

Chapter 8
LEASING AND INSPECTIONS
[24 CFR 5, Subpart G; 24 CFR 966, Subpart A]

INTRODUCTION

Public housing leases are the contractual basis of the legal relationship between the GBHA and the tenant. All units must be occupied pursuant to a dwelling lease agreement that complies with HUD regulations.

HUD regulations require the GBHA to inspect each dwelling unit prior to move-in, at move-out, and annually during the period of occupancy. In addition, the GBHA may conduct additional inspections in accordance with GBHA policy.

This chapter is divided into two parts as follows:

Part I: Leasing. This part describes pre-leasing activities and the GBHA's policies pertaining to lease execution, lease modification, and payments under the lease.

Part II: Inspections. This part describes the GBHA's policies for inspecting dwelling units.

PART I: LEASING

8-I.A. OVERVIEW

An eligible family may occupy a public housing dwelling unit under the terms of a lease. The lease must meet all regulatory requirements, and must also comply with applicable state and local laws and codes.

The term of the lease must be for a period of 12 months. The lease must be renewed automatically for another 12-month term, except that the GBHA may not renew the lease if the family has violated the community service requirement [24 CFR 966.4(a)(2)].

Part I of this chapter contains regulatory information on leasing, where applicable, as well as the GBHA's leasing policies.

8-I.B. LEASE ORIENTATION

GBHA Policy

After unit acceptance but prior to occupancy, a GBHA representative will conduct a lease orientation with the family. The head of household or spouse is required to attend.

Orientation Agenda

GBHA Policy

When families attend the lease orientation, they will be provided with:

A copy of the lease

A copy of the GBHA's grievance procedure

A copy of the house rules, including non-standard rental provisions

A copy of the GBHA's schedule of maintenance charges

Move-out instructions

Lead-based paint disclosures and acknowledgements addendum

Community Service requirement

Family obligation addendum

Smoke detector policy

Rent election addendum

A copy of the GBHA Pet Policy

A copy of “Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse

A copy of “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD, as an attachment to Notice PIH 2010-19

A copy of “How Your Rent is Determined” fact sheet

Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault and stalking (see section 16-VII.C)

Topics to be discussed and explained to all families include:

Applicable deposits and all other charges

Review and explanation of lease provisions

Unit maintenance requests and work orders

The GBHA’s interim reporting requirements

Review and explanation of occupancy forms

Community service requirements

Family choice of rent

VAWA protections

8-I.C. EXECUTION OF LEASE

The lease must be executed by the tenant and the GBHA, except for automatic renewals of a lease [24 CFR 966.4(a)(3)].

A lease is executed at the time of admission for all new residents. A new lease is also executed at the time of transfer from one GBHA unit to another.

The lease must state the composition of the household as approved by the GBHA (family members and any GBHA-approved live-in aide) [24 CFR 966.4(a)(1)(v)]. See Section 8-I.D. for policies regarding changes in family composition during the lease term.

GBHA Policy

The head of household, spouse, or co-head, and all other adult members of the household will be required to sign the public housing lease prior to occupancy. An appointment will be scheduled for the parties to execute the lease. The head of household will be provided a copy of the executed lease and the GBHA will retain a copy in the resident's file.

Files for households that include a live-in aide will contain file documentation signed by the live-in aide, that the live-in aide is not a party to the lease and is not entitled to the GBHA assistance. The live-in aide is only approved to live in the unit while serving as the care attendant for the family member who requires the care.

8-I.D. MODIFICATIONS TO THE LEASE

The lease may be modified at any time by written agreement of the tenant and the GBHA [24 CFR 966.4(a)(3)].

Modification to the Lease Form

The GBHA may modify its lease from time to time. However, the GBHA must give residents at least thirty (30) days advance notice of the proposed changes and an opportunity to comment on the changes. The GBHA must also consider any comments before formally adopting a new lease [24 CFR 966.3].

After proposed changes have been incorporated into the lease and approved by the Board, each family must be notified at least 60 days in advance of the effective date of the new lease or lease revision. A resident's refusal to accept permissible and reasonable lease modifications that are made in accordance with HUD requirements, or are required by HUD, is grounds for termination of tenancy [24 CFR 966.4(1)(2)(iii)(E)].

GBHA Policy

The family will have 30 days to accept the revised lease. If the family does not accept the offer of the revised lease within that 30 day timeframe, the family's tenancy will be terminated for other good cause in accordance with the policies in Chapter 13.

Schedules of special charges and rules and regulations are subject to modification or revision. Because these schedules are incorporated into the lease by reference, residents and resident organizations must be provided at least thirty days written notice of the reason(s) for any proposed modifications or revisions, and must be given opportunity to present written comments. The notice must be delivered directly or mailed to each tenant; or posted in at least three conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the project office, if any, or if none, a similar central business location within the project. Comments must be taken into consideration before any proposed modifications or revisions become effective [24 CFR 966.5].

After the proposed revisions become effective they must be publicly posted in a conspicuous manner in the project office and must be furnished to applicants and tenants on request [24 CFR 966.5].

GBHA Policy

When the GBHA proposes to modify or revise schedules of special charges or rules and regulations, the GBHA will post a copy of the notice in the central office, and will mail a copy of the notice to each resident family. Documentation of proper notice will be included in each resident file.

Other Modifications

GBHA Policy

The lease will be amended to reflect all changes in family composition.

If, for any reason, any member of the household ceases to reside in the unit, the lease will be amended by drawing a line through the person's name. The head of household and GBHA will be required to initial and date the change.

If a new household member is approved by the GBHA to reside in the unit, the person's name and birth date will be added to the lease. The head of household and GBHA will be required to initial and date the change. If the new member of the household is an adult, s/he will also be required to sign and date the lease.

Policies governing when and how changes in family composition must be reported are contained in Chapter 9, Re-examinations.

If a family's composition changes and therefore requires a different unit size, the GBHA reserves the right to utilize its discretion in determining whether the family may continue to reside in the current unit or be moved to a new unit. In all circumstances, the resident family will receive the new unit before an applicant family residing on the waiting list.

8-I.E. SECURITY DEPOSITS [24 CFR 966.4(b)(5)]

At the option of the GBHA, the lease may require security deposits. The amount of the security deposit cannot exceed one month's rent or a reasonable fixed amount as determined by the GBHA. The GBHA may allow for gradual accumulation of the security deposit by the family, or the family may be required to pay the security deposit in full prior to occupancy. Subject to applicable laws, interest earned on security deposits may be refunded to the tenant after vacating the unit, or used for tenant services or activities.

GBHA Policy

Residents must pay a security deposit to the GBHA at the time of admission. The amount of the security deposit will be based on the size of the unit, and follows the schedule below:

Mason Manor Units

1-bedroom = \$200
2-bedroom = \$250

Scattered Site Units

2-bedroom = \$400
3-bedroom = \$550
4-bedroom = \$700

The security deposit must be paid in full prior to occupancy, unless otherwise permitted by the GBHA. The GBHA has the discretion to allow tenants to make payments based on an established payment arrangement. If a tenant enters into a payment arrangement, the GBHA requires that at least one half of the security deposit be paid prior to admission, and payments must be made such that the full security deposit amount will be paid in three months time from that of move in.

The GBHA will hold the security deposit for the period the family occupies the unit. The GBHA will not use the security deposit for rent or other charges while the resident is living in the unit.

Within 21 days of move-out, the GBHA will refund to the resident the amount of the security deposit, less any amount needed to pay the cost of unpaid rent, damages listed on the move-out inspection report that exceed normal wear and tear, and other charges due under the lease.

The GBHA will provide the resident with a written list of any charges against the security deposit within 21 days of the move-out inspection. If the resident disagrees with the amount charged, the GBHA will provide a meeting to discuss the charges.

If the resident transfers to another unit, the GBHA will provide the tenant with a written list of any charges against the “old” security deposit and refund the amount of the deposit, less any amount charged, within 21 days. The resident will be required to pay a security deposit for the “new” unit, which will be based on the size of the unit.

8-1.F. PAYMENTS UNDER THE LEASE

Rent Payments [24 CFR 966.4(b)(1)]

Families must pay the amount of the monthly tenant rent determined by the GBHA in accordance with HUD regulations and other requirements. The amount of the tenant rent is subject to change in accordance with HUD requirements.

The lease must specify the initial amount of the tenant rent at the beginning of the initial lease term, and the GBHA must give written notice stating any change in the amount of tenant rent and when the change is effective.

GBHA Policy

Monthly rent is due the first of the month and must be made payable to the Green Bay Housing Authority. If the first falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If a family’s tenant rent changes, the GBHA will notify the family of the new amount and the effective date by sending a “Notice of Rent Adjustment” which will become an attachment to the lease.

Late Fees and Nonpayment

At the option of the GBHA, the lease may provide for payment of penalties when the family is late in paying tenant rent [24 CFR 966.4(b)(3)].

The lease must provide that late payment fees are not due and collectible until two weeks after the GBHA gives written notice of the charges. The written notice is considered an adverse action, and must meet the requirements governing a notice of adverse action [24 CFR 966.4(b)(4)].

The notice of proposed adverse action must identify the specific grounds for the action and inform the family of their right for a hearing under the GBHA grievance procedures. The GBHA must not take the proposed action until the time for the tenant to request a grievance hearing has expired, or (if a hearing was requested within the required timeframe,) the grievance process has been completed [24 CFR 966.4(e)(8)].

GBHA Policy

If the family fails to pay their rent by the sixth day of the month, and the GBHA has not agreed to accept payment at a later date, a \$10.00 late fee will be assessed. Notice of late fees will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14-calendar days after billing. If the family requests a grievance hearing within the required timeframe, the GBHA may not take action for nonpayment of the fee until the conclusion of the grievance process. If the resident can document financial hardship, the late fee maybe waived on a case by case basis.

When a check is returned for insufficient funds or is written on a closed account, the rent will be considered unpaid and a returned check fee of \$25.00 will be charged to the family. The fee will be due and payable 14 days after billing.

Excess Utility Charges

If the GBHA charges the tenant for consumption of excess utilities, the lease must state the basis for the determination of such charges. The imposition of charges for consumption of excess utilities is permissible only if the charges are determined by an individual check meter servicing the leased unit or result from the use of major tenant-supplied appliances [24 CFR 966.4(b)(2)].

Schedules of special charges for utilities that are required to be incorporated in the lease by reference must be publicly posted in a conspicuous manner in the development office and must be furnished to applicants and tenants on request [24 CFR 966.5].

The lease must provide that charges for excess utility consumption are not due and collectible until two weeks after the GBHA gives written notice of the charges. The written notice is considered an adverse action, and must meet the requirements governing a notice of adverse action [24 CFR 966.4(b)(4)].

The notice of proposed adverse action must identify the specific grounds for the action and inform the family of their right to a hearing under the GBHA grievance procedures. The GBHA must not take the proposed action until the time for the tenant to request a grievance hearing has expired, or (if a hearing was requested within the required timeframe,) the grievance process has been completed [24 CFR 966.4(e)(8)].

GBHA Policy

When applicable, families will be charged for excess utility usage according the GBHA's current posted schedule. Notices of excess utility charges will be mailed monthly and will be in accordance with requirements regarding notice of adverse actions. Charges are due and payable at the time of payment of rent. If the family requests a grievance hearing within the required timeframe, the GBHA may not take action for nonpayment of the charges until the conclusion of the grievance process.

Nonpayment of excess utility charges is a violation of the lease and is grounds for eviction.

Maintenance and Damage Charges

If the GBHA charges the tenant for maintenance and repair beyond normal wear and tear, the lease must state the basis for the determination of such charges [24 CFR 966.4(b)(2)].

Schedules of special charges for services and repairs which are required to be incorporated in the lease by reference must be publicly posted in a conspicuous manner in the development's office and must be furnished to applicants and tenants upon request [24 CFR 966.5].

The lease must provide that charges for maintenance and repair beyond normal wear and tear are not due and collectible until two weeks after the GBHA gives written notice of the charges. The written notice is considered an adverse action, and must meet the requirements governing a notice of adverse action [24 CFR 966.4(b)(4)].

The notice of proposed adverse action must identify the specific grounds for the action and inform the family of their right for a hearing under the GBHA grievance procedures. The GBHA must not take the proposed action until the time for the tenant to request a grievance hearing has expired, or (if a hearing was requested within the required timeframe), the grievance process has been completed [24 CFR 966.4(e)(8)].

GBHA Policy

When applicable, families will be charged for maintenance and/or damages according to the GBHA's current schedule. Work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable).

Notices of maintenance and damage charges will be mailed as necessary and applicable, and will be in accordance with requirements regarding notices of adverse actions. Charges are due and payable 30 calendar days after billing. The GBHA maintains the discretion to enter into payment arrangements with families for maintenance and damage charges. If the family requests a grievance hearing within the required timeframe, the GBHA may not take action for nonpayment of the charges until the conclusion of the grievance process.

Nonpayment of maintenance and damage charges is a violation of the lease and is grounds for eviction.

PART II: INSPECTIONS

8-II.A. OVERVIEW

HUD regulations require the GBHA to inspect each dwelling unit prior to move-in, at move-out, and annually during occupancy. In addition, the GBHA may require additional inspections, in accordance with GBHA policy. This part contains the GBHA's policies governing inspections, notification of unit entry, and inspection results.

8-II.B. TYPES OF INSPECTIONS

Move-In Inspections [24 CFR 966.4(i)]

The lease must require the GBHA and the family to inspect the dwelling unit prior to occupancy in order to determine the condition of the unit and equipment in the unit. A copy of the initial inspection, signed by the GBHA and the tenant, must be provided to the tenant and retained in the resident file.

GBHA Policy

Any adult family member may attend the initial inspection and sign the inspection form for the head of household.

Move-Out Inspection [24 CFR 966.4(i)]

The GBHA must inspect the unit at the time the resident vacates the unit and must allow the resident to participate in the inspection if he or she wishes, unless the tenant vacates without notice to the GBHA. The GBHA must provide to the tenant a statement of any charges to be made for maintenance and damage beyond normal wear and tear.

The difference between the condition of the unit at move-in and move-out establishes the basis for any charges against the security deposit so long as the work needed exceeds that for normal wear and tear.

GBHA Policy

When applicable, the GBHA will provide the tenant with a statement of charges to be made for maintenance and damage beyond normal wear and tear, within 21 days of conducting the move-out inspection.

Annual Inspections [24 CFR 5.705]

The GBHA is required to inspect all occupied units annually using HUD's Uniform Physical Condition Standards (UPCS) Under the Public Housing Assessment System (PHAS), HUD's physical condition inspections do not relieve the GBHA of this responsibility to inspect its units [24 CFR 902.20(d)].

Quality Control Inspections

The purpose of quality control inspections is to assure that all defects were identified in the original inspection, and that repairs were completed at an acceptable level of craftsmanship and within an acceptable time frame.

GBHA Policy

Supervisory quality control inspections will be conducted in accordance with the GBHA's maintenance plan.

Special Inspections

GBHA Policy

GBHA staff may conduct a special inspection for any of the following reasons:

Housekeeping

Unit condition

Suspected lease violation

Preventative maintenance

Routine maintenance

There is a reasonable cause to believe an emergency exists

Other Inspections

GBHA Policy

Building exteriors, grounds, common areas and systems will be inspected according to the GBHA's maintenance plan.

8-II.C. NOTICE AND SCHEDULING OF INSPECTIONS

Notice of Entry

Non-Emergency Entries [24 CFR 966.4(j)(1)]

The GBHA may enter the unit, with reasonable advance notification to perform routine inspections and maintenance, make improvements and repairs, or to show the unit for re-leasing. A written statement specifying the purpose of the GBHA entry delivered to the dwelling unit at least two days before such entry is considered reasonable notification.

GBHA Policy

The GBHA will notify the resident in writing at least 48 hours prior to any non-emergency inspection.

For regular annual inspections, the family will receive at least 2 weeks written notice of the inspection to allow the family to prepare the unit for the inspection.

Entry for repairs requested by the family requires a minimum of a 12-hour notice.

Emergency Entries [24 CFR 966.4(j)(2)]

The GBHA may enter the dwelling unit at any time without advance notice when there is reasonable cause to believe that an emergency exists. If no adult household member is present at the time of an emergency entry, the GBHA must leave a written statement showing the date, time and purpose of the entry prior to leaving the dwelling unit.

Scheduling of Inspections

GBHA Policy

Inspections will be conducted during business hours. The GBHA is required to provide at least a 24-hour notice of entry. As long as proper notice is provided, the GBHA may enter the unit. If, for a reason acknowledged and accepted by the GBHA, a family needs to reschedule an inspection, they must notify the GBHA at least 24 hours prior to the scheduled inspection. The GBHA will reschedule the inspection no more than once unless the resident has a verifiable good cause to delay the inspection. The GBHA may request verification of such cause.

Attendance at Inspections

Residents are required to be present for move-in inspections [24 CFR 966.4(i)]. There is no such requirement for other types of inspections.

GBHA Policy

Except at move-in inspections, the resident is not required to be present for inspections. The resident may attend inspections if he or she wishes.

In no one is at home, the inspector will enter the unit, conduct the inspection and leave notice of entry in the unit.

8-II.D. INSPECTION RESULTS

The GBHA is obligated to maintain dwelling units and the project in a decent, safe and sanitary condition and to make necessary repairs to dwelling units [24 CFR 966.4(e)].

Emergency Repairs [24 CFR 966.4(h)]

If the unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants, the tenant must immediately notify the GBHA of the damage, and the GBHA must make repairs within a reasonable time frame.

If the damage was caused by a household member or guest, the GBHA must charge the family for the reasonable cost of repairs. The GBHA may also take lease enforcement action against the family.

If the GBHA cannot make repairs quickly, the GBHA must offer the family standard alternative accommodations. If the GBHA can neither repair the defect within a reasonable time frame nor offer alternative housing, rent shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling. Rent shall not be abated if the damage was caused by a household member or guest, or if the resident rejects the alternative accommodations.

GBHA Policy

When conditions in the unit are hazardous to life, health, or safety, the GBHA will make repairs or otherwise abate the situation within 24 hours.

Defects hazardous to life, health or safety include, but are not limited to, the following:

Any condition that jeopardizes the security of the unit

Major plumbing leaks or flooding, waterlogged ceiling or floors in imminent danger of falling

Natural or LP gas or fuel oil leaks

Any electrical problem or condition that could result in shock or fire

Absence of a working heating system

Utilities not in service, including no running hot water

Conditions that present the imminent possibility of injury

Obstacles that prevent safe entrance or exit from the unit

Absence of a functioning toilet in the unit

Inoperable smoke detectors/carbon monoxide detectors

Non-Emergency repairs

GBHA Policy

The GBHA will correct non-life threatening health and safety defects within 15 business days of the inspection date. If the GBHA is unable to make repairs within that period due to circumstances beyond the GBHA's control (e.g. required parts or services are not available, weather conditions, etc.) the GBHA will notify the family of an estimated date of completion.

The family must allow the GBHA access to the unit to make repairs.

Resident-Caused Damages

GBHA Policy

Damages to the unit beyond normal wear and tear will be billed to the tenant in accordance with the policies in 8-I.G., Maintenance and Damage Charges.

Repeated or excessive damages to the unit beyond normal wear and tear will be considered a serious or repeated violation of the lease.

Housekeeping

GBHA Policy

Residents whose housekeeping habits pose a non-emergency health or safety risk, encourage insect or rodent infestation, or cause damage to the unit are in violation of the lease. In these instances, the GBHA will provide proper notice of a lease violation.

A re-inspection will be conducted within 30 days to confirm that the resident has complied with the requirement to abate the problem. Failure to abate the problem or allow for a re-inspection is considered a violation of the lease and may result in termination of tenancy in accordance with Chapter 13.

Notices of lease violations will also be issued to residents who purposely disengage the unit's smoke detector or carbon monoxide detector. Only one warning will be given. A second incidence could result in lease termination.