

LANDLORD FORUM

2016 MEETING



Presented by Mesquite Housing Division



The mission of the City of Mesquite Housing Division is to encourage independence, provide housing assistance and family stability throughout the city to the families we serve, by following HUD guidelines with consistent, professional customer service and teamwork.

-Staff





Mesquite Housing Division
2016 Landlord Forum
September 29, 2016
10:00 a.m. – 12:00 P.M.
1816 N. Galloway Ave. Mesquite, TX 75149

Agenda

Welcome & Introductions

-Aurora Bueno, Manager of Housing, Mesquite Housing Division

Vendor Payment News

Rental Certificate of Occupancy

Building Inspections

Code Compliance

Environmental Code

Summary of Housing Quality Standards and the Inspection Process

Inspection Team

General Occupancy Topics

Occupancy Team

Q&A

Closing Remarks

Light refreshments offered



Vendor Payment News

The City of Mesquite has chosen the Paymode-X™ service through Bank of America to make electronic payments to valued vendors and suppliers.

The City of Mesquite recognizes the importance of expediting the payment process for our vendors and suppliers. Our Accounts Payable department utilizes Paymode-X to replace paper checks with electronic payments. We are strongly encouraging our vendors and suppliers to enroll in Paymode-X so that future payments are made electronically. Enrollment in Paymode-X is simple and takes less than ten minutes. You can enroll online at www.paymode.com/cityofmesquite today.* We value your service and support and are confident that your company will benefit from using Paymode-X.

Your enrollment in Paymode-X offers many benefits:

- **Saves time and money** – Paymode-X reduces the labor, hassle, expense, and risk associated with checks and other traditional payment methods. There is no charge to receive a payment from us via Paymode-X.
- **Enhances cash flow** – Electronic payments through Paymode-X provide cash flow benefits by eliminating mail and paper check float.
- **Fits with existing systems and banking practices** – Paymode-X requires no purchase of software, no modifications to your existing accounts receivable systems, and no changes to your bank or bank accounts.
- **Includes detailed remittance information** – Paymode-X enables delivery of digital remittance information along with the payment for easier reconciliation. Digital remittance information can be sent via ACH (CCD, CCD+ or CTX) or accessed via on-line download options. Each time you receive a payment through Paymode-X, you will be sent an electronic notification.
- **History of payments** – A detailed history of all Paymode-X payments from The City of Mesquite will be at your fingertips on the Paymode-X website.
- **Going Green** – Paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks.

Paymode-X offers The City of Mesquite a secure, Internet-based service to make electronic payments to vendors, suppliers and service providers. We strongly believe that Paymode-X represents a measurable improvement over other electronic payment methods, as well as a significant enhancement to our on-going business relationship.

The City of Mesquite would like to begin making electronic payments to you through Paymode-X. Should you require personal assistance or have any questions, please contact Paymode-X toll free at 1-866-252-7366 or call the City of Mesquite Accounting Department at 972-216-6205. Paymode-X will notify us of your enrollment and electronic payments will begin shortly thereafter.

We look forward to continued improvements in our business relationship.

Sincerely,

Sheree Haynes
Manager of Accounting

Promotional Code: [The City of Mesquite](#)

** Please note, if you are already a Paymode-X member, please contact Paymode-X toll free at 1-866-252-7366 to validate the details of your membership.*

Rental Certificate of Occupancy

- Owners of single-family residential units in Mesquite must have their units inspected and passed through the City's Rental Certificate of Occupancy (RCO) Program.
- A rental property must successfully pass an interior and exterior inspection in order to obtain a RCO. Rental properties are expected to meet the minimum standards set forth in the 2009 International Property Maintenance Code and the International Residential Code that have been adopted by the City Council.
- Mesquite Housing Division (MHD) will not schedule a new unit inspection until the unit has been “green tagged” (passed) by the City.

New Unit Inspections

- HUD requires the unit must pass minimum Housing Quality Standards (HQS) inspection.
- Housing Assistance Payments (HAP) will not start until the unit passes inspection.
- Make sure the unit is "move-in" ready. This will prevent delays in the HAP.
- 3 strikes and the unit is out!
- Any furnishings need to be removed from the property by inspection time. Any belongings left in the unit after passed inspection are considered property of the tenant!
- Make sure all utilities are turned on and all owner provided appliances are in place and working.

Request for Tenancy Approval

- Upon receipt of a completed Request for Tenancy Approval (RTA), MHD will confirm the readiness of the unit's inspection with the owner or management and schedule the inspection based on the "ready date".
- Due to the high demand for new unit inspections, MHD will schedule them based on "Unit Ready Date" and the date RTA is submitted.
- Utility allowances are calculated from the RTA and the HAP contract should match and be verified by the inspectors. It should be very clear who provides which appliances and who pays for what utilities.

Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 4/30/2014)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA) City of Mesquite Housing Division 1616 N. Galloway Avenue Mesquite, Texas 75149	2. Address of Unit (street address, apartment number, city, State & zip code) If multi-family complex, include complex name:
--	---

3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Units Available for Inspection
--------------------------------------	-----------------------	---------------------	------------------	--------------------------	--

9. Type of House/Apartment

Single Family Detached
 Semi-Detached / Row House
 Manufactured Home
 Garden / Walkup
 Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy

Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development

Home
 Tax Credit

Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric		
Other Electric			
Water			
Sewer			
Tooth Collection			
Air Conditioning			
Refrigerator			
Range/microwave			
Other (specify)			

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

____ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

____ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. **The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Management Company/Apartment Community:			
Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

REMINDER:

If the property is located in the City of Mesquite, the property must have passed the Certificate of Occupancy Inspection before the Mesquite Housing Division will be able to inspect.

The Mesquite Housing Division Inspection will be performed 3-5 business days after the latest of the following dates:

- The date unit available for inspection (#8 on this form)
- or
- The date the Certificate of Occupancy was obtained

Certificate of Occupancy Inspections may be scheduled by contacting the City of Mesquite Building Inspection Division at 972-216-6212 or 972-216-6213.

City of Mesquite Housing Division Owner Information**(All Owner Correspondence will be sent to Email Address listed below)**

Owner Name or Name of Complex

Address

City State Zip

Telephone - Business () Telephone - Home ()

Email Fax ()

Social Security # Federal Employer ID#

Corporation Partnership Sole Proprietorship

ETHNICITY OF OWNER (Required by HUD)

Male Female

White Black Hispanic American

Asian Pacific American Indian/Eskimo Other

AGENT INFORMATION

Owner Representative

Name

Address

City State Zip

Telephone - Business () Telephone - Home ()

Email Fax ()

Social Security # Federal Employer ID#

HAP Payments are normally made payable to the owner or, in the case of a corporation, to the company or apartment complex. Occasionally an owner will authorize payments to be made to the agent. Accurate information is essential. The payee will generally receive a 1099 at year end in accordance with the IRS requirements.

PAYMENT INFORMATION- Payee must enroll online with Paymode-X**Make Housing Assistance Payable and Mail to:**

Name

Address

City State Zip

Telephone - Business () Telephone - Home ()

Email Fax ()

Social Security # Federal Employer ID#

This is to certify that the above information is correct.

Signature of Owner or Agent_____
Date

Rent Reasonableness

- The requested rent amount must be reasonable as compared to other similar unassisted units in the same area based on size, condition, amenities, etc.
- Owners may be asked to provide MHD with 3 market comparable.
- The payment standard is a cap for the most amount of rent that a zip code market can charge, it is intended as a guide. The standard does not include Utility Allowances (UA)!

Mesquite Housing Division Payment Standards

2016 Payment Standards effective 02/01/2016.

The Payment Standards listed on this chart are valid only for properties located within the Mesquite Housing Division Service area. The Mesquite Housing Division Service area includes only those properties located within a 25 mile radius of the City of Mesquite border.

Zip Code	Poverty %	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
75002	2.35%	\$840	\$1,000	\$1,240	\$1,680	\$2,130	\$2,450
75006	5.71%	\$640	\$760	\$940	\$1,270	\$1,810	\$1,852
75013	1.38%	\$920	\$1,100	\$1,360	\$1,840	\$2,330	\$2,660
75019	4.10%	\$880	\$1,050	\$1,300	\$1,760	\$2,230	\$2,565
75023	1.98%	\$770	\$920	\$1,140	\$1,550	\$1,980	\$2,254
75024	1.40%	\$970	\$1,160	\$1,440	\$1,950	\$2,470	\$2,841
75025	1.62%	\$830	\$990	\$1,230	\$1,670	\$2,110	\$2,427
75032	6.97%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75034	4.20%	\$830	\$990	\$1,220	\$1,650	\$2,090	\$2,404
75035	1.65%	\$950	\$1,140	\$1,410	\$1,910	\$2,420	\$2,783
75038	7.95%	\$820	\$740	\$920	\$1,250	\$1,580	\$1,817
75039	4.13%	\$820	\$980	\$1,200	\$1,640	\$2,080	\$2,392
75040	6.67%	\$882	\$814	\$1,012	\$1,375	\$1,738	\$1,999
75041	8.89%	\$620	\$730	\$910	\$1,230	\$1,560	\$1,794
75042	11.85%	\$570	\$680	\$840	\$1,140	\$1,440	\$1,656
75043	4.86%	\$670	\$800	\$990	\$1,340	\$1,700	\$1,955
75044	2.86%	\$790	\$940	\$1,170	\$1,590	\$2,010	\$2,312
75048	5.20%	\$840	\$1,000	\$1,240	\$1,680	\$2,130	\$2,450
75050	10.59%	\$580	\$690	\$860	\$1,170	\$1,480	\$1,702
75051	16.68%	\$770	\$913	\$1,133	\$1,540	\$1,770	\$2,036
75052	3.67%	\$700	\$830	\$1,030	\$1,400	\$1,770	\$2,036
75060	9.05%	\$560	\$700	\$870	\$1,180	\$1,490	\$1,714
75061	10.70%	\$540	\$660	\$800	\$1,080	\$1,370	\$1,576
75062	5.57%	\$600	\$710	\$880	\$1,190	\$1,510	\$1,737
75063	4.22%	\$720	\$880	\$1,080	\$1,440	\$1,820	\$2,093
75069	9.00%	\$650	\$780	\$960	\$1,300	\$1,650	\$1,998
75070	1.73%	\$910	\$1,090	\$1,350	\$1,830	\$2,320	\$2,668
75071	1.73%	\$770	\$920	\$1,140	\$1,550	\$1,980	\$2,254
75074	6.87%	\$700	\$840	\$1,040	\$1,410	\$1,780	\$2,047
75075	4.31%	\$710	\$850	\$1,050	\$1,420	\$1,800	\$2,070
75080	4.16%	\$730	\$870	\$1,080	\$1,460	\$1,850	\$2,128
75081	7.20%	\$770	\$920	\$1,140	\$1,550	\$1,960	\$2,254
75082	1.04%	\$940	\$1,120	\$1,390	\$1,890	\$2,390	\$2,749
75087	3.58%	\$820	\$980	\$1,210	\$1,640	\$2,080	\$2,392
75088	2.78%	\$950	\$1,140	\$1,410	\$1,910	\$2,420	\$2,783
75089	1.48%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75093	1.87%	\$850	\$1,020	\$1,260	\$1,710	\$2,160	\$2,484
75094	1.09%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75098	4.50%	\$780	\$910	\$1,130	\$1,530	\$1,940	\$2,231
75104	8.45%	\$792	\$946	\$1,177	\$1,595	\$2,024	\$2,328
75115	8.50%	\$660	\$790	\$980	\$1,330	\$1,680	\$1,932
75116	5.18%	\$640	\$770	\$950	\$1,290	\$1,630	\$1,875
75125	12.10%	\$590	\$700	\$870	\$1,180	\$1,490	\$1,714
75126	2.68%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75134	14.58%	\$616	\$737	\$913	\$1,243	\$1,562	\$1,796
75137	5.40%	\$792	\$946	\$1,166	\$1,584	\$2,002	\$2,302
75141	20.10%	\$570	\$690	\$850	\$1,150	\$1,460	\$1,679
75146	3.75%	\$620	\$730	\$910	\$1,230	\$1,560	\$1,794
75149	6.64%	\$682	\$814	\$1,012	\$1,375	\$1,738	\$1,917
75150	4.71%	\$660	\$790	\$980	\$1,330	\$1,680	\$1,932
75154	10.70%	\$620	\$780	\$1,210	\$1,640	\$2,080	\$2,392
75159	7.61%	\$650	\$780	\$960	\$1,300	\$1,650	\$1,998
75172	26.20%	\$490	\$590	\$730	\$990	\$1,250	\$1,438
75173	10.60%	\$780	\$930	\$1,150	\$1,560	\$1,970	\$2,266
75180	10.50%	\$649	\$770	\$970	\$1,180	\$1,490	\$1,714
75181	1.95%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75182	2.30%	\$550	\$660	\$814	\$1,100	\$1,397	\$1,607
75189	11.40%	\$720	\$860	\$1,080	\$1,440	\$1,820	\$2,093
75201	8.96%	\$1,180	\$1,410	\$1,740	\$2,360	\$2,990	\$3,439
75202	5.26%	\$1,080	\$1,270	\$1,570	\$2,130	\$2,690	\$3,094
75203	30.20%	\$500	\$600	\$740	\$1,000	\$1,270	\$1,461
75204	22.49%	\$980	\$1,170	\$1,450	\$1,970	\$2,490	\$2,864
75205	7.79%	\$1,090	\$1,300	\$1,610	\$2,180	\$2,760	\$3,174
75206	16.83%	\$830	\$990	\$1,230	\$1,670	\$2,110	\$2,427
75207	6.91%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75208	28.01%	\$550	\$650	\$810	\$1,100	\$1,390	\$1,599
75209	10.42%	\$810	\$970	\$1,200	\$1,630	\$2,060	\$2,369
75210	43.42%	\$440	\$572	\$715	\$968	\$1,120	\$1,288
75211	18.67%	\$540	\$650	\$800	\$1,080	\$1,370	\$1,576
75212	42.05%	\$539	\$649	\$803	\$1,089	\$1,250	\$1,438
75214	7.14%	\$660	\$780	\$970	\$1,320	\$1,660	\$1,909
75215	39.24%	\$510	\$610	\$760	\$1,030	\$1,300	\$1,495
75216	24.82%	\$510	\$671	\$825	\$1,122	\$1,290	\$1,484
75217	19.13%	\$583	\$704	\$869	\$1,177	\$1,496	\$1,720
75218	8.60%	\$740	\$880	\$1,090	\$1,480	\$1,870	\$2,151
75219	24.50%	\$860	\$1,030	\$1,270	\$1,720	\$2,160	\$2,507
75220	31.82%	\$510	\$610	\$760	\$1,030	\$1,300	\$1,495
75223	30.30%	\$550	\$660	\$820	\$1,110	\$1,410	\$1,622
75224	17.61%	\$520	\$620	\$770	\$1,040	\$1,320	\$1,518
75225	4.43%	\$970	\$1,150	\$1,430	\$1,940	\$2,450	\$2,818
75227	17.22%	\$605	\$726	\$902	\$1,221	\$1,410	\$1,622
75228	14.12%	\$520	\$620	\$770	\$1,040	\$1,320	\$1,518
75229	10.70%	\$620	\$740	\$920	\$1,250	\$1,580	\$1,817
75230	8.04%	\$660	\$780	\$970	\$1,320	\$1,660	\$1,909
75231	18.10%	\$490	\$590	\$730	\$990	\$1,250	\$1,438
75232	12.39%	\$539	\$649	\$803	\$1,089	\$1,250	\$1,438
75233	17.32%	\$550	\$671	\$825	\$1,121	\$1,290	\$1,484
75234	8.72%	\$650	\$780	\$980	\$1,300	\$1,650	\$1,998
75235	19.41%	\$630	\$750	\$930	\$1,260	\$1,600	\$1,840
75236	16.61%	\$590	\$700	\$870	\$1,180	\$1,490	\$1,714
75237	19.44%	\$550	\$650	\$810	\$1,100	\$1,390	\$1,599
75238	10.95%	\$590	\$700	\$870	\$1,180	\$1,490	\$1,714
75240	13.90%	\$570	\$680	\$840	\$1,140	\$1,440	\$1,656
75241	19.84%	\$627	\$759	\$935	\$1,265	\$1,606	\$1,847
75242	23.24%	\$630	\$750	\$930	\$1,260	\$1,600	\$1,840
75243	9.82%	\$530	\$630	\$780	\$1,060	\$1,340	\$1,541
75246	30.34%	\$470	\$570	\$700	\$950	\$1,200	\$1,380
75247	25.16%	\$600	\$720	\$890	\$1,210	\$1,530	\$1,760
75248	1.56%	\$800	\$950	\$1,180	\$1,600	\$2,020	\$2,323
75249	5.74%	\$671	\$803	\$990	\$1,342	\$1,694	\$1,948
75252	6.83%	\$760	\$910	\$1,130	\$1,530	\$1,940	\$2,231
75253	13.53%	\$550	\$660	\$814	\$1,100	\$1,397	\$1,607
75254	10.53%	\$620	\$740	\$920	\$1,250	\$1,580	\$1,817
75287	6.70%	\$730	\$870	\$1,080	\$1,460	\$1,850	\$2,128
75407	13.60%	\$682	\$803	\$1,001	\$1,353	\$1,716	\$1,973
75442	15.70%	\$620	\$730	\$910	\$1,230	\$1,560	\$1,794

Special Inspections

- MHD may perform a complaint inspection if it is determined that an owner or tenant is not maintaining the unit. We may ask for copies of any work orders as proof that a repair has been reported by the tenant before we will schedule an inspection.
- Periodically throughout the year, MHD will schedule Quality Control (QC) inspections on previously visited units. The notification and inspection process for these randomly selected units mirror an annual inspection.
- MHD has adopted a bed bug inspection policy that allows inspectors to fail possibly infected units without entering the dwelling.

Infestation

Unit must have:

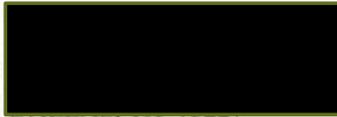
- Adequate barriers to prevent vermin and rodent infestations.
- No heavy accumulations of trash, garbage, or other debris that may harbor vermin.

Bed Bugs

- Inspectors will not initially inspect infested unit to help prevent spreading.
- Inspectors will not assign a responsibility to the bed bug infestation. The owner and tenant need to reach a resolution and treat the infestation within 30 days.
- MHD will not be a mediator between owners and tenants.



August 20, 2015



**NOTICE OF REQUIRED EXTERMINATION OF BED
BUGS**

FOR [REDACTED]

Dear [REDACTED]

Mesquite Housing Division (MHD) has become aware that there is an infestation of bed bugs in the above dwelling unit. MHD is unable to conduct an inspection of a dwelling unit with an infestation of bed bugs because of the potential to spread those bed bugs to other dwelling units. Therefore, MHD is notifying you of a requirement to exterminate the unit for bed bugs. When there is an infestation of bed bugs found in the dwelling unit, MHD is unable to make a determination as to whether the landlord or the tenant is responsible for the infestation because of the complexity of the Housing Quality Standards (HQS) deficiency. As a result, both the landlord and the tenant are responsible for the extermination of the bed bugs by the deadline below. Please submit official verification from a state licensed pest management professional that the bed bugs have been exterminated by the following date and time:

September 19, 2015 , 9:00 AM-4:00 PM.

After this deadline, if the bed bugs have not been fully exterminated from the dwelling unit, MHD will abate Housing Assistance Payment (HAP) amount. Abatement means that the HAP amount will stop on that date and will continue until the deficiencies have been corrected and documented by our re-inspection, not to exceed sixty (60) days. No retroactive payments will be made for the period of time that the dwelling unit was not in compliance. Dwelling units will

Self Certify Letter

- When an inspection fails, and all the deficiencies are the responsibility of the owner, MHD may send out a Self Certify Letter (SCL) with the fail notice.
 - Which properties receive the letter is at the discretion of the Inspector.
- Owners have 29 days to send the signed SCL back to MHD.
- SCL allows MHD to pass minor owner responsibility deficiencies without having to reinspect in person.
- Great time saver for inspectors, tenants and owners!
- SCL may be used for any owner responsible repair reinspection type as long as the deficiencies are all owner responsible repairs.

Annual Inspections

- MHD is required to inspect the unit at least once annually for HQS compliance.
- Any deficiencies will be noted on an inspection report and sent via USPS or email to tenant and owner with a repair due date.
- The owner or property manager is required to repair items within 30 days or 24 hours (for serious health and safety hazards).
- The family is responsible for any tenant caused damages beyond normal wear and tear.

Required Repairs

- If a unit fails an inspection, a report will be sent via USPS or email to the tenant and owner that details the failed items and the repair deadline.
- MHD will not provide “punch lists”.
- If the repairs are completed before the deadline, the tenant or owner may contact MHD and request an earlier reinspection date.
- An extension of the repair deadline may be granted on a case by case basis for extraordinary circumstances only.
 - New unit inspection repairs must be completed within 30 calendar days of the failed inspection or MHD will cancel the RTA and tenant will have to move elsewhere.
 - All other inspection repairs must be completed within the deadline or the unit will go into abatement.

Abatement

- MHD withholds the HAP amounts until the owner responsible repairs are completed.
- During the abatement, the owner cannot evict, recoup or charge late fees to the tenant for the missing HAP.
- After the abatement has been lifted, no retroactive payments will be made.
- Tenant or owner can contact MHD when the unit is ready for reinspection.
- If the unit continues to stay in abatement, the HAP will be canceled, a relocation voucher will be issued to the tenant and they will have to move out.

Most Common HQS Failed Items

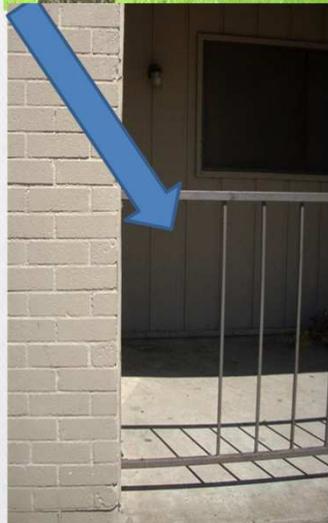
Non functional or improperly located smoke detectors



Missing or cracked electrical outlet and switch covers



Missing handrails or balusters



Peeling interior and exterior paint



Interior or exterior trip hazards



Cracked or broken window panes



Missing stove knobs or drip pans/inoperable burners or ovens



Inoperable windows or missing window locks



Leaking faucets, tub spouts and plumbing issues



T&P valves not plumbed in on water heaters



Adjusting or weather stripping on all entry doors



Inoperable bathroom exhaust fan



General Occupancy Topics

Presented by:
Housing Occupancy Technicians



MESQUITE HOUSING OFFICE
PHONE 972.216.6424 FAX 972.216.6429



This portion to be completed by Tenant:

Dear Landlord / Agent:

Please accept this as my notice that I will be out of my house / apartment by _____.
I UNDERSTAND THE HOUSING ASSISTANCE PAYMENT WILL BE STOPPED (OR DEDUCTED), effective on the above date. Should I not be out of my unit by that date, I must call Mesquite Housing to request that payment be made or I must pay the full amount of rent due. I further understand that I am responsible for leaving the unit in the same condition as I received it, normal wear and tear accepted. I know that I am to RETURN the keys, CLEAN the unit, REMOVE all trash and large items belonging to me, and WORK OUT minor damages with you. Please contact me for a move-out inspection, if there are any problems in the condition unit is left. I understand that tenant damages are a violation of my obligation to the Section 8 Program, and grounds for denial or termination of housing assistance.

My Security Deposit and any other communication can be sent to the following address after I move out:

Address: _____

City / State / Zip: _____ Phone #: (____) _____

Note: State law requires landlords send an itemized list of any charges to be withheld from a tenants security deposit ("Security Deposit Disposition"), and are to refund any amount due the tenant, or state amount tenant owes, within 30 days. *Should tenant fail to provide forwarding address, the disposition of the security deposit is left with the landlord.*

_____ I will be relocating to another unit and continuing on the Section 8 Program

_____ I will no longer be receiving assistance under the Section 8 Program

X _____ / _____
Signature of Tenant Date Phone Number

Tenant Address

This portion to be completed by Landlord:

I acknowledge receipt of this move-out notice. I understand that I am responsible for contacting tenant to schedule a move-out inspection. I further understand that I am to refund any amount due the tenant, or state amount tenant owes by sending an itemized list of any charges that are being withheld from a tenant's security deposit, within 30 days.

_____ At this time, tenant does not owe any amount in rent or fees.

_____ At this time, tenant owes \$ _____ in rent and/or fees (Please attach itemized list of amounts owed)

X _____
Signature of Landlord / Agent Acknowledging Receipt of Notice Date

TENANT IS TO RETURN THIS SIGNED COPY TO THE HOUSING OFFICE.

Filename [word: Moveout Form] CG 10/12



The Duty to Affirmatively Further Fair Housing

➤ **WHAT IS THE DUTY TO AFFIRMATIVELY FURTHER FAIR HOUSING?**

From its inception, the Fair Housing Act (and subsequent laws reaffirming its principles) not only prohibited discrimination in housing related activities and transactions but also imposed a duty to affirmatively further fair housing (AFFH). The AFFH rule sets out a framework for local governments, States, and public housing agencies (PHAs) to take meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. The rule is designed to help program participants better understand what they are required to do to meet their AFFH duties and enables them to assess fair housing issues in their communities and then to make informed policy decisions.

For purposes of the rule, affirmatively furthering fair housing “means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant’s activities and programs relating to housing and urban development.”

For purposes of the rule, meaningful actions “means significant actions that are designed and can be reasonably expected to achieve a material positive change that affirmatively furthers fair housing by, for example, increasing fair housing choice or decreasing disparities in access to opportunity.”

➤ **WHAT IS THE PROCESS PROGRAM PARTICIPANTS MUST FOLLOW?**

Under the AFFH rule, an “Assessment of Fair Housing” (AFH) will replace the current “Analysis of Impediments” (AI) process. The AFH Assessment Tool, which includes instructions and data provided by HUD, consists of a series of questions designed to help program participants identify, among other things, fair housing issues pertaining to patterns of integration and segregation; racially and ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs, as well as the contributing factors for those issues.

- The Assessment Tool is intended to help communities understand and identify local barriers to fair housing choice. The AFH provides an approach that will help program participants more effectively affirmatively further the purposes and policies of the Fair Housing Act.
- HUD will review the AFH within 60 calendar days after the date of submission. An AFH submission is deemed accepted 61 days after submission unless HUD provides notification on or before that it is not accepted. Non-acceptance notifications will explain the reasons for non-acceptance and how a program participant may remedy deficiencies.
- The AFFH rule establishes specific requirements for the incorporation of the AFH into subsequent consolidated plans and PHA Plans in a manner that connects housing and community development policy and investment planning with meaningful actions to AFFH.
- The AFFH rule links existing community participation and consultation requirements to the AFH process to ensure program participants give the public opportunities for involvement in the development of the AFH and in its incorporation into the consolidated plan and PHA plan.