

# Landlord Link

*A resource for landlords participating in KCHA's Section 8 program*

## List your property at Housing Search Northwest

The King County Housing Authority recently added a new service to assist you in listing your properties for rent to Section 8 participants.

The service is run by Housing Search Northwest and can be accessed through our website at [www.kcha.org](http://www.kcha.org) or by going directly to [www.HousingSearchNW.org](http://www.HousingSearchNW.org).

To list your property you will need to register by going online by [HousingSearchNW.org](http://HousingSearchNW.org), or by calling 1-877-428-8844.

For those registering online, select "List a place to Rent" on the home page. After being directed to the rental listing page, click on "Register here."

There is no cost to list your unit, and it takes less than five minutes to set up. This resource is available to any property provider, landlord, owner or large-scale property manager who wants to advertise rental properties (and in some areas, for-sale properties).

For more information, please visit either website or call the Section 8 office at 206-214-1300.

### King County Housing Authority Section 8 Office

700 Andover Park West  
Tukwila, WA 98188-3326

**Phone:** 206-214-1300

**Fax:** 206-243-5927

**TDD:** 1-800-833-6388

**Website:** [www.kcha.org](http://www.kcha.org)

## KCHA opens new Section 8 office



*KCHA's new Section 8 office at 700 Andover Park West in Tukwila provides an attractive environment to visitors. /Photo by Travis Sherer*

**By Graeme Atkey**

*Director of Housing Voucher Program*

King County Housing Authority recently opened its new Section 8 office at 700 Andover Park West in Tukwila, roughly a mile south of its former location. While our address has changed, our phone numbers have not. You can still contact us at 206-214-1300 by phone and 206-243-5927 by fax.

The Section 8 department moved into the recently remodeled 36,000 square-foot building July 24. The Section 8 office is now next door to the KCHA Central Office at 600 Andover Park West, creating a Tukwila campus for the Authority's centralized operations.

The new building will allow KCHA to provide better service to landlords

and residents by offering many client enhancements, starting with more space. Visitors can enjoy a larger lobby, which includes local artwork and a children's play area. Additionally, there are plenty of private rooms in which families can meet with their case workers without distraction.

Situated on a level lot with easy access to the King County Metro Transit bus line 150, the new location is itself an improvement. No longer must landlords and residents struggle through a one-lane driveway and up a steep hill to find their way to our office. Parking should be sufficient and close enough to meet the needs of most clients who visit by car.

We encourage you to stop by and take a look when you have a chance.

# Tips for inspection success

**By Graeme Atkey**

*Director of Housing Voucher Program*

We know landlords have a lot of questions about the Section 8 inspection process. To address these questions, we will include an article in each issue of the Landlord Link highlighting a specific aspect of the inspection process. If you have questions you would like to see addressed, please email our Section 8 Inspection Coordinator [Carolyn Robinson](mailto:CarolynR@KCHA.org) at [CarolynR@KCHA.org](mailto:CarolynR@KCHA.org).

We begin by addressing a common concern: how can I ensure that my unit(s) will pass the inspection process?

While we can't cover all the basics in a short column, some items are more likely than others to cause a unit to fail. These

items include:

**Windows:** Those designed to open must open and must have a permanent lock attached. (Sticks and thumbscrews are not accepted as locking devices). The window panes must not be broken or cracked.

**Electrical Hazards:** HUD requires that a unit must be free of any possible electrical hazards. All electrical outlets and switches must have cover plates without cracks, and they must be secured to the wall.

**Heating and Plumbing:** The heating system must be working properly and provide adequate heat. Verification of service must be provided, and the furnace must be safe and working properly. Check for any leaks in the plumbing fixtures (sinks, toilets, showers, etc.) and repair if necessary.

**Hot Water Heaters:** Heaters must have a

pressure-relief valve and discharge line that extends to within six inches of the floor. Discharge tubing must be of the appropriate type of material – either galvanized steel or copper or CPVC piping (Do not use PVC).

**Inoperable Smoke Detectors:** A smoke detector must be on each floor of the dwelling unit and must have a tester button.

**Decks, Railings, Steps:** HUD requires that all stairways with four or more steps must have a handrail. The handrail must run the length of the stairway and be securely supported in order to provide adequate safety for the user. Railings are required for decks, porches or steps that are over 30 inches from the ground.

**Peeling Paint:** HUD requires that a home built prior to 1978 have no deteriorated or peeling paint on the inside or outside of the unit, if the unit is occupied by children under the age of 6.

## Section 8 fraud do's and do-not's

The King County Housing Authority takes all reports of fraud, misrepresentation or other program violations seriously. The following are a few of the do's and do-not's required of a participant in the Section 8 program:

The family must **NOT**:

- Own or have any interest in the unit other than in a cooperative or a manufactured home.
- Commit any serious or repeated violation of the lease.
- Sublease or sublet the unit or assign the lease or transfer the unit.
- Damage the unit or premises (other than damages from ordinary wear and tear) or permit any guest(s) to damage the unit or premises.

The family **MUST**:

- Promptly notify the HA and landlord in writing when the family is away from the

unit for an extended period of time in accordance with HA policies.

- Notify both the HA and the landlord in writing before moving out of the unit or terminating the lease.
- Allow the HA to inspect the unit at reasonable times and after reasonable notice.
- Request written approval from the HA to add any family member as an occupant of the unit.
- Give the HA a copy of any landlord issued eviction notice.

Stopping program abuse is a difficult job, but by working together we have a much better chance. If you know of someone involved with a KCHA program that you believe is violating his or her required obligations, please contact the Housing Authority Fraud Investigator [Peter Tran](mailto:PeterTran@KCHA.org) at [PeterTran@KCHA.org](mailto:PeterTran@KCHA.org), or by phone at 206-214-1301 or by fax at 206-357-2432.

## KCHA Section 8 program

### General Questions

To speak with a customer service agent about any Housing Choice Voucher program issue, call 206-214-1300.

### Senior Housing Specialists

Nadia Marchuk	206-214-1343
Millie Adriano	206-214-1320
Cathi Bourne	206-214-1324
Stephen Gray	206-214-1315
Eka Ayu	206-214-1372
Shirley Harmon	206-214-1335
Gina Guerrero	206-214-1350
Serena Tran	206-214-1316
Tan Nguyen	206-214-1335
Kimberly Ringor	206-214-1310
Renee Bonds	206-214-1325
Vishavdeep Randev	206-214-1309
Betty Mahoney	206-214-1327