

Landlord Link

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

List Your Property

The King County Housing Authority offers a service to help you list 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 or by going directly to www.HousingSearchNW.org.

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.

Rent Increase Reminders

Please note, the Housing Authority no longer reminds owners of their annual opportunity to request a rent increase. If you would like a rent increase, please notify the Housing Authority 60 days prior to the contract anniversary date. The Housing Authority will review the requests for comparability to other similar units in the area. Please do not process an increase without prior approval from Section 8.

Housing Voucher Department Leadership Change

In April 2014, Graeme Atkey retired from his position as Director of the Section 8 Housing Choice Voucher program after 24 years in the position. During his time directing the program, it grew from 2,300 vouchers to over 11,000 elderly, disabled, and families housed on a nightly basis. Many thanks for his capable leadership and enabling this impressive program growth over the years. Mr. Atkey will continue in a consulting capacity over the next twelve months overseeing the implementation of a new tenant software accounting system for the voucher program.

The retirement of the Section 8 Director led KCHA to move in a different direction with its rental assistance programs. A newly created Leased Housing Programs department was created, merging the Housing Choice Vouchers department and the Homeless Initiatives department into a unified department focused on utilizing our HUD-funded Section 8 subsidies and our flexibility under the Moving To Work program to increase operational efficiencies and maximize our use of federal resources to serve low-income

and vulnerable populations throughout King County.

Overseeing this new department will be Kristin Winkel, our new Director of Leased Housing Programs. Ms. Winkel was, most recently, the Director of Homeless Initiatives for the past six years, and before that, as Senior Housing Manager overseeing

rent policy changes within KCHA. Prior to joining the Authority, she worked in Cambridge, MA, for Abt Associates, as a national consultant to HUD, local housing authorities, and homeless service providers for six years.

Also stepping into a new leadership role is Jeb Best, who was promoted to replace Mr. Atkey as the Director of Section 8 Voucher programs. Mr. Best has been with King County Housing Authority for almost 30 years, in various positions of increasing leadership, first within Weatherization, Public Housing, and most recently as the Associate Director of the Section 8 Voucher program.

Please join KCHA in congratulating Kristin Winkel and Jeb Best on their well-deserved promotions!



Site Conditions are Important Too

As part of the inspection process the HQS Inspector will review the site conditions of the property. HUD requires that the site and neighborhood must be reasonably free from disturbing noises and other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank backups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.



areas or they are in a condition that presents a hazard to others.

The Housing Authority will also fail a unit if the yard and surrounds have a large accumulation of trash and debris or

ant supplied utilities. Lack of garbage service is also a common code enforcement complaint. All units must have a proper container for refuse disposal with a lid and if the unit is in a jurisdiction that does not require third party service it must be disposed of weekly at the proper County facility. In the event your tenant is not compliant with these requirements the Housing Authority will work with you to address the lease and voucher obligations in an effort to resolve the problem.



Common area side walks that are in disrepair, uneven, or have large gaps are considered a tripping hazard and should be repaired.

Some of the most common failures cited during the inspection process include vehicles on the property not registered to the tenants and not parked in designated

there is no garbage service. If the tenant is responsible for garbage service and lives in a jurisdiction that requires third party

garbage service, the tenant must maintain service. It is a family obligation under the Housing Choice Voucher Program to maintain ten-

It is important to monitor these areas on the property and do preventative maintenance to eliminate these hazards before there is an injury or complaint.

More Section 8 Changes

In addition to the change in leadership, there are more changes happening the remainder of this year and into 2015. First, we are going paperless. Since early this summer, we have been busy scanning 11,500 client files. With each file averaging at least 150 pages, that's approximately 1.8 million pages we are going through to ensure proper indexing for future reference. Why go through all this work? By going paperless, we will be able to instantly access client and landlord information, we will no longer have to physically pull and refile client data and client files, it will be easier to send and receive information electronically, and it will speed up paperwork transaction times. All scanning is anticipated to be done by the first of the year and we are excited at the possibilities this will provide for better customer service.

Second, our current caseloads are

distributed to our Senior Housing Specialists based on the last name of the client. While this is an easy way to ensure coverage, it leads to an uneven distribution of work among staff as well as months with heavier or lighter workloads depending on the move in rate for an alphabet in that particular month. To combat this, many Housing Authorities have done what is known as "Caseload Optimization" where client distribution is based on timing and program type, rather than alphabet, thus evening out the caseloads. KCHA has hired a consultant to assist in converting to this process. At this point, the change in caseloads should happen around the first of the year. We will notify all landlords and clients as this change occurs.

Finally, we are changing software providers. Our current housing software provider, Modern Software Technology, is ten years old and does not keep up with

today's Windows operating systems. After a nationwide search, KCHA has chosen TENMAST, an employee owned company out of Kentucky, to carry us into the future. When fully implemented, the new system will allow for both a client and landlord portal for easier distribution and collection of information, in field scheduling for inspectors, and is compatible with today's technology. Right now the "Go-Live" date is scheduled for October 2015.

In processing these three changes, we hope there will be no disruption in service, however, as we all know, the best laid plans..... During these transitions we ask for your patience and assistance. Should you discover any errors in your checks or other correspondence, please let us know so we can make the correction. Thank you again for your continued participation in our program.