



# Landlord Connections

Section 8 News – September 1, 2011



## Executive Director

Bud Alkire

## Commissioners

David Dorsey  
Maddy Metzger-Utt  
John Mierke  
George Perez, Jr.  
Lyle Ryan  
Todd Taylor

## MISSION STATEMENT

*The Everett Housing Authority leads the community in developing and providing safe and affordable quality housing for Everett's diverse low-income families.*

### We value:

*Our clients  
Our professional and dedicated staff  
And  
Our community partners*

## Housing Authority of the City of Everett

Housing Choice Voucher Program:

3107 Colby Avenue  
P.O. Box 1547  
Everett, WA 98206-1547

Phone: (425) 258-9222  
Fax: (425) 303-1175  
TTD/TTY: (425) 303-1111  
Email: [info@evha.org](mailto:info@evha.org)  
Web site: [www.evha.org](http://www.evha.org)

Hours:  
8:30 am to 5:00 pm  
Monday through Friday

Voucher Specialists are unavailable on Wednesdays for administrative processing.

## Email

In an effort to expedite processes and save resources, Everett Housing Authority strongly encourages our landlords to keep an updated email address on file with the Housing Authority. To update your account, please send an email to Monica Haubrich, Departmental Information Specialist at [monicah@evha.org](mailto:monicah@evha.org). Thank you.

## A Special Thanks from our Inspectors to Section 8 Program Landlords:

We wish to extend our thanks to you for checking over your property, and communicating with your tenant regarding any items that would make the annual inspection of your rental unit fail. Preventing an inspection from failing in the first place saves time and money: scheduling, postage, tenants taking time off from work for two appointments, gas costs and travel time for the inspectors. We also appreciate your work and efforts to repair or correct items that are not operating properly or that are hazardous before the inspection. We know that sometimes all fail items may not be found, but the efforts to do so are greatly appreciated.

We sometimes find that landlords will put off normal ongoing maintenance when a tenant has been in a place for a number of years. Recently, we have had to reduce rents due to the deteriorating condition of a unit. This is not something we do often, but it is a requirement of the Housing Choice Voucher program to never pay more than the "market rent". We make these necessary assessments concerning the rent charged for a property at our annual inspections. Property owners will be notified and given 30 days to complete needed maintenance and have a

re-inspection before the effective date of the rent change.

The condition of a unit is also a factor considered when a rent increase is requested for a property. We are open to any questions you have concerning the inspection process. Because we are in the field most of the day, please direct your questions to Korae Rutledge, Inspections Coordinator at [koraer@evha.org](mailto:koraer@evha.org) or (425) 303-1110. We will return your call or email as quickly as we can.

Thank you,  
Lyubov and Larry  
HQS Inspectors

## What is the Housing Authority's Role under the lease agreement with my prospective tenant?

A common misconception about the role of the Housing Authority is that the Housing Authority is responsible for the tenant's actions under the lease. The role of the Housing Authority is to administer the Section 8 Program which includes determining a family's eligibility for the program, conducting annual property inspections, and other administrative functions of the program.

Although we make every effort to counsel tenants on their behavior and take action to terminate a tenant's program participation for repeated lease violations, we have no authority or ability to enforce the lease provisions when a tenant does not comply with the terms of the lease. The Housing Authority is not a party to the lease and consequently has no property management enforcement abilities.

For these reasons, we strongly



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## Who to Contact:

### VOUCHER SPECIALIST III'S:

Assigned by client's last name:

Karlene Borgman  
'A' through 'Choi'  
(425) 303-1156  
[karleneb@evha.org](mailto:karleneb@evha.org)

Mary Burke  
'Choi' through 'Greb'  
(425) 339-1008  
[maryb@evha.org](mailto:maryb@evha.org)

Kimberly Nourouzee  
'Gree' through 'Land'  
(425) 303-1194  
[kimberlyn@evha.org](mailto:kimberlyn@evha.org)

Pamela Soine  
'Lane' through 'Orra'  
(425) 303-1131  
[pamelas@evha.org](mailto:pamelas@evha.org)

Linda Harrell  
'Orrb' through 'Sowa'  
(425) 303-1114  
[lindah@evha.org](mailto:lindah@evha.org)

Kris Clark  
'Sowb' through 'Z'  
(425) 303-1126  
[kriscl@evha.org](mailto:kriscl@evha.org)

### INSPECTIONS:

Korae Rutledge  
(425) 303-1110  
[koraer@evha.org](mailto:koraer@evha.org)

### LANDORD ACCOUNTS:

Monica Haubrich  
(425) 303-1118  
[monicah@evha.org](mailto:monicah@evha.org)

### ADMINISTRATIVE STAFF:

Wendy Westby  
Section 8 Supervisor  
(425) 303-1107  
[wendyw@evha.org](mailto:wendyw@evha.org)

Sandra Back  
Director of Section 8  
(425) 303-1196  
[sandrab@evha.org](mailto:sandrab@evha.org)

recommend that you screen your prospective tenants carefully to ensure that your property investment has been placed in the possession of a tenant who will take proper care of your unit.

We also request that you communicate to us when you have lease violation issues with a tenant and provide a copy of any lease violation notices to us that you give to your Section 8 tenants. By providing the Housing Authority with this information, action can be taken to terminate a program participant who repeatedly fails to follow the program rules.

### Did you know?

With cuts in budget requiring all of us to do more with less, the Housing Authority has recently stopped sending form letters to landlords and tenants if an annual HOS inspection passes. This change saves postage, stationary supplies, and staff time, as well as copier wear and tear. We leave a passed inspection notice with the unit after an inspection has been completed and passed. If an inspection does not pass, or if there are items that may need attention, we still send a pass with comments or fail letter to both landlord and tenant. Please contact Korae Rutledge at (425) 303-1110 or at [koraer@evha.org](mailto:koraer@evha.org) for any questions you may have regarding this change. Thank you.

### What do I do if my check is late?

The Housing Authority mails over 1200 checks every month to our participating landlords. All of these checks are mailed at the same time, on the last business day of each month.

Unfortunately, every month we hear from someone that their check has not arrived, and the landlord or agent wants to know what we will do about it. First, calling is absolutely the right thing to do. A check could be held up if required documentation has not been received, but usually the problem is simply late mail delivery. Calling to ensure that a check was mailed out gives us an opportunity to make sure all of the required HAP paperwork is on record, or if we still need a particular document such as a lease before we can send a check out. We can easily look this up for you.

And while we are all used to one day mail delivery, sometimes things do get lost in the mail, and take longer to get to their destination. When that happens, we can issue a stop payment after the 10<sup>th</sup> of the month in order to issue a replacement check. It is important to wait for 10 days because sometimes the missing check finds its way home, and since a stop payment cannot be voided once one has been placed, that check that just came in the mail cannot be cashed or deposited. It is not valid anymore. You must wait for the re-issued check for your payment, which can delay actually having the money in hand for a few days more.

For a stop-payment/reissue request on a check, please contact Monica Haubrich, Departmental Information Specialist, at (425) 303-1118 or at [monicah@evha.org](mailto:monicah@evha.org). Thank you.

### Do you have any suggestions?

Is there any information that you would like to see on our website that would be helpful to you? If you have any suggestions, feel free to contact Everett Housing Authority to make your requests or suggestions. Your input is important to us.