

WINTER 2026

# LANDLORD NEWSLETTER

## THE TEAM

Brandi Fritsche - Director

John Baughcum - Housing Specialist: Ext. 3

Paulo Villavicencio - Housing Specialist: Ext: 5

Katrina Friedrich - Housing Specialist: Ext. 2

Kimberly Phillips - Housing Inspector: Ext: 4

Sara Hoskins - Administrative Assistant Ext. 9

## HOW TO REACH US

-  Website: [www.campbellcountyky.gov](http://www.campbellcountyky.gov)
-  Email: [hgeneral@campbellcountyky.gov](mailto:hgeneral@campbellcountyky.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

## 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.



## INSPECTIONS

Before our inspection of the unit, be sure the unit is in "move-in" condition. This will avoid delays in starting a contract and issuing of the housing assistance payment. If the unit is already occupied by the family who has a voucher with CCDH, please check the unit prior to the inspection. You can view a copy of the HQS Inspection checklist by visiting our webpage at [www.campbellcountyky.gov](http://www.campbellcountyky.gov) / Departments/Housing Program/Landlord Forms/HQS Inspection Checklist. You may also contact our office by phone or email and a copy of the checklist can be mailed or emailed to you upon request.

If an inspection has been scheduled and the unit is not ready to pass on that date, please contact the Inspector prior to the scheduled date to discuss rescheduling.

## 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.

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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.

## ACCEPTING APPLICATION

Reminder we are accepting applications!!

## WE ARE LOOKING FOR LANDLORDS

Do you know owner looking for potential residents and wants to participate in section 8, have them send their information to [hgeneral@campbellcountyky.gov](mailto:hgeneral@campbellcountyky.gov)

## 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
- ▶ Rent Increase Request
- ▶ Direct Deposit

Or, go to [www.campbellcountyky.gov](http://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. Campbell County Department of Housing serves all Campbell and Pendleton County with the exception of the City of Newport



## 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.

The lease is executed by both the Landlord/Owner and the Tenant. The Landlord is responsible for upholding and enforcing all terms of the agreement.

## FUTURE OFFICE CLOSURES

|                      |            |
|----------------------|------------|
| President's Day      | 02/16/2026 |
| Spring Holiday       | 04/03/2026 |
| Memorial Day         | 05/25/2026 |
| Juneteenth           | 06/19/2026 |
| Independence Day     | 07/03/2026 |
| Labor Day            | 09/07/2026 |
| Columbus Day         | 10/12/2026 |
| Veterans Day         | 11/11/2026 |
| Thanksgiving Day     | 11/26/2026 |
| Thanksgiving Holiday | 11/27/2026 |
| Christmas Eve        | 12/24/2026 |
| Christmas Day        | 12/25/2026 |
| New Year's Eve       | 12/31/2026 |
| New Year's Day       | 01/01/2027 |