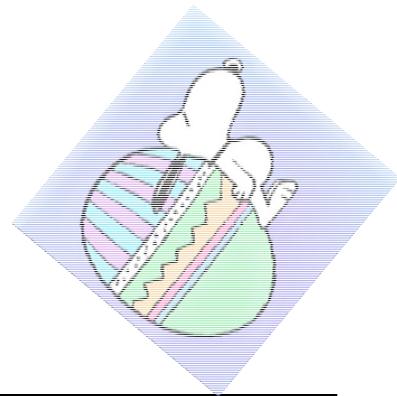


67th Landlord Edition

HAPP-Y Notes

BRING ON THE SPRING!



How To Select GOOD Tenants

FOR EVERY LANDLORD, THE PROCESS OF SELECTING A TENANT IS THE MOST CRITICAL ACTION YOU COULD TAKE! If you choose the right tenant you will most likely be paid on time every month, your property will be well maintained, and the neighbors will love you.

1. You should have a formal application for prospective tenants to fill out containing the following information: current address, social security number, current and last 2 landlords, current and last 2 employers, vehicle information, and next of kin to name a few.
2. Get permission to contact current and past landlords and employers.
3. Get permission to pull a credit report. It will tell you about past addresses, any landlord collection accounts, bill payment history, and utility judgments against them (if so, they will not be able to put utilities in their name.)
4. Visit prospective tenants in their current home. Show up with one last piece of paper to sign and you will be able to see how they keep house.
5. If you decide to say "NO," always do so in writing and include the reasons for declining the tenant (income, credit report, past landlord issues.) If the reason is their credit report you must identify which agency you used.
6. You cannot let your emotions factor into your decisions. The key to the tenant selection process is to be consistent .

Remember, some people, whether they are temporarily down on their luck, are disabled, or live on a fixed income, might not be able to afford housing without some help, but they could make wonderful tenants and you're guaranteed rent from the government.

Just for Curiosity

*Number of families on HAPP: 613

*Number of families currently on the waiting list for HAPP: 434

*Since 2005, HAPP has taken applications 4 times:

2005, 2008, 2011 and 2015



Because HE lives we can face tomorrow!



HAPP's Regular Office Hours:

Monday-Friday 8:00am-5:00pm

Spring Holiday Closings:

Good Friday- March 30, 2018

Memorial Day-May 28,2018



The owner/landlord is responsible for the screening and selection of the person/family who will be renting their property. HAPP has no responsibility or liability to the owner for the tenant's behavior or suitability for tenancy. HAPP suggests for owners to meet with prospective tenants to go over their expectations; as well as contact a previous landlord. Also, HAPP does not help tenants with deposits, that's between tenants and landlords.

Checklist for Initial Inspections

This list is not all-inclusive but is used as a general guideline.

- Windows must have 1 screen per room.
- No broken windows, if cracked, no jagged edges.
- No broken or missing outlets, switch plates.
- Doors and drawers on all cabinets and vanities must work properly.
- Refrigerators must cool and freeze properly and have proper handles that are secure.
- No broken switches, outlets, or obstruction in outlets.
- Light fixtures must be operable.
- All burners on stove must work, along with oven. Oven must have proper and secure handles.
- Stove hood must work properly and must have a filter.
- Handrails must be present on steps if more than 3 risers.
- Railings must be on porches 30 inches or higher.
- Proper flooring, no bare plywood or subfloor. Carpet/vinyl must not frayed areas, cannot be damaged to the point of causing tripping hazard.
- At least 1 smoke detector per floor.
- At least 1 carbon monoxide detector per floor per unit if unit has a garage and/or fossil fuel heat.
- Plumbing fixtures must be free of leaks, and have proper handles/knobs.
- Bathrooms must have operable vent fans or a window that can be open.
- Electrical panel box cannot have uncovered punched out holes, must have proper door and safety panel.
- No peeling or chipping paint allowed in units built prior to 1979 if tenants has children 6 yrs. or younger.
- Walkways/sidewalks/patios/parking pads must be in good shape and not cause tripping hazards.
- No trash or debris around or inside unit.
- Keep grass properly cut.
- Storm doors not required but if present, must work properly and have a proper closure attached.
- No excessive mildew or mold buildup on outside of unit.

WE APPRECIATE HAPP LANDLORDS!

Another Helpful Tidbit:

It is wise for Section 8 landlords to state in their lease that they are allowed to perform random inspections of their units as long as a 24-hour notice is given to the tenants.



*For keeping utilities paid and in service.

*If family furnished appliances, they must keep them maintained and in working order.

*For paying for damages done to the unit beyond normal wear and tear.