

# OWNER *News*

City of Kenosha Housing Authority  
625 52<sup>nd</sup> Street, Room 98  
Kenosha, WI 53140



Spring 2016

## Announcing NEW Staff to Kenosha Housing Authority

The Kenosha Housing Authority is happy to announce two new Housing Specialists to our staff. Amber Murdoch and Ryan Stich joined us in January and are busy getting acquainted with their clients, going out on inspections, attending housing training seminars and settling in. Please welcome them!



**Amber Murdoch:** Amber has worked in case management for 7 years. She will conduct inspections and oversee a large caseload for the Section 8 program. *"I am looking forward to working for the City of Kenosha and helping the residents and families of Kenosha County".*

**Ryan Stich:** Ryan has worked for the City of Kenosha since 2009. He's had a variety of experience and comes to us most recently from the City Clerk/Treasurer's office. Ryan is excited for a new career as a Housing Specialist. He will be conducting inspections and working with MOD Rehab and Section 8 tenants. *"I've always wanted to find a job where I could help people and make a positive impact on our community."*

## Would YOU Live in the Apartments You Rent to Tenants?

There is a minimum acceptability criteria necessary for housing to qualify for the Section 8 Housing Choice Voucher Program. The Kenosha Housing Authority abides by the Housing Quality Standard (HQS) checklist when doing inspections. This checklist is for the **health and safety** of the occupants, but also for **decent living** in a place they call **home**. All landlords on our program can request a Landlord Packet and Landlord Handbook which outlines Housing Quality Standards in detail as well as other requirements. If you have been a landlord with us for several years and would like a new copy, please contact the office.

If your unit does NOT pass inspection you must make the required repairs within the mandated time (usually 14-30 days) and submit documentation of those repairs. Failure to do so can result in suspension or reduction of your housing assistance payments (HAP) or termination of the HAP contract.

Please understand that our tenants do deserve a safe, decent and sanitary place to live and call home. Many of them are elderly, disabled or raising children in these apartments and moved here for a better life for themselves and their families so they can work to become self-sufficient.

Your units will have an initial inspection anytime a new tenant moves in, an annual inspection to determine if the unit continues to meet HQS or a complaint inspection performed as a result of a complaint from a tenant or a landlord. We do not conduct move-out inspections.

**Remember: DECENT, SAFE, SANITARY...and a place you'd want to call HOME**



Equal Housing  
Opportunity

## Inspection Reminder!

Please be advised our inspectors **WILL NOT** enter a unit for inspection if maintenance workers or repairmen are still in the process of making repairs.

The unit **MUST** be ready and **ALL** work completed before the inspection is scheduled.



## Landlord Checklist:

Remember to screen applicants to be sure they will be good tenants. Look at their rental, credit and criminal background history. Other points to keep in mind:

- Obey the lease with your tenant and the contract you have with KHA
- Maintain the unit to the standards of the HUD and KHA Housing Quality Standards
- Follow the law on security deposits, including proper notice of refunds when the family moves out
- Pay for utilities and provide services stated in your lease
- Remember HAP checks are mailed out the **first business day** of the month...**not** the first DAY of the month. Contact **our office** if you have questions about your HAP check and never make your tenant do that!



## Bed Bug Notice!

The KHA treats bed bugs as a **repair issue** and HAP payments will be **held** until the issue is resolved by a licensed exterminator. Landlords must prove if they believe bed bugs were brought into the unit by the tenant if they want to charge the tenant.

## KHA Switching to Direct Deposit

Last month you received a **Direct Deposit Authorization form** with your HAP payment. The Kenosha Housing Authority will be issuing all HAP checks via direct deposit effective **June 1, 2016**. Payments will now be deposited directly into your bank account as indicated on the form.

Please complete the Direct Deposit Authorization form indicating your financial institution name and routing transit number and return to our office before **April 15, 2016**. We will **not** be issuing any paper checks on or after June 1, 2016. If you have questions or concerns about completing the form, contact Lyn in our office at (262) 653-4120.



**Direct deposit forms due: April 15, 2016**

**First HAP payment made via direct deposit: June 1, 2016**

## KHA Owner Newsletter

The KHA owner newsletter will now be sent out quarterly to the email address you provide on the direct deposit authorization form. There will be no paper newsletters mailed after the spring 2016 issue.

