

A Message from the **PHA Executive Vice President of Leased Housing**

Dear Landlords,

As we transition ourselves into the spring, too often property managers forget about the cold winter months. Spring is not only a great time for homeowners to begin their seasonal cleaning, but also to begin structural repairs and maintenance improvements throughout their home.

Follow this spring maintenance checklist to ensure your home is in optimal condition for the rest of the year.

Spring Maintenance Checklist

Gutters and downspouts: Pull leaves and debris from gutters and downspouts. Reattach gutters that have pulled away from the house. Run a hose on the roof and check for proper drainage. If leaks exist, dry the area and use caulking or epoxy to seal the leak.

Siding: Clean siding with a pressure washer to keep mold from growing. Check all wood surfaces for weathering and paint failure. If wood is showing through, sand the immediate area and apply a primer coat before painting. If paint is peeling, scrape loose paint and sand smooth before painting.

Exterior caulking: Inspect caulking and replace if deteriorating. Scrape out all of the eroding caulk and re-caulk needed area.

Window sills, door sills, and thresholds: Fill cracks, caulk edges, repaint or replace if necessary.

Window and door screens: Clean screens and check for holes. If holes are bigger than a quarter, patch holes or replace the screen. Save bad screen to patch holes next year. Tighten or repair any loose or damaged frames and repaint.



Replace broken, worn, or missing hardware. Wind can ruin screens and frames if they are loose, so make sure they are securely fastened. Tighten and lubricate door hinges and closers.

Drain waste and vent system: Flush out system.

Hot water heater: Lubricate circulating pump and motor.

Best regards,

Celeste C. Fields
Executive Vice President of Leased Housing
 Philadelphia Housing Authority

HCV Landlord Briefing Session

Every Wednesday evening from 6:00 p.m. to 7:00 p.m.

HCV Landlord Certification Class

Every Wednesday morning from 9 a.m. to 12:30 p.m.

2850 Germantown Avenue, Philadelphia, PA 19133

Phone: **215.684.5596**

Email: hcvlandlords@pha.phila.gov

Landlord Fair

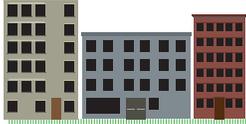
Every Thursday at 10:30 a.m. and 2:30 p.m.

Preinspections are conducted to expedite the leasing process. The inspection is valid for 60 days. Call to learn more.



Visit our HCV Landlord Page at:

www.facebook.com/PHAHCVlandlords



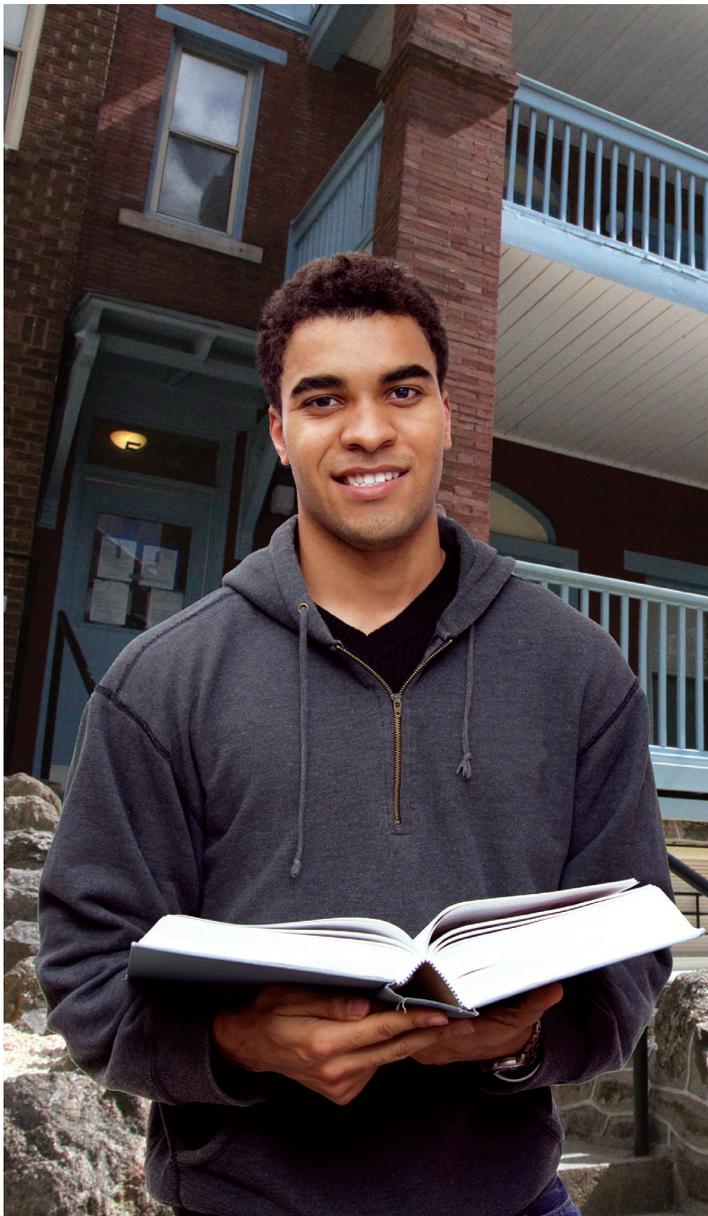
RENTAL *Suitability*

Have you been to landlord tenant court lately? Have you heard of the Rental Suitability Certificate?

In a recent visit to court, private market landlords have been denied eviction and turned away for not having their Rental Suitability Certificate.

While PHA does not require you to obtain this certification, as a landlord in the City of Philadelphia you must still adhere to the compliance regulations to being a landlord.

The Philadelphia Property Maintenance Code (Section PM-102.6.4) requires an owner, renting residential property, provide the following information to the tenant at the inception of each tenancy. The tips provided below will not affect the outcome of your PHA HQS inspection, but may affect the overall rating of your unit:



- A Certificate of Rental Suitability issued by the Department of Licenses and Inspections no more than sixty days prior to the inception of the tenancy.
- A copy of the “City of Philadelphia Partners for Good Housing” brochure issued by the Department of Licenses and Inspections.
- The owner of the premises to be leased, acknowledges the obligation to provide a fit and habitable property and states that all fire protection and smoke detection equipment for the premises is present and in proper operating order.
- The owner will continue to maintain all fire protection and smoke detection equipment for the premises in accordance with all applicable requirements of the Philadelphia Code and regulations.

Four Steps to Receive a Certificate of Rental Suitability Online

- Provide Applicant Information
- Provide Housing Inspection License Number or Rental Address
- Certify Fire Alarm/Detection Systems
- View and Print Certificate of Rental Suitability

There is no fee for the Certificate of Rental Suitability. The Department of Licenses and Inspections’ website makes it possible for property owners to apply for and print out the Certificate of Rental Suitability online. Properties must be licensed with no critical code violations.

Visit <http://www.phila.gov/FairHousingCommission> for more information.

What is PGW's Landlord Cooperation Program (LCP)?

A: Landlords can be held liable for tenants' unpaid gas bills. To help protect owners against the placement of liens on their rental properties for unpaid tenant gas bills, owners can enroll in PGW's Landlord Cooperation Program (LCP), which protects your residentially zoned property from having a lien placed against it for unpaid gas bills during the duration of your membership.

Owners can visit PGW's LCP site to register for the program. Once owners are registered and remain in a cooperative status, their residential rental property will not be liened during the term of the LCP. If owners are not registered, they can be liened for unpaid gas bills beginning Sept. 1, 2009.

Various organizations are monitoring LCP registered properties and the L&I landlord database to make sure everyone is in compliance with the terms and conditions of LCP. If a landlord is not in compliance, he/she will be removed from LCP and its protections. PGW has the legal right to file liens against all properties, including residential rental properties, for unpaid gas bills. However, if a property owner registers for and fully cooperates in LCP, he or she can receive lien protection for eligible tenant-occupied, residential rental property(s). In order to take advantage of the program, or for more information, please visit PGW's website at www.pgworks.com. Property owners are not eligible to register their own residences, which the owner is or is legally required to be the customer of record, or non-residential properties.

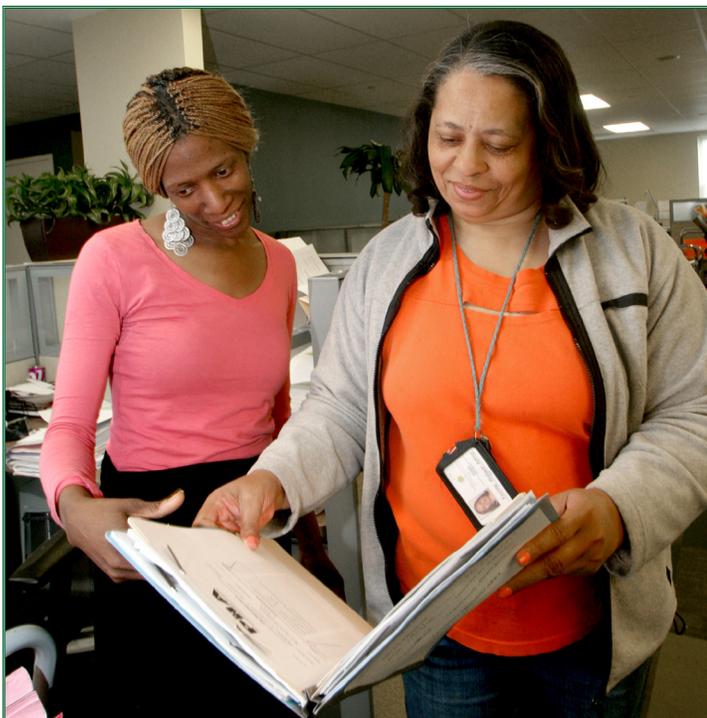
When do you need a rental license?

A: Any property owner who rents his/her property to others needs to have a current rental license. The license is issued by The Philadelphia Department of Licenses and Inspections.

In order to get a rental license, property owners need the following: an active Business Privilege License number, an active Business Privilege Tax Identification number, and knowledge of the property and what type of license is needed. Owners will need a license for each rental property they have.



EDUCATE YOUR TENANTS



Landlords, do yourselves a favor and educate your tenants about everything you can think of regarding the rental property, the terms of the lease agreement, and grounds for eviction right before they move in. Merely going over the lease terms might not be good enough, so make a separate document with a simple checklist of Do's and Don'ts.

- Outline regular maintenance and cleaning duties.
- Show the tenant how to use gas, electrical, and plumbing fixtures properly.
- Go over little things like who replaces light bulbs, broken screens or windows, and batteries in smoke detectors.
- Tell the tenant the rules about making changes to the property, painting rooms, or doing anything that alters the existing condition and appearance of the property.
- Reiterate the fact that the tenant can't use the property for anything other than its intended purpose as a home.
- Make sure the tenant understands that only those named on the lease are allowed to be occupants in the home. The tenant must ask for an addendum to the lease if he or she wants to add another tenant or have a long-term guest.
- The tenant needs to let the landlord know when something is wrong as soon as possible to minimize building damage, risk of physical harm to the tenant or anyone else.
- Tell the tenant to inform you right away if there are maintenance issues or needed repairs to the property.

LANDLORD/TENANT *Disputes*

It is essential to know the rights of each party in a landlord/tenant relationship. A thorough understanding of Pennsylvania and Philadelphia landlord/tenant laws can save you time, money, and the need to settle a dispute in court. These disputes can be avoided when both parties understand their rights and responsibilities and abide by them. Here are a few tips that could help minimize disputes:

- **Establish a thorough understanding of PHA lease.** A landlord could minimize disputes with a very clear understanding of the lease provided by PHA. Both the tenant and owner are encouraged to review the lease with the tenant before they sign it.
- **Collect a security deposit.** Collecting a security deposit will provide you with some financial protection if there is damage to the unit. Remember that you can only collect two times the agreed upon rent for security. The security deposit should only be collected at the lease signing.

- **Inspect the unit.** Schedule monthly and/or quarterly inspections to walk through the unit. This will allow you an opportunity to catch any deficiencies before your annual inspection.
- **Make repairs promptly.** Repairs should be done as soon as possible to avoid further damage to your unit and to avoid abatement of your rental payment from PHA.
- **Respect the privacy of the tenant.** Once you allow the tenant to move in your unit, it becomes their home. You should have a statement in the lease that discusses when and why you will enter the home.

Staying up-to-date on changes to the housing laws will help ensure that you are more informed as a landlord.

TEN YEAR FIRE ALARM

PHA has adopted the city's Fire Code, requiring smoke alarms in one- and two-family buildings to have 10-year non-removable batteries.

Smoke alarms are required on each level of a dwelling, including the basement. For the floors with one or more bedrooms, the smoke alarm for that floor is required to be installed in the immediate vicinity of the bedrooms.

One- and two-family dwellings built on or after January 1, 1988, and apartment dwelling units, are not affected as those dwellings are required to have hard-wired smoke alarms.

Working smoke alarms decrease the amount of tragedies caused by fires when they are present. Although a 10-year lithium battery-powered smoke alarm costs more than the standard smoke alarm, they are well worth the investment. This one time investment will enable a peace of mind among all parties involved.

As of January 1, 2016 every participating owner or landlord will be required to have 10-year lithium battery-powered smoke alarms installed in each unit. Failure to adhere to this policy could result in abatement of your Housing Assistance Payment.



Are You Signed Up for the Landlord Data Center?

PHA landlords can view all the information they need to manage their HCV properties through the Landlord Data Center.

You can access:

- Detailed HAP records by resident
- Status and schedule of inspections and re-inspections
- The schedule of upcoming client recertifications

Information is updated at the end of each workday and is available for viewing 24 hours a day, 7 days a week!

Create your account and access your data by visiting:
<https://partnerportal.pha.phila.gov/PartnerPortal>.
If you have any questions, please call 215-684-5596 or email us at hcvlandlords@pha.phila.gov.



Log In

LOG IN

Log In

User Name:

Password:

[Create an Account](#)
[Forgot your password?](#)

MESSAGES

The information in this data center is updated nightly.

Hey HCV Landlords,

Did you know PHA issues housing vouchers to Veterans? PHA partners with the Veterans Administration to designate vouchers to former military personnel who served our country.

If you are interested in renting to a Veteran

TERMS OF SERVICE

All information contained at this data center is provided for the exclusive use of participants and invited guests of the Philadelphia Housing Authority (PHA) and is to be used in the aid of conducting its business. PHA reserves the right to deny or cancel accounts, monitor, log, or record any activity on these resources. Misuse of the information contained on the Partner Portal will result in disciplinary or other actions including termination of access and/or prosecution under Federal, State, or Local law.

I agree to the Terms Of Service