



## NEWS FOR LANDLORDS Spring 2020 Edition

### **Important Days**

**April 10** Spring Holiday (Good Friday)  
**April 12** Easter  
**April 22** Earth Day  
**May 10** Mother's Day  
**May 25** Memorial Day  
**June 20** Summer Begins  
**June 21** Father's Day

### **OFFICE CLOSURES**

The Beloit Housing Authority is closed to the public every Wednesday from 8am until Noon. We will be closed on Friday April 10 2020 for Spring Holiday and also closed on Monday May 25, 2020 for Memorial Day.

### **UTILITIES**

If your tenant is responsible for paying the water/ sewer bill, please make sure they get a copy of the bill. Please do not allow the tenant to get more than a month or two behind. As you know, unpaid bills go on your taxes. The City will turn off services for unpaid sewer bills.

### **RENT INCREASE REQUESTS**

Landlords must give tenant a 60-day notice of any change in the lease, such as rent increases or change in who is responsible for the utilities. A copy of the notice of change must be submitted to our office.

### **DON'T FORGET**

When we are closed, you may use the mail slot on the front lobby door to turn in paperwork. Landlords and tenants alike, need an appointment to see a staff member. If moving a tenant from one unit to another, BHA must be notified prior to the move. You must follow the same procedures as the original move in.

### **DO YOU HAVE ANY CHANGES?**

- New phone number
- New address
- Selling your assisted unit
- Change in Direct Deposit

Please report any changes in writing to our office using the appropriate Landlord Change form which you may obtain from one of our Housing Specialists.

### **DYK... (Did you know?)**

The City of Beloit, Division of Community and Housing Services has Housing Rehabilitation Loan Programs? Landlords whose rental properties are occupied by low to moderate income households (as defined by HUD) may be eligible for low interest loans. For more information contact:

Housing and Community Services Division  
Beloit City Hall  
100 State St  
Beloit, WI 53511  
608-364-6713

### **REMINDERS**

HUD guidelines require that we must have original signatures on the HAP contract for the Housing Authority file. Our agency is also required to have a copy of the lease for the file. These items should be returned within 60 days of the "lease up". Thank you for your attention in this matter.

## **PAYMENT STANDARDS**

BHA determines a payment standard that is an amount generally needed to rent a moderately priced dwelling unit locally. The standard is then used to calculate the amount of housing assistance a family will receive. However, the payment standard is not an indicator of the HAP payment a landlord may receive, or what the landlord may charge for rent. The voucher family must pay 30% of its monthly adjusted gross income for rent and utilities. By law, whenever a family moves to a new unit where the rent exceeds the payment standard, the family may not pay more than 40% of its adjusted monthly income for rent.

## **BELOIT HOUSING AUTHORITY (BHA)**

Main Number	(608) 364-8740	Anjanette Sherrod	(608) 364-8744
Leslie Bridges	(608)364-6739	Kim Mangione	(608) 364-8743
	Fax Number	(608) 364-8745	

## **INSPECTION INSIGHT**

Friendly Notes as we enter  
Spring/Summer:

### **GRASS AND WEEDS**

Grass and weeds must be maintained on the entire property, including the terrace so that it does not exceed 8" in height.

### **REMOVAL OF SOLID WASTE**

Trash and debris, bagged yard waste and/or other unsightly material must be removed/ cleaned up from the entire yard (front, rear, and terrace/fence areas) and property.

### **SIDEWALKS AND DRIVEWAYS**

All driveways and parking areas shall be paved with asphalt, concrete, paving brick or block or durable impervious material. Vehicles cannot be parked on the grass.

\*All units are to be equipped with carbon monoxide AND smoke detectors on every level of the unit, including the basement. The detectors are to be installed and properly functioning during the time of inspection. Units that are not equipped with the proper number of/and functioning detectors may be subject to a City of Beloit citation and fine at the time of the inspection.