damage the integrity of our program. The Housing Authority and HUD take fraud and program abuse very seriously and encourage anyone with information contact our office at 965-1071.