

# Questions & Answers

For landlords



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**Q.** I have had the same tenant for 3 years. She pays the electric and I pay all other utilities. Can I change the contract so that she now pays all the utilities?

**A.** At the tenant's recertification, indicate in writing that you want to change the terms of the contract. A new lease and HAP contract will need to be completed.

**Q.** My HAP contract starts on Feb 15 but the tenant moved in on Feb 1. Why does the contract not start on the 1<sup>st</sup>?

**A.** CKHA cannot make any payments until the unit passes inspection. It is always wise to wait until the unit passes inspection and has been found to be rent reasonable before allowing a tenant to move in.

**Q.** If the tenant damages my unit, will CKHA pay to have it repaired?

**A.** Unfortunately, CKHA cannot make payments due to tenant damages. If you believe your unit has suffered damages, you may request a special inspection. If tenant dam-

ages that result in the failure of Housing Quality Standards (HQS) are found by an inspector, a timeframe will be given for the repairs to be completed. If the unit does not pass on the second inspection, CKHA will end the contract and the tenant could lose his assistance. It is important to note that a special inspection must be requested while the tenant is still living in the unit.



**Q.** How do I evict a tenant?

**A.** After the initial year, the term of the contract goes month to month unless the landlord's lease specifies differently. This means that anytime after the initial year, either the tenant or the landlord can give the other a 30 day notice to end the contract. This notice must be given to the other party and to CKHA in writing by the first day of the month the notice is to be effective for.

If the contract is still in the initial year, there are several options.

1. Either the tenant or landlord has the option of taking the other party to magistrate court.

2. You may evict the tenant if there has been a serious and repeated lease violation. This is where the lease agreement between you and the tenant can be very important.

3. The landlord and tenant can mutually agree on a date to end the contract. This is called a landlord release and must be in writing.

**Q.** I pay all the utilities. This month the water bill was three times the normal amount. Can I collect the additional amount from the tenant?

**A.** No. See the above the question on how to end the contract with the tenant.

**Q.** The tenant gave me a move notice effective January 31 but it's now February and he's still here. Will you pay February's rent?

**A.** The tenant was given a voucher for 120 days when he decided to move. If he is still in your unit after the initial move date but before the voucher expires, both tenant and landlord can submit a request for an additional month's rent to be paid.

**Q.** My unit passed inspection on Jan. 3 and the tenant moved in on that day. It is March and I have not received payment yet. When will I get paid?

**A.** Most likely, we have not received the HAP contract sent to you after the unit passed inspection. No payments can be made until the signed contract is returned. If you have returned the contract, contact your tenant's leased housing specialist.



**Q.** I have a tenant who lives in an upstairs apartment, and she wants to move to a bottom level unit in the same building. Is it okay for her to go ahead and move?

**A.** Each unit must pass inspection and have a valid HAP contract on file before any payments can be made. Even though both apartments are in the same building, they are considered two distinct units. The tenant must provide a 30 day notice to move or a landlord release letter before being issued a move packet for the new unit.

**Q.** What happens if I sell the property?

**A.** Many times, the new owners will sign a contract assumption to take over the contract and continue renting to the tenants. In other instances, when the new owners do not want to continue renting the unit, the tenants are given a voucher to move. No rent will be paid to the new owners without signing a contract assumption.



**Charleston-Kanawha Housing Authority**

Leased Housing Department  
PO Box 86  
Charleston, WV 25321

Phone: 304-348-6451 Fax: 304-348-8155