



## CCDH NEWS

### **THE TEAM**

Dave Schneider, Inspector @ EXT. 4  
Kristen Halloran, Specialist @ EXT. 5  
Brandi Fritsche, Specialist @ EXT. 6  
John Baughcum, Specialist @ EXT. 3  
Sarah Collins, Director @ EXT. 7

### **HOW TO REACH US**

Regular business hours are Monday – Friday, 8:30 a.m. - 4:30 p.m. Agency representatives can be reached by calling (859) 261-5200, by fax to (859) 261-0577, or by email to [hgeneral@campbellcountyky.gov](mailto:hgeneral@campbellcountyky.gov). General questions can be directed to Extension 9 or the aforementioned email address. If you wish to reach someone specific when emailing, please identify the agency representative you are trying to reach in order to ensure a timely response. A dropbox is conveniently located directly outside Room 235 for the submission of paperwork.

Our office is located at 1098 Monmouth Street, Room 235, in Newport, Kentucky 41071.  
Our physical address is also our mailing address.

Phone: 859 261 5200 Fax: 859 261 0577 TDD/TTY: 1 800 545 1833 Ext. 947

Website: [www.campbellcountyky.gov](http://www.campbellcountyky.gov) / Departments / Housing Program

**CCDH DOES NOT ALLOW WALK-IN APPOINTMENTS WITH AGENCY REPRESENTATIVES.  
PAPERWORK CAN BE DROPPED OFF WITHOUT APPOINTMENT DURING REGULAR BUSINESS HOURS,  
HOWEVER, IF YOU NEED TO MEET WITH YOUR HOUSING SPECIALIST YOU MUST HAVE AN APPOINTMENT.**

**OUR OFFICE WILL BE CLOSED THE FOLLOWING DATES IN OBSERVANCE OF UPCOMING HOLIDAYS:**

CHRISTMAS EVE OBSERVED ON FRIDAY, DECEMBER 23, 2022  
CHRISTMAS DAY OBSERVED ON MONDAY, DECEMBER 26, 2022  
NEW YEAR'S EVE OBSERVED ON FRIDAY, DECEMBER 30, 2022  
NEW YEAR'S DAY OBSERVED ON MONDAY, JANUARY 2, 2023  
DR. MARTIN LUTHER KING, JR. DAY ON MONDAY, JANUARY 16, 2023  
PRESIDENT'S DAY ON MONDAY, FEBRUARY 20, 2023

We respectfully request at least 24 hours' written notice if you need copies of records or reprinted documentation.  
An agency representative may fax, mail, or possibly e-mail you requested information.  
A charge of ten cents per copy may apply.



**THE WAITLIST FOR OUR PROGRAM IS OPEN. Application to the waitlist can be made online at [www.campbellcountyky.gov](http://www.campbellcountyky.gov) / Departments / Housing Program / Rental Assistance Application. Please allow 5-7 business days for your application to process. Applicants can call 859 694 9324 to check their waitlist status. CCDH cannot advise as to how long any applicant's wait might be, as waitlist position and selection are based on many variables, including the preferences an applicant selects and the date and time they apply.**

**If you are an owner partnering with our agency, you may have questions about your role or responsibilities.** Our Owner Orientation packet, as well as many other forms and sources of information, can be obtained on our webpage at [www.campbellcountyky.gov](http://www.campbellcountyky.gov). Owner responsibilities include:

- ✓ Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit and deciding the family is suitable for tenancy of the unit;
- ✓ Collecting from the family. The owner must collect the tenant contribution (the part of rent not covered by the housing assistance payment), security deposit, and any charges for unit damage by the family;
- ✓ Enforcing tenant obligations under the lease.

Owners should keep in mind that the rental assistance is provided for their tenant, not for the unit. If the tenant vacates the unit the Housing Assistance Payment (HAP) contract is immediately terminated, and no additional rental assistance can be received by the owner. The HAP contract and payments terminate if the owner or family terminate the lease. CCDH does not issue payment for program participants who are deceased, have terminated their program participation, or are no longer living in the unit. CCDH does not pay damage claims for rental units. CCDH only deems applicants as eligible program participants and does not determine suitability for tenancy, as that is the responsibility of the property owner/landlord.



CCDH Program Participants are required to report all changes in income, assets, and allowances within 10 business days of the change. If a household member moves from the unit, that must be reported within 10 business days, and participants must receive approval from CCDH and their Landlord before moving a new person into the home. Our [Policy and Procedure for Reporting Changes](#) form is available in our office or on our website at [www.campbellcountyky.gov](http://www.campbellcountyky.gov). Although our form has examples of types of income, assets, or allowances, your family could have a source that is not shown. Even if you do not see it listed as an example, you may still be required to report it. CCDH recommends contacting your agency representative if you have questions about what you are required to report.



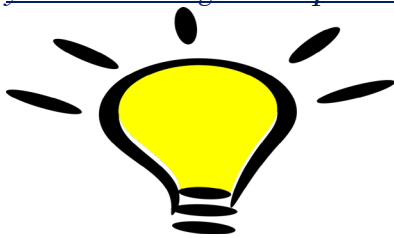
There are many agencies that offer assistance to applicants when completing our online pre-application process for rental assistance. **Whether you complete your pre-application yourself or have the assistance of a friend, family member, co-worker, landlord, or social worker, it is very important that whomever completes the application provides complete, thorough, and honest information.**

*Completing forms for the housing authority requires the true and complete disclosure of information such as prior rental history, including whether you have in the past, or are currently, receiving any type of federal rental assistance. You must disclose whether a debt is owed to any public housing authority, what the household composition in the assisted unit will be, and income and assets for all persons in the household. A full and complete criminal history for members of the household must be reported, as well as pending cases or outstanding warrants, when applicable. Failing to provide true and complete information can result in an applicant's ineligibility for assistance with CCDH, as the information reported will later be verified and falsehoods or omissions regularly cause delays or denials to program admission.*

If questions arise while completing any paperwork for the agency, as an owner, participant, or advocate, please contact an agency representative at 859 261 0577, Ext. 9 or [hgeneral@campbellcountyky.gov](mailto:hgeneral@campbellcountyky.gov) for clarification and guidance, as failing to give true and complete information can be an eligibility disqualifier.

**DUE TO PRIVACY REGULATIONS, OUR OFFICE WILL NOT PROVIDE ANY INFORMATION REGARDING AN APPLICANT OR PROGRAM PARTICIPANT (CURRENT OR PRIOR) UNLESS THE INDIVIDUAL IS PRESENT OR HAS PROVIDED CCDH WITH A SIGNED AND DATED RELEASE OF INFORMATION.**

*CCDH was recently notified that some Duke Energy account numbers for Participant Families were changed by the utility provider. If your family receives a monthly utility reimbursement payment from CCDH please contact your Housing Specialist and provide documentation of your new account number.*





### **OWNER REQUESTS FOR RENT INCREASES**

If an owner wishes to request an increase in the rent to owner from CCDH, it must be requested at or after the annual anniversary of the HAP contract (see Section 17-V.D.) and must comply with the owner's lease. The request must be in writing and in the form and manner required by CCDH. CCDH may only make rent increases in accordance with the rent limits.

CCDH requests owners provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises CCDH will consider unit size and length of tenancy in the other units. CCDH will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing. Rent increases will be communicated via lease amendment. All rents adjustments will be effective the first of the month following 60 days after the agency's receipt of the owner's request or on the date specified by the owner, whichever is later.

CCDH may not approve, and the owner may not receive, any increase of rent to owner until and unless the owner has complied with requirements of the HAP contract, including compliance with HQS. The owner may not receive any retroactive increase of rent for any period of noncompliance.

### **DETERMINING WHETHER AN OWNER'S PROPOSED RENT IS REASONABLE**

CCDH must determine that the proposed rent for the unit is reasonable [24 CFR 982.305(a)]. The rent must be reasonable in relation to comparable unassisted units in the area and must not be in excess of rents charged by the owner for comparable, unassisted units on the premises. See chapter 8 of the agency Administrative Plan online at [www.campbellcountky.gov](http://www.campbellcountky.gov) for a discussion of requirements and policies on rent reasonableness, rent comparability and the rent reasonableness determination process.

At initial lease-up of a unit, if the gross rent exceeds the applicable payment standard, CCDH must ensure that the family share does not exceed 40 percent of the family's monthly adjusted income [24 CFR 982.305(a)]. See chapter 6 of the agency Administrative Plan for a discussion of the calculation of family income, family share of rent and HAP.



## RESIDENTIAL LEASE AGREEMENT

Date: \_\_\_\_\_  
 1. PARTIES. This Lease is between you, the tenants(s) (list all people signing the Lease):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ ("Owner")

("Tenant") and us, the owner(s): \_\_\_\_\_  
 Tenant agrees to lease any grounds, garage or other improvements of the duplex located at:  
 use as a private dwelling. The term "Tenant" refers to all residents listed previously in this paragraph  
 event of a sole resident's death. If anyone else has guaranteed performance of this Lease Contract,  
 each guarantor must be executed.

2. OCCUPANTS. The unit will be occupied by tenant and (list all other occupants not signing the  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The family and the owner must execute a written dwelling lease agreement for the assisted unit. This written lease is a contract between the tenant family and the owner; CCDH is not a party to this contract. CCDH does not provide a model or standard dwelling lease for owners to use in the HCV program.

If the owner uses a standard lease form for rental to unassisted tenants in the locality or the premises, the lease must be in such standard form for program participants. If the owner does not use a standard lease form for rental to unassisted tenants, the owner may use another form of lease.

The initial term of the assisted dwelling lease must be for at least one year [24 CFR 982.309].

The assisted dwelling lease must contain all of the required information as listed below:

- The names of the owner and the tenant
- The unit rented (address, apartment number, and any other information needed to identify the contract unit)
- The term of the lease (initial term and any provisions for renewal)
- The amount of the monthly rent to owner
- A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family. The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease. Utilities must be in an adult household member's name unless CCDH approves otherwise.
  - ❖ Additional information such as when the owner may access the unit, responsibility for pest control, guest policies, maintenance and upkeep, late fees, etc., may also be in the lease agreement.
  - ❖ The owner may collect a security deposit from the tenant. CCDH does not assist in the payment of security deposits and does not make damage payments if the tenant damages the unit.



## FREQUENTLY ASKED Q's AND A's

- CCDH administers the Housing Choice Voucher Program in all of Campbell and Pendleton Counties except for the City of Newport.
- Rent reasonableness is determined by comparing the prospective/assisted unit against at least three nearby comparable unassisted units.
- Owners can request a rent increase by completing the "Rent Increase Request" form found on our webpage at the Forms/Newsletters/More Information link.
- Changes to rent and utilities must not be made during the initial lease term and regulations require notice of no fewer than 60 days to the Housing Authority from an owner when requesting an increase in rent.
- CCDH is required to review rent reasonableness during the rent increase approval process.
- As a general rule, Program Participants that select a unit with a gross rent that does not exceed the Payment Standard for the unit size they qualify for will pay 30% of their monthly adjusted income in tenant rent and the balance (housing assistance payment) will be paid directly to the Owner's account.
- The agency is not permitted to approve residency in a new unit for a family if the unit is not affordable. If a family's rental share exceeds 40% of their monthly adjusted income, regulations deem the unit unaffordable. The owner may agree to decrease the contract rent, the family may increase their gross annual income, or the family may qualify for a minimum rent exemption in order to pass the affordability test. If none of these options are viable the RTA will be canceled and the family will continue their search for an affordable unit.
- The tenant is responsible to pay their share of rent to the owner and may be issued a notice to vacate from the owner for violating the lease agreement if they fail to pay their tenant rent.
- CCDH inspects prospective units to ensure they comply with Housing Quality Standards prior to executing a Housing Assistance Payment contract with an Owner. A contract may not commence until at least the day following a passed inspection.
- CCDH conducts biennial inspections of assisted units.
- It is the owner's responsibility to manage the property, ensure their tenant and only those persons permitted to live in the unit reside at the property, and to contact the Housing Authority if their tenant vacates the unit.
- All notices issued the tenant by the owner should be submitted to the Housing Authority by the owner (i.e. renewed lease agreements, notice to remedy, notice of lease violation, eviction notice).
- CCDH may only make payments to the owner while the family is residing in the unit. If the family moves out of the unit the Housing Authority may not make any housing assistance payments to the owner for any month after the family moves out. If the sole household member is deceased the HAP contract immediately terminates and the Housing Authority may not make any housing assistance payments to the owner for any subsequent month.
- If the Housing Authority determines that the Owner is not entitled to the housing assistance payment or any part of it, the PHA may, in addition to other remedies, deduct the amount of the overpayment from any amounts due to the owner (including amounts under any other Section 8 assistance contract).
- Our office will keep a list of available units for property owners on our webpage and in our lobby. These properties are not "pre-approved," but are meant to assist our clients in their search for housing. If you are an owner that utilizes this service please remember to contact our office when your property is rented in order that we can remove it from our list.