



# Resource Guide

## HCV Families





## Moving Checklist

Congratulations on finding your new home! Here is a brief checklist to help you settle in to your new community.

### Prior to move-in:

- ☐ Complete a walk-through with landlord/property manager, note any existing damages
- ☐ Read and sign lease with landlord/property manager
- ☐ Keep all of your documents together in a safe place (*such as your lease, contract amendment, safety deposit receipt, etc.*)

### After move-in:

- ☐ Contact the utility company to start water, sewage, garbage, gas and/or electricity (*depends on what utilities your family is responsible for*)
- ☐ Enroll your children in school (*if they are changing schools*)
- ☐ Connect to community resources for you and your children (*such as cultural centers, places of worship, social clubs, after school programs, daycare, etc.*)
- ☐ Update your address with your bank, work, Social Security Administration, Veterans Administration, Department of Motor Vehicles, Tax Bureau, pharmacy, gym, insurance company, auto finance company, credit card company

### Important Notes:

- ☐ Know your rent portion (*refer to your estimate sheet*)
- ☐ Inform your Senior Housing Specialist of any income and/or household composition changes in writing (*report within 30 days of change*)
- ☐ If you received security deposit assistance from the housing authority, note that the landlord will refunded those funds directly to you if you decide to move out from the unit given that there were no damage to the unit.



## Housing Quality Standards (HQS) Inspections

KCHA inspects your home when you move in and, generally, one to two years after that. This allows us to ensure that the home stays safe and livable. Before the inspection, KCHA suggests that you walk through your home with your landlord. Make note of any broken or damaged items so that your landlord can fix them.

### Pay attention to the following areas:

- **Entry doors:** All doors must lock securely. Door jambs and strike plates must work properly. Make sure your landlord covers gaps that let in air with weather stripping.
- **Windows:** Panes must not be broken or cracked. Windows designed to open must open and have a permanent lock attached. KCHA will not accept sticks or thumb screws as locks.
- **Electricity:** The unit cannot have electrical hazards. All outlets and switches must have intact cover plates secured to the wall. Wiring cannot be exposed. All light fixtures must work and mount to the wall or ceiling. Breaker boxes cannot have exposed wires.
- **Oven and range:** Clean the oven and range so that they are not a fire hazard. Burners must lay flat. All elements must work properly. Attach all knobs and dials to the appliances. Make sure your landlord installs filter screens in front of fans.
- **Refrigerator:** The rubber gasket around the door must be intact and fit snugly. Secure the kick plate at the base of the refrigerator.
- **Heating and plumbing:** The heating system must provide adequate heat. Clear heat sources of all items, such as furniture, bedding, and clothes. Plumbing fixtures (e.g., sinks, toilets, showers) must not leak. Your landlord must have any oil, gas, or propane furnace serviced at least once every two years. KCHA requires your landlord to verify this service.
- **Hot water heater:** Heaters must have a pressure release valve. The discharge line within six inches of the floor or out the building. Discharge tubing must be galvanized steel, copper, or CPVC (not PVC). Wires cannot be exposed. (Ask your landlord to check all of these items.) Also make sure not store flammable material near the tank.
- **Flooring:** Floors must not have dry rot (often found in the bathroom around the bathtub and toilet). Carpet must not be frayed or torn. Make sure your landlord repairs or replaces vinyl, tile, or linoleum that poses a tripping hazard. They should also cover exposed carpet tacks and repair loose thresholds.
- **Smoke detectors:** Each floor of the unit must have a smoke detector and carbon monoxide with a tester button. If you are hearing-impaired, your landlord must mount a smoke alarm designed for the hearing-impaired in your bedroom.
- **Ventilation:** Bathrooms must have an operating fan or other ventilation source (e.g., a window).
- **Decks, railings, and steps:** Stairways with four or more steps require a handrail. The rail must be securely supported and run the length of the stairway. Decks, railings, and steps must not have dry rot or tripping hazards. Decks, steps, or porches more than 30 inches from the ground require railings.
- **Paint:** Units built before 1978 cannot have peeling or deteriorated paint inside or outside if you live with a child under age six.
- **Infestation:** A qualified extermination firm must inspect the unit if KCHA cannot find the extent of an infestation. The firm must also treat the infestation, if necessary.



## (HQS) Inspections Information & Timeline

### INITIAL INSPECTION

KCHA performs initial inspections after you submit a Request for Tenancy Approval (RFTA). Your new unit must meet the HQS prior to moving in and receiving Housing Assistance payments.

### ANNUAL/BIENNIAL

Every year or every two years (the schedule depends on the type of unit), your home will be inspected by an HQS inspector to ensure your unit is decent, safe and sanitary. If your unit fails inspection, you and your landlord will be notified of the deficiencies and will be scheduled a re-inspection.

### RE-INSPECTION

For failed items requiring re-inspection, the Housing Authority give the owner a reasonable amount of time to correct the deficiencies. If the violation is considered life threatening, the repairs must be made within 24 hours from notification (Examples include: no hot or cold water, no electricity, major plumbing or natural gas leak, exposed electrical wiring, etc.). All other repairs must be corrected within 30 calendar days (or any HA-approved extension).

**ABATEMENT:** Failure by the owner to correct the “owner” caused fail items within the time frame will result in abatement of the HAP until the corrections are made. Should the abatement continue for 30 days, the owner will be given proper notice for termination of the HAP contract.

**NON-COMPLIANCE:** Failure by the family to correct the “tenant” caused fail items within the time frame allowed will result in termination of assistance. The HA will not hold the owner responsible for a breach of the HQS determined to be caused by the family.

DAY  
1

### ANNUAL INSPECTION

PASS

No further action required

FAIL

\*Re-inspection scheduled to take place within 30 days

DAY  
30

### RE-INSPECTION

PASS

No further action required

FAIL

#### Abatement

Subsidy payment **STOPS** until unit passes inspection.  
(Landlord/Property Manager Responsible)

OR

#### Non-Compliance

Subsidy payment **STOPS**, after 30 days process for termination begins.  
(Tenant Responsible)

\* Re-inspection may be extended outside 30 days for any KCHA approved requests.





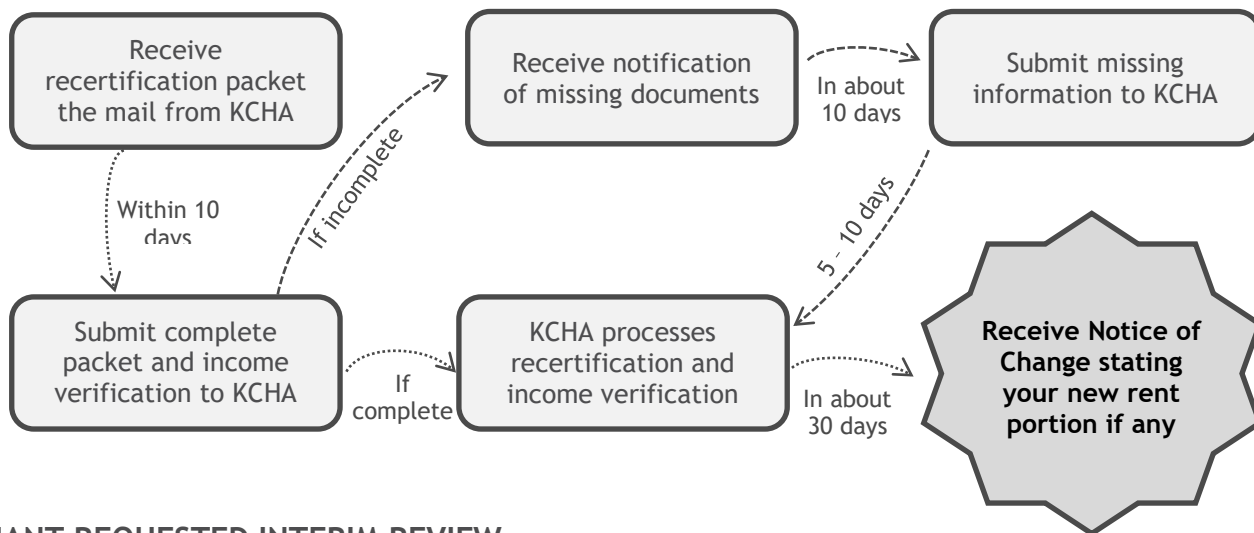
## Recertification Process

In order to provide your household the correct rental subsidy, King County Housing Authority (KCHA) recertifies your income and household composition periodically. There are two review processes you will experience as part of the Housing Voucher program:

### BINNEAL RECERTIFICATIONS

KCHA recertifies your household income and composition every **two to three years depending on your rent program (EZ, WIN)** to ensure you pay your fair share of rent. This may or may not result in a change in your rent portion. You will receive your recertification packet approximately **90 days** prior to the anniversary of your move-in date. If you want to keep your voucher, KCHA must receive all required paperwork from you before this date.

*\* All review times are noted as estimates.*



### TENANT REQUESTED INTERIM REVIEW

You may request an interim review for reduction in your rent portion if there are changes in your household composition or income. You will need to submit the appropriate forms which can be found on the KCHA website and in our offices along with verification of the change.

