



Owner Briefing Schedule

June 17th at 6:00 pm
July 15th at 2:00 pm or 6:00 pm
August 19th at 2:00 pm or 6:00 pm

Owners must register in advance.
CLICK HERE to email to register for specific briefing date and time.

The Housing Choice Voucher Program Mission Statement:

To provide decent, safe and sanitary housing in a professional environment with the delivery of outstanding customer service.

landlordlines

HADC / Housing Choice Voucher Program

June 2014

Important Changes Effective June 1, 2014

Important Change to the Initial Inspection Process

More than 20% of all first-time inspections never happen. Why? The utilities are OFF or the unit is not ready for inspection.

Effective June 1, 2014, the following changes will be implemented for Initial Inspections.

- Included in the Request for Tenancy Approval (RTA) is a Rent Ready Checklist for participants and owners to use to ensure the unit is ready for inspection along with the Acknowledgement of Initial Inspection Form.
- The Acknowledgement of Initial Inspection Form must be signed by both the participant and owner prior to scheduling an inspection.
- If the utilities are off or the unit is not ready to be inspected when the inspector arrives, the inspection and RTA will be cancelled and the participant must find a new unit, as HADC will not conduct another inspection for the same unit. ●



SEE INSPECTION TIPS AND LINKS ON PAGE 2



How to Deal with Lease Violations

When a participant is in violation of the terms of the lease, it is the responsibility of the owner or agent to enforce the lease. In order for the HADC to propose to terminate the voucher of a participant, we must receive a copy of the writ of possession from the court. Without the writ, the HADC will not propose to terminate a participant's voucher for lease violation.

If a participant is given a 60-day notice from an owner and the participant moves out owing a balance, the participant will be issued a new voucher from HADC. If an owner or agent gets a judgment against the client after the move out, the HADC will pursue termination of the voucher. ●

New Move Process

Effective June 1, 2014, the HADC will no longer conduct briefings for current participants.

Instead, all participants requesting to move will be required to complete a Notice to Vacate Form. The owner or agent will be required to complete, sign, and date the bottom portion of the form prior to submission to the HADC.

Once completed, the participant or owner will return the form to the Housing Choice Voucher Program (HCVP) lobby. The HADC will review the form and the participant file to determine if the participant is eligible to move.

Within 30-days, each participant will receive either a denial letter or an approval letter stating when their voucher will be available for pickup.

It is the responsibility of the owner or agent to enforce the terms of the lease. If the participant is currently in violation of the lease, the request to vacate may be denied until the participant has cured the lease violations. Such lease violations include but are not limited to: non-payment of rent, damages, and unauthorized people living in the unit who are not on the lease.

If eviction is pursued, both participants and owners must provide the HADC with a copy of the writ for the HADC to begin the termination to process. ●

Inspection Tips

Housing Quality Standards (HQS) ensure that housing is decent, safe and sanitary. HQS standards apply to the unit as well as the building and premises.

TYPES OF INSPECTIONS

- Initial/Move-in
- Annual
- Special/Complaint
- Quality Control

ANNUAL INSPECTIONS

- Conducted at least once every 12 months.
- An adult must be present to allow the inspector access to the unit.

TOP 5 DEFICIENCIES CITED AT ANNUAL INSPECTIONS

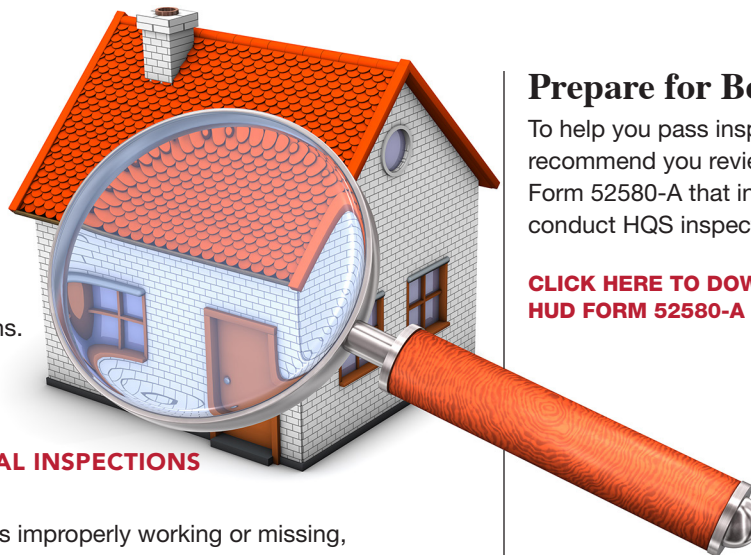
- 1) Utilities not in service
- 2) Non-working or missing smoke detectors improperly working or missing, broken or loose
- 3) Missing, broken or loose electrical switch or receptacle covers
- 4) Improperly working electrical receptacles and switches
- 5) Entry doors not secure, improper lock or not weather tight

WHAT YOU CAN DO PRIOR TO INSPECTION?

- Remind tenants of upcoming inspections.
- Schedule a walk-through with your tenants prior to inspection.
- Review items that are commonly known to fail.

INSPECTION RESULTS

- PASS – Good until next year’s annual inspection
- No Entry – The unit will be considered to FAIL
- FAIL – Re-inspection will be conducted in accordance with violation.



Prepare for Better Results

To help you pass inspections, we strongly recommend you review the actual HUD Form 52580-A that inspectors use to conduct HQS inspections.

CLICK HERE TO DOWNLOAD HUD FORM 52580-A

More Forms and Links Available Online

- **HQS Self-Inspection Checklist**
- **Landlord Forms and Information**
- **Participant Forms and Information**

Contact Us

NAME OF EMAIL	EMAIL ADDRESS	E-FAX NUMBERS
Compliance	Compliance@dekalbhousing.org	(404) 270-2477
Inspections	Inspections@dekalbhousing.org	(404) 270-2658
HAP Issues	HAPIssues@dekalbhousing.org	(404) 270-2461
Contracts	Contracts@dekalbhousing.org	(404) 270-2462
RTA Submissions	RTASubmissions@dekalbhousing.org	(404) 270-2463
Owner Info Changes	OwnerInfo@dekalbhousing.org	(404) 270-2460
Project Based	ProjectBased@dekalbhousing.org	(404) 270-2466
Notice to Vacate	NoticetoVacate@dekalbhousing.org	(404) 270-2469
Rent Increases	RentIncreases@dekalbhousing.org	(404) 270-2472



MISSION: To provide sustainable and affordable housing as a platform to enhance lives.

CLICK HERE FOR LANDLORD FORMS