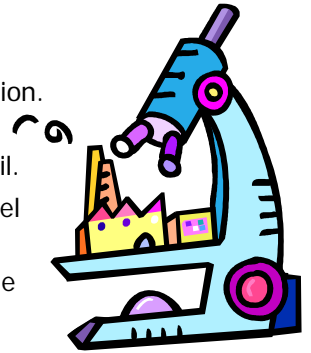


Quick tips from the inspectors desk...

INSPECTION TIPS FOR NEW UNITS

There are some things to pay attention to when preparing for a new unit inspection.

1. **HANDRAILS:** The rule of thumb for handrails is if you have to step up 4 times or more to reach where you are going it requires a hand rail.
2. **SMOKE DETECTORS:** required to have 1 smoke detector on each level and they must work properly.
3. **FLOORS:** All floor coverings must be in good repair and secured to the floor, and secured at all thresholds.
4. **DOORS:** All entry and exit doors must be able to be locked and securable. All exterior doors must be weather tight.
5. **ELECTRICAL:** All outlets and switches must work properly and have covers. The main service panel must have no open blanks and a proper cover. Any wire splices must be in an approved junction box and covered.
6. **WATER HEATER:** Must have a TPR (thermal and pressure relief) valve and discharge line to within 12 inches from the floor or to vent outside.
7. **WINDOWS:** No broken windows and locks.
8. **PAINT:** If the house is pre 1978 and the tenant has children under the age of 6 be aware of peeling, cracking and chalking deteriorated paint surfaces.
9. **HEAT SYSTEMS:** All heating systems must operate properly. Each bedroom and living room at least must have a permanent heat source.
10. **BATHROOMS:** Make sure all sinks work hot and cold, drains must drain properly and the toilet must be securely fastened to the floor. Properly caulked tub to surround. Proper ventilation is required a powered fan or operable window is acceptable.
11. **BEDROOMS:** Finished floors, Walls, and ceilings are required and any window that is designed to open must open. 1 outlet and a fixed light or 2 outlets. Bedroom size must be at least 8x10.
12. **KITCHEN:** Make sure the stove and fridge operate properly, food prep area is adequate and the sink works properly both hot and cold and drains properly with no leaks.
13. Make sure the unit is **MOVE IN READY AND THE POWER IS ON.**



Following these guidelines will help speed up the passage of your new unit on the first inspection.

Use our listing services to advertise your available units in the following ways:

- ⇒ Go to www.spokanehousing.org/landlords/ and click on "Property Owner Unit Listing Form"
- ⇒ E-mail: mcanton@spokanehousing.org
- ⇒ Call Melynn at (509)252-7103



WANTED! LANDLORDS FOR SPECIAL NEEDS HOUSING!

Spokane Mental Health (SMH), the City of Spokane and NEWHS collaborate to provide supportive mental health services and a rental subsidy to individuals in a tenant based Shelter Plus Care Program. SMH provides mental health **supportive services** to the renter, NEWHS provides program oversight and offers **direct deposit of rent checks** in the landlord's bank account. Contact at SMH – Paul Nutting or Stacey Cotton at 509-838-4651 with questions about this program. Housing needs to be located within the City of Spokane.

NEWHS has been providing a small percentage of the NEWHS owned apartments **for over two years** to organizations like SMH that provide support services and rental assistance. NEWHS' experience in this pilot as the landlord has been very positive. If there is a violation of the lease or house rules we simply notify the case manager as well as the resident. On most occasions this resolves the problem with no further action needed. The case manager becomes actively involved. "It is nice to have the support of the case manager only a phone call away. With most residents there is no "life line" to call when there are lease violations" states Mystery Couture, Portfolio Manager for NEWHS. Larry Griffith a participating Spokane landlord who has been providing this service much longer than NEWHS states "Right up front establish a relationship with the Case Manager and the Resident at the lease signing. It really makes a difference." "This is a great way to help those with special needs stay mainstreamed in the Spokane Community. Out of 48 households served during this pilot period NEWHS has not had any extraordinary physical damage to property and only one eviction involving program participants", said Lucy Lepinski, Director of Assets for NEWHS. **Permanent supportive housing** offered in partnership between the landlord, NEWHS and a service provider is a program that is working in Spokane to house such household types as homeless veterans, persons with chronic mental illness, drug and family court participants, as well as homeless families. To make a difference by participating as a landlord in the NEWHS supportive housing programs please contact Jamie Walker, NEWHS, Assisted Housing Supervisor at 252-7115 or jwalker@spokanehousing.org.

Direct Deposit Reminder



Direct deposit of the Housing Assistance Payment will be made to your bank on the 2nd working day of each month. For example: July 4th, 2006 falls on a Tuesday, so the 2nd working day would be July 5th. July 5th would be the day that direct deposits would be sent to your bank. Where as checks are mailed out on the first working day of each month. Example: In July the first working day is the 3rd of July. July 4th is a holiday, so you probably will not receive your check in the mail until July 5th or 6th.

If you would like to sign up for direct deposit you can do so in the following ways:

- NEWHS website at www.spokanehousing.org/landlords (scroll down and click on "Landlord Automatic Deposit Authorization Form", print and fill it out, attach a voided check and send it to NEWHS, ATTN: Direct Deposit, 55 W. Mission, Spokane, WA 99201.
- Call Kim at (509)252-7130 and request that an "Authorization for Property Owner Automatic Deposit" form be sent to you.

CO-SIGNERS TO THE RENTAL LEASE AGREEMENT

Assisted families are not prohibited from benefiting from a co-signer to their rental lease agreement under the Section 8 Housing Choice Voucher Program. Should the co-signer pay rent on the families behalf at some point, the assisted family must report that payment to their eligibility specialist.

Depending on the facts, this payment might be treated as family income. Most likely, the co-signer's one time payment would be treated as a gift. That is, a co-signers one time payment would not be counted as family income.