

Rent Increase Requests

Volume 1, Issue 2

May 2003



DODGE COUNTY HOUSING AUTHORITY

Housing Newsletter

We understand that rent increases are a necessary part of owning rental property.

As a landlord your costs may increase due to higher property taxes, maintenance etc.

In the past we have processed rent increase requests when they were received. Sometimes this meant we were notified at the last minute or after the increase took affect.

Due to the high number of current program participants and limited staff, we must be more firm in processing rent increases.

The HAP (Housing Assistance Payment) contract specifies that the initial rent amount has been approved for a period of one year.

By entering into that contract you have agreed to a set rent amount through the initial lease term on the contract.

Unless there are extenuating circumstances, we expect that no rent increase request will be submitted during that time.

After the initial lease term has passed, you may request a rent increase by submitting the request **in writing to our office no less than 60 days prior to the date the increase will take affect.**(see page 10, section 15, letter d of the HAP contract)

You also need to notify the tenant of the increase. **However, it is the landlord's responsibil-**

ity, not the tenant, to request the increase from the Housing Authority.

We thank the landlords that have been following this practice in the past ask and that you continue to do so.

For the landlords that have not been notifying us 60 days prior to the increase, you need to adjust your system to include requesting the proposed rent increase according to this timeline.

You can fax the increase request to (920) 386-2725 or mail the request to 491 E. Center St, Juneau, WI 53039.

Effective 7/1/03 we will no longer process an immediate rent increase. The increase will be made effective 60 days after we receive the request.

Please ensure we receive the requests on time. You cannot charge the increase to the tenant until the effective date of our change.

It is a violation of the HAP contract to charge your tenant a different rent amount than our records indicate. (see page 8, section 5 letter e of the HAP contract)

If you have any questions, contact our office at (920) 386-2866.

DODGE COUNTY HOUSING AUTHORITY

491 E. Center Street
Juneau, Wisconsin 53039
Phone: (920)-386-2866
Fax: (920)-386-2725

Email: dcha@powerweb.net

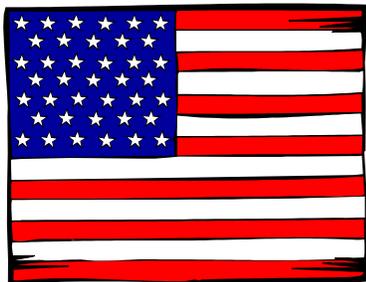
Barbara J. Lubahn-Hagedorn
Executive Director

Carl Bernhard
Board Chairman

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*Happy
Memorial
Day*



HQS Inspections



When a property comes onto the HUD program an initial inspection is performed to determine whether the housing unit is decent, safe and sanitary according to Housing Quality Standards (HQS).

The unit will then be inspected annually in order for the family to continue to receive assistance.

What are the HQS standards? What are we looking for?

HUD establishes criteria for acceptable housing quality.

The unit needs to have appropriate and working sanitary facilities, cooking and food preparation areas, heating system, lights and electrical systems, and water supply.

We need to have access to all areas of the unit including the mechanicals. If the water heater, furnace or electrical panel are located outside of the apartment, we need to have access to those areas during the inspection.

For Bay Harbor, Mayville Heights, The Landings, Lincoln School, Stoneridge, Keystone, Lakeview and Shoe Factory Apartment complexes we will make arrangements to inspect the mechanicals of these properties once per year for all the tenants living at the complex.

We will not need access to these areas during Individual tenant inspections for these locations.

As the owner you should maintain the unit in accordance with HQS.

If the unit does not pass HQS inspection, you will receive an inspection repair letter. A follow up inspection will be scheduled within 30 days to ensure the repairs have been made.

Common problems that are found at annual inspection are, missing or not working smoke alarms and missing or broken hand rails. These items may have been in place initially but are not functioning now.

The other very important issue is chipping and peeling paint in a property built before 1979 where a child under 6 resides. **ANY** chipping or peeling paint will cause the property to fail.

The painted area needs to be stabilized. If the damaged areas is a small component and it exceeds 10% of the surface/ or an exterior area of more than 20 square feet, lead safe work practices must be used and clearance testing must be done. If you need more information about these issues you may obtain them by contacting us or by using the EPA website at www.epa.gov.