

PENDER LANDLORD LINK

Information for Landlords Working with the Housing Choice Voucher Program



Compliance Corner: Allowing a Family to Move-in before a Unit is Approved

“Even though the inspection isn’t done, can Ms. Smith go ahead and move-in?” We get calls all the time from families and landlords about whether it is ok to allow families to move-in before a unit is approved. Be advised, we do **not** recommend it.

Do **not** sign a lease nor move a family into a unit until the Housing Authority says it is both affordable and has passed inspection. Approving units is a two-step process.

Units must be affordable based on a family’s budget. There is a standard formula that Housing Authorities use to determine affordability. If the unit is not affordable, the process stops. If something changes, we will review whether or not the change makes the unit affordable. If the unit is affordable, then we move to the next step and schedule an inspection.

Affordable units are inspected as soon as reasonable. We go by the date the landlord says that the unit will be ready for move-in. If the unit fails inspection, then the process

stops. If it passes, then the family and the landlord can safely set a move-in date and complete a lease. The lease must include the “HUD Tenancy Addendum to the Lease” in order to be complete.

We are not allowed to pay assistance for units that are not affordable and/or did not pass inspection.

What happens if a family moves in to an unapproved unit? The family is responsible for 100% of the rent. We also cannot help families get out leases on unapproved units.

Even if a unit is approved later, we cannot pay assistance for any days that a family was in possession before the approval date. Once a unit is approved, a new 12-month lease is required. Finally, we also cannot help landlords collect rent for any days the tenant was in the unit before the approval date.

Don’t make a costly mistake by leasing up a family or by allowing them to move in before a unit is approved.

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Quality Assurance Inspection Notice

The Housing Director will be conducting Quality Assurance inspections over the next several months as part of our required inspection and reporting process for HUD. Do not be surprised if your unit gets chosen for a QA inspection soon after its regular annual inspection or a recent move-in inspections. We will be doing QA inspections within 60 days of the most recent annual or move-in inspection.

We will send notices to tenants and landlords for those properties that are chose for the QA inspection.

Seasonal Maintenance: HVAC Units & Smoke Detectors

Its that time of year again, we “spring forward” to day light savings time and its time to test smoke detectors. Its also time for other seasonal maintenance.

Always test the smoke detectors in all of your rental units to make sure they work. Immediately replace any that do not work properly. The detector itself is always the landlord’s responsibility to replace.

Pursuant to NC State Law, smoke detector batteries are also your responsibility to re-

place, unless your lease states that tenants are responsible.

If your lease states that tenants are responsible for changing HVAC unit air filters, spring and fall are a good time to make sure this is being done.

If the lease does not state that the tenant must change the air filters, then the landlord is responsible for changing them. HVAC units operate better when the filters are changed regularly.

If your rental unit has window air conditioners, now is the time to put those units back in the windows. Tenants should not be responsible for removing or replacing window air conditioning units. Tenants may damage windows as well as the air conditioner and may not install the unit properly.

Taking care of basic maintenance regularly can prevent expensive problems in the future.

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The Pender County Housing Authority provides rental assistance to low-income families based on household income. The program assists eligible families renting in the private rental market from private owners who have available units and who are willing to work with the program.

The goal of any rental assistance program is not to pay all of the families rent, but rather to help eligible families afford better quality housing than the family could afford without assistance.

PCHA is not a property management company and does not manage property for private landlords.

*Do you have a question about
the program rules?*

*Please call 910.259.1370 for
help*

Inspections: Fails May Result in Lost Income

What is the point of a Housing Quality Standards (HQS) Inspection? The inspection is to ensure that a rental unit meets HUD's minimum housing standards.

Everyone's goal should be that the unit pass on the Inspector's first visit. A second visit should not be needed. Our inspection is not a substitute for doing regular inspections of your own. If you do regular inspections and regular maintenance, a failed inspection is less likely.

For "move-in" inspections that we will only go out to a property a maximum of two times. If it fails on a second visit, we ask the family to find another unit. HQS inspections are not to provide a repair list. It is to verify that the unit meets the HUD minimum requirements.

Why do we limit move-in inspections? Because units that are being rented to

new tenants should be move-in ready. Units must be clean and all repairs must be complete. The utilities must be on. The Landlord is responsible for ensuring the unit is in move-in condition and for providing utilities through the date of inspection. Prospective tenants are not allowed to provide utilities until the date that they take possession of the unit.

Annual inspections for assisted families should also pass in one visit. Landlords should be present for annual inspections as well as move-ins.

Landlords are responsible to manage rental units and for ensuring all maintenance needs are met. Every time you take a payment from us you are certifying that the unit meets HQS requirements.

When a unit fails to meet HQS requirements, we may be required to abate (stop)



payments until such time as a unit passes. Abated payments are forfeit by the landlord.

If the unit is in fail status for more than 60 days, we may be required to terminate the HAP Contract

HUD may begin allowing Housing Authorities to charge landlords for re-inspections of units that fail annual inspections. The cost will be charged per visit for each visit after the first one.

Do you have questions about inspections? Please call us at 910.259.1209.