



Landlord Connections

Section 8 News – June 1, 2011



Executive Director

Bud Alkire

Commissioners

David Dorsey
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John Mierke
George Perez, Jr.
Lyle Ryan
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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
Web site: www.evha.org

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

Voucher Specialists are unavailable on Wednesdays for administrative processing.

Email

Do you have an email address? In an effort to expedite processes and save resources, Everett Housing Authority strongly encourages our landlords to keep an updated email address on their account. To update your account, please send an email to Monica Haubrich, Departmental Information Specialist at monicah@evha.org. Please be sure to include in your email the legal name and/or vendor number on your account, the rental property address and tenant's full name. Thank you.

New Outlet Regulation:

Attention: Landlords and Maintenance personnel of Section 8 rental units.

Federal HUD Housing Quality Standards has put in place new regulations for electrical outlets in older buildings. Everett Housing Authority has adopted these new standards and will adhere to the new regulations.

In some older homes, the original 2 prong slot outlets have been replaced with 3 prong hole outlets without having installed a dedicated ground wire. This condition presents an electrical shock injury and fire hazard for the user. The open grounded 3 prong outlet gives a false indication that the outlet is safe to use for grounded tools and appliances.

For buildings built in 1976 and older, the Everett Housing Authority authorizes 3 methods to correct non-grounded three prong receptacles in older buildings.

1. Replace the ungrounded three prong outlet with a 2 prong receptacle.

2. Replace the ungrounded three prong outlet with a GFCI.
3. Properly wire the three prong outlet with a dedicated ground.

For any questions do not hesitate to call the inspections department.

Do you screen potential tenants?

The Housing Authority would like to remind you of the importance of screening your Section 8 Tenants before allowing them to establish residency. Please keep in mind that the Housing Authority does not screen Section 8 Participants for information regarding their previous rental history or credit rating. All Section 8 Applicants are initially required to meet income eligibility criteria. Section 8 Applicants' final eligibility is then determined by meeting the requirements of the Housing Authority's policy and the regulations required by HUD.

The Housing Authority encourages landlords to screen all potential tenants for previous rental and credit history. This screening process should be completed and a tenant should be approved by the landlord prior to completing and submitting a Request for Tenancy Approval to Everett Housing Authority.

Thinking about raising the rent or changing who is responsible for utilities?

All rent increase requests must be submitted to Everett Housing Authority in writing. A full sixty day notice is required for processing, and is processed from the date that your request is received by Everett Housing Authority. Please be sure to include in your request the tenant's full name, rental property address,



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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

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

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

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

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

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

INSPECTIONS:

Korae Rutledge
(425) 303-1110
koraer@evha.org

LANDLORD ACCOUNTS:

Monica Haubrich
(425) 303-1118
monicah@evha.org

ADMINISTRATIVE STAFF:

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

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

the requested rental amount and the effective date of the change (keeping in mind the sixty days for processing). The same procedure is required if requesting a change in who is responsible for the utilities. Please remember that the Housing Authority must approve your request prior to a new lease or lease addendum being signed with your tenant. Rent increase requests can also be emailed to Koräe Rutledge, Inspections Coordinator at koraer@evha.org.

Request For Tenancy Approvals:

When submitting a Request For Tenancy Approval (RFTA), please be sure to complete all requested information on all pages of the packet, including providing signatures and dates as needed. Missing or incomplete information or missing pages may delay processing time. To expedite this process, it is important that you submit the completed packet in its entirety in a timely manner. Please keep in mind that Everett Housing Authority does require a new IRS W-9 form to be completed and submitted with every RFTA, whether you are a new or an established landlord. If you need assistance in completing this paperwork or have any questions, please feel free to contact Koräe Rutledge, Inspections Coordinator at 425-303-1110.

To ensure success as a landlord participating in the Section 8 Program:

Have you visited our website lately? Our **For Section 8 Landlords** link gives you access to lots of helpful information at the click of a button. Documents such as the Landlord Certification for Owners and the

Housing Assistance Payments Contract (HAP Contract) has important information regarding program rules and regulations, landlord and tenant responsibilities, participation restrictions, processing requirements, and much more. There is also helpful information available regarding common HQS failures, lead based paint, and smoke detectors. It is important to Everett Housing Authority that you have easy access to the information that you need. Just go to our website at www.evha.org and click on the link titled **For Section 8 Landlords**. Everett Housing Authority values you as a participating landlord, and wants to ensure your continued success with the Section 8 Program.

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.

Did you know?

Did you know that as of July 1, 2010 Everett Housing Authority's jurisdiction changed, and that we now serve all of Snohomish County? If you have a property in Snohomish County that you would like to list with Everett Housing Authority, please go to our website at www.evha.org, go to the **For Section 8 Landlords** link and select **List an Available Rental**. You can also list a property by calling our main number of (425) 258-9222.