

LANDLORD NEWSLETTER - FALL 2024

HOW TO REACH US

-  Website: www.campbellcountky.gov
-  Email: hgeneral@campbellcountky.gov
-  Phone: 859-261-5200
-  Fax: 859-261-0577
-  TDD/TYY: 1-800-545-1833 Ext. 947
-  1098 Monmouth Street Room 235
Newport, KY 40171
Open Monday-Friday
8:30am - 4:30pm

If you submit any information or paperwork electronically or via dropbox, it is your responsibility to follow up to ensure it has been received by our office.

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.

THE TEAM

- Sarah Collins - Executive Director
- Dana Franxman - Deputy Director: Ext. 7
- Brandi Fritsche - Housing Specialist: Ext. 6
- John Baughcum - Housing Specialist: Ext. 3
- Paulo Villavicencio - Housing Specialist: Ext: 5
- Ben Speeth - Housing Inspector: Ext: 4
- Dave Schneider - Part-time Housing Inspector
- Katrina Friedrich - Administrative Assistant

TEAM UPDATES

Dana Franxman is the new Deputy Director.
Ben Speeth is the new Housing Inspector.
Katrina Friedrich is the new Administrative Assistant.

CCDH does not allow walk-in appointments with agency representatives. Paperwork can be dropped off during regular business hours, but to meet with an agency representative you must schedule an appointment via phone or email.

UPCOMING HOLIDAY CLOSURES

Veteran's Day	11/11/2024	Monday
Thanksgiving	11/28/2024	Thursday
Thanksgiving Holiday	11/29/2024	Friday
Christmas Eve	12/24/2024	Tuesday
Christmas Day	12/25/2024	Wednesday
New Year's Eve	12/31/2024	Tuesday
New Year's Day	1/1/2025	Wednesday
Dr. Martin Luther King Jr. Day	1/20/2025	Monday
President's Day	2/17/2025	Monday
Spring Holiday	4/18/2025	Friday
Memorial Day	5/26/2025	Monday
Independence Day	7/4/2025	Friday
Labor Day	9/1/2025	Monday
Columbus Day	10/13/2025	Monday



NSPIRE INSPECTION STANDARDS ARE EFFECTIVE 10/1/2024

Inspection items to be aware of:

- Unit address, signage, and/or building identification codes are visible and not broken or illegible.
- At least one battery-operated or hard-wired smoke detector must be in proper working condition and present:
 - On each level of the unit
 - Inside each bedroom
- Sealed batteries are required in all smoke and carbon monoxide detectors effective 12/29/2024.
- Compliance with HUD carbon monoxide standards in individual units and shared spaces (building/complex). CO detectors are required for any unit with a fuel-burning appliance, fireplace, or attached unventilated garage. Combination smoke and carbon monoxide alarm is acceptable.

For the full NSPIRE Checklist and guidelines, see their website:
https://www.hud.gov/program_offices/public_indian_housing/reac/nspire

ACCESSIBLE UNIT FEATURES

HUD reports that approximately 1 in 4 families on the program include a family member with a disability that would likely benefit from an accessible unit.

Accessible features for someone with limited mobility may include:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Ramps | <input checked="" type="checkbox"/> Grab bars or rails |
| <input checked="" type="checkbox"/> Porch or stair lifts | <input checked="" type="checkbox"/> Zero-step entry |
| <input checked="" type="checkbox"/> Widened doorways | <input checked="" type="checkbox"/> Lower countertops |
| <input checked="" type="checkbox"/> Comfort-height toilets | <input checked="" type="checkbox"/> Lever door handles (rather than knobs) |
| <input checked="" type="checkbox"/> Roll-in showers | |

If you have a unit that already has accessibility features, consider advertising those in your listings.

HAP ABATEMENTS

Abatements are placed on Housing Assistance Payments when repairs are not completed by the due date provided following a failed inspection. An abatement will be placed on the unit on the date of the failed inspection. Note, for an initial inspection an owner may opt not to make repairs, resulting in the cancellation of the prospective tenant's Request for Tenancy Approval.

ADVERTISE YOUR PROPERTY

CCDH provides listings of available units and Landlords willing to rent to voucher recipients.

If you would like your unit or contact information on either of these listings, please contact the office via phone or email.

POLICY REMINDERS

PAPERWORK QUESTIONS:

If questions arise while completing any paperwork for the agency, please contact us via the phone number or email above for clarification and guidance. Failing to give true and complete information can be cause for eligibility disqualification.

DOCUMENT REQUESTS:

We respectfully request at least 24 hours of written notice if you need copies of records. An agency representative may fax, mail, or email you the requested information. A charge of 10 cents per copy will apply.

RENT INCREASE REQUESTS:

After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease. Rent is approved or disapproved based on a comparison of three comparable unassisted units in the area. Agency payment standards do not determine or affect rent reasonableness. Approved rent increase requests will become effective on the first of the month following sixty days after the PHA's receipt of the owner's request, or on the date specified by the owner, whichever is later. You can contact CCDH for a rent increase form OR get from our website.

OWNER RESPONSIBILITIES

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 the tenant contribution (the part of the rent that is 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 must forward CCDH copies of notices to vacate, eviction notices, and non-renewals of lease agreements when they are issued to tenants. Contact the office for guidance if you are unsure whether CCDH should be made aware of written communications between you and your tenant.