



HOUSING DEPARTMENT
CAMPBELL COUNTY | KY

FALL 2025

LANDLORD NEWSLETTER

THE TEAM

Sarah Collins - Executive Director

Brandi Fritsche - Program Coordinator: Ext. 6

John Baughcum - Housing Specialist: Ext. 3

Paulo Villavicencio - Housing Specialist: Ext: 5

Kimberly Phillips - Housing Inspector: Ext: 4

Dave Schneider - Part-time Housing Inspector

Katrina Friedrich - Administrative Assistant

HOW TO REACH US



Website: www.campbellcountky.gov



Email: hgeneral@campbellcountky.gov



Phone: 859-261-5200



Fax: 859-261-0577



TDD/TTY: 1-800-545-1833 Ext. 947



1098 Monmouth Street Room 235
Newport, KY 40171
Open Monday-Friday
8:30am - 4:30pm

CHANGES EFFECTIVE OCTOBER 1, 2025

NSPIRE Inspection Standards - see the attached flyer for information regarding new and changing standards.

Payment Standards - see our website for additional information.

NO UNAUTHORIZED PERSONS IN UNIT

Only authorized persons (by the owner and CCDH) are permitted to reside in the assisted unit. Before anyone can be added to the household, they must have prior written consent from CCDH and written permission from the owner.

RENT INCREASE REQUESTS

After the initial occupancy period, an owner may request a rent adjustment in accordance with the owner's lease. Rent is approved or disapproved based on a comparison of no fewer than 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 CCDH'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 request form, or get one from our website.

HAVE YOU MOVED RECENTLY?

Did this newsletter get forwarded to your new address? CCDH must have an up-to-date address on file for all landlords at all times. If you have moved, you will need to provide our office with an updated W-9 with the new information. Forms are available on our website.



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IS YOUR DIRECT DEPOSIT CURRENT?

To ensure timely Housing Assistance Payments, our office must have up to date banking information. To update this information, complete and return a Direct Deposit form with a voided check for the account to our office. Forms are available on our website.

HAP ABATEMENTS

Abatements are placed on Housing Assistance Payments when repairs are not completed by the due date provided following a failed inspection. Should you require an extension to complete any items, you must request an extension, in writing, prior to the reinspection date and cite cause for the request.

PLANNING TO SELL YOUR PROPERTY?

If you are selling a property with an existing HAP contract, CCDH must receive a signed and dated request. The request should state the name and address of the new owner, as well as the effective date for the new owner to begin receiving payments.

NEED A FORM?

Scan this QR code to easily access the commonly used forms on our website, including:

- ▶ W-9
- ▶ Direct Deposit
- ▶ Rent Increase Request



Or, go to www.campbellcountyky.gov, click on Departments, choose Housing Program, and scroll down to Landlord Forms.

ADVERTISE YOUR PROPERTY WITH US

CCDH provides listings of available units and Landlords who partner with our office. If you would like your available property or contact information on either of these listings, please contact the office via phone or email.

POLICY REMINDERS:

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.

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.

Unless verified with CCDH that a unit is within an LIHTC property, per 24 CFR 982.507 (d): By accepting each monthly housing assistance payment from the PHA, the owner certifies that the rent to owner is not more than rent charged for comparable unassisted units in the premises.

FUTURE OFFICE CLOSURES

Senior Picnic	9/24/2025
Columbus Day	10/13/2025
Veteran's Day	11/11/2025
Thanksgiving	11/27/2025
Thanksgiving Holiday	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025
New Year's Eve	12/31/2025
New Year's Day	1/1/2026
Dr. Martin Luther King Jr. Day	1/19/2026
President's Day	2/16/2026
Spring Holiday	4/3/2026
Memorial Day	5/25/2026
Juneteenth	6/19/2026
Independence Day	7/3/2026
Labor Day	9/7/2026